



Ohio Residency Application

Full Legal Name _____

Student ID Number _____ **Date of birth** _____

Ohio residency status for tuition purposes is initially determined by limited information collected on the application for admission. The purpose of this document is to communicate regulations provided by the Ohio Department of Higher Education and to provide a means for students to supply additional information and appeal their residency status.

Complete this application only after you have read the attached Ohio Department of Higher Education requirements 3333-1-10, Ohio Student Residency for State Subsidy and tuition surcharge purposes.

The completed application and supporting documents must be received by the Records Office during, or prior to the semester in which you are making this application. A change in residency status will not be considered for previous semesters.

Indicate which guideline (C-1–C-4) or Exception (E-1 –E-8) you are using to establish Ohio residency:

- C-1 Reclassification - If you are financially dependent upon a person living in Ohio**

The Ohio Board of Regents Guidelines state:

"A student whose spouse, or a dependent student, at least one of whose parents or a legal guardian, has been a resident of the state of Ohio for all other legal purposes for 12 consecutive months or more immediately preceding the enrollment of the student in an institution of higher education."

This classification is for a person who has been claimed by either a parent or legal guardian as a dependent on that person's Internal Revenue Service tax filing for the previous year and has subjected their income to Ohio Taxation or the spouse of a person who has lived in and paid taxes to Ohio for the previous 12 consecutive months. The person the student is dependent upon must meet the definition of being a resident of Ohio for all legal purposes.

MUST PRESENT: A notarized statement from spouse, parent or legal guardian specifying how long they have been a resident of Ohio. Statement must include dependent student's name and Washington State College of Ohio Student ID or social security number in the statement. If dependency is upon a spouse include a copy of the marriage certificate.

- C-2 Reclassification - If you are financially independent**

The Ohio Department of Higher Education Guidelines state:

"A person who has been a resident of Ohio for all other legal purposes for at least 12 consecutive months immediately preceding his or her enrollment in an institution of higher education and who is not receiving, and has not directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

This classification is for a person who has never been classified as a resident at Washington State College of Ohio and would like to be reclassified as a resident. This is for a person who is claiming to be financially independent of anyone else unless they have a spouse who is also living in Ohio. A person must prove that they have maintained a physical presence and domicile in Ohio for the 12 months preceding the semester they would like to be classified as a resident. The person must also prove they have transferred all items of registration to Ohio. The

person must finally show that they have been financially self-sustaining on eligible Ohio income and have not received financial support from persons or entities outside of Ohio during the 12 months preceding the semester they would like to be reclassified as a resident.

MUST PRESENT: Residency Petition, complete with supporting documents and notarized.

□ **C-3 Reclassification – If you are financially dependent upon a spouse or parent**

The Ohio Department of Higher Education Guidelines state:

"A dependent child of a parent or legal guardian, or the spouse of a person, who as of the first day of a term of enrollment, has accepted full-time, self-sustaining employment and established domicile in the State of Ohio for reasons other than gaining the benefit of favorable tuition rates."

This reclassification is for a person who has been claimed for tax purposes in the previous year by a parent or legal guardian and that person has not lived in Ohio for 12 months. The spouse, parent, or legal guardian must have accepted and begun full-time employment and established a domicile in Ohio before the semester begins in order for the student to qualify.

Note: Two part-time jobs or any combination cannot be used to constitute one full-time position. This residency reclassification is based upon one full-time employment position.

If you are currently enrolled and your spouse has not lived in Ohio for 12 months, you cannot apply for this reclassification. The spouse must begin employment before your initial term of enrollment.

Students who marry an Ohio resident after their initial enrollment apply under C-1 if the spouse has lived in Ohio for 12 months.

Employment must be verified every semester under C-3.

An employment letter will be required each semester verifying the spouse or parent is still employed with the employer for which they received C-3 residency until the spouse or parent has lived in Ohio for 12 consecutive months.

Students will be classified as non-residents for the semester after they receive C-3 residency unless a new employment letter is received by published deadlines.

MUST PRESENT: Documentation of full-time employment and domicile shall include both of the following documents:

1. A sworn statement from the employer or the employer's representative on the letterhead of the employer or the employer's representative, certifying that the parent or spouse of the student is employed full-time in Ohio. Statement must include parent/spouse and student relationship, student's name and Washington State College of Ohio Student ID or social security number in document.
2. A copy of the lease under which the parent or spouse is the lessee and occupant of rented residential property in the state; a copy of the closing statement on residential real property located in Ohio of which the parent or spouse is the owner and occupant; or if the parent or spouse is not the lessee or owner of the residence in which he or she has established domicile, a letter from the owner of the residence certifying that the parent or spouse resides at that residence.

□ **C-4 Reclassification – If you are a qualified military veteran: Effective April 7, 2009**

The Ohio GI Promise was created by an Executive Order issued by Governor Ted Strickland. The Executive Order granted authority to the Chancellor of the Ohio Department of Higher Education to deem qualified veterans as Ohio residents for the purpose of qualifying for in-state tuition rates.

The C-4 Reclassification applies to a veteran of the United States military who:

1. Has been honorably discharged or medically separated from service with at least one year of service. Veteran dependents also are eligible if the veteran was killed (KIA), declared missing in action (MIA) or a prisoner of war (POW). Eligibility should be documented by form DD-214.
2. Who has established domicile in Ohio as of the first day of enrollment. In cases where the veteran was KIA, MIA or POW, only the dependents need be domiciled in Ohio.

MUST PRESENT:

Independent student:

1. **Eligibility** – The DD 214 is the best means of determining a veteran’s length and character of service.
2. **Proof of Ohio Domicile:**
 - a) A copy of a lease under which the veteran is the lessee and occupant of the rented residential property in the state
 - b) A copy of the closing statement on residential real property located in Ohio of which the veteran is the owner and occupant
 - c) If the veteran is not a the lessee or owner of the residence in which he or she has established domicile, a sworn affidavit from the owner of the residence stating the date the veteran began residing at that residence.

Dependent student: In addition to the above, submit the following:

1. The dependent(s) of a veteran must provide proof of dependent status as provided by the veteran parent’s IRS tax filing for the previous year or a copy of the marriage certificate if the dependent student is the spouse of the veteran. Statement must include dependent student's name and social security number in the statement.
2. In cases where the veteran was Killed in Action (KIA), Missing in Action (MIA), or Prisoner of War (POW), only the spouse or dependent need to be domiciled in Ohio. In those cases the spouse or dependent will provide official documentation of KIA, MIA, or POW status by submitting a DD 214 document.

E-1 Reclassification – If you are an employed part-time student

The Ohio Department of Higher Education Guidelines state:

"A person who is living and gainfully employed on a full-time or part-time self-sustaining basis in Ohio and who is pursuing a part-time program of instruction at an institution of higher education shall be considered a resident of Ohio for these purposes."

E-1 residency applies to persons who are residing and are gainfully employed on a self-sustaining basis in Ohio and who are pursuing a part-time program of instruction.

E-1 residency generally pertains to persons who have resided in Ohio less than 12 consecutive months and have moved to Ohio for employment purposes. However, it may also include non-resident students who have lived in Ohio more than 12 months and are working to financially emancipate themselves from non-Ohio parents.

The employment must begin and be self-sustaining before the first day of the semester a person seeks to qualify for E-1 residency. Other sources of income such as loans cannot be considered as income contributing to a student's self-sustaining status.

Students who have received E-1 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C-2.

Note: Students must apply every semester for E-1 classification.

MUST PRESENT: Residency Petition, complete with supporting documents and notarized. Must meet all requirements with the exception of living in Ohio for the previous 12 consecutive months.

E-2 Reclassification – If you or your parent or spouse are active duty military

The Ohio Department of Higher Education Guidelines state:

"A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all legal purposes and his or her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile."

This residency exception is for a person who entered active duty military status as a resident of Ohio and is returning to Ohio after being discharged. This residency exception is also for a person who entered active duty military status as a resident of Ohio and their spouse or dependent child would like to return to Ohio and attend Washington State College of Ohio while they are still on active duty military and not living in Ohio.

MUST PRESENT:

Dependent student: Copy of parent's current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation. Must be accompanied with letter from parent listing student's name and Washington State College of Ohio Student ID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Copy of current official military records showing Ohio as "Home of Record" (HOR) or copy of most recent "Leave and Earning Statement" (LES) showing income has been subjected to Ohio taxation.

E-3 Reclassification – If you or your parent or spouse are active duty military and stationed in Ohio

The Ohio Department of Higher Education Guidelines state:

"A person on active duty status in the United States military who is both stationed and residing in Ohio (and their dependents) shall be considered a resident of Ohio for tuition purposes."

This residency exception is for a person, or their spouse, or their dependent child, who is stationed in Ohio on active duty military.

MUST PRESENT:

Dependent student: Copy of parent's official military orders showing current active duty status in Ohio. Must be accompanied with letter from parent listing student's name and Washington State College of Ohio Student ID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Copy of official military orders showing current active duty status in Ohio.

E-4 Reclassification – If your parents or spouse are Ohio residents and transferred outside of the United States

The Ohio Department of Higher Education Guidelines state:

"A person who is transferred by their employer beyond the territorial limits of the fifty states of the United States and the District of Columbia while a resident of Ohio for all other legal purposes and their dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of such person's domicile and as

long as such person has fulfilled their tax liability to the State of Ohio for at least the tax year preceding enrollment."

This residency exception is for a person, or their spouse, or their dependent child, who would like to return to Ohio and attend Washington State College of Ohio when they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT:

Independent student: Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred. Copy of the employees' Ohio tax return for the previous tax year.

Dependent student: The documents listed above for an Independent student must also be accompanied with letter from parent or spouse listing student's name and Washington State College of Ohio Student ID or social security number and dependent status. If dependency is upon a spouse include a copy of the marriage certificate.

E-5 Reclassification – If you or your parents are migrant workers

The Ohio Department of Higher Education Guidelines state:

"A person who has been employed as a migrant worker in the State of Ohio and their dependents shall be considered a resident for these purposes provided such a person has worked in Ohio at least four months during the three years preceding the proposed enrollment."

This residency exception is for a person, or their spouse, or their dependent child who would like to attend Washington State College of Ohio and they have not lived in Ohio for the previous 12 consecutive months.

MUST PRESENT:

Dependent student: Statement(s) from employer(s) verifying the parent has worked in Ohio at least four months during each of the three previous years. Must be accompanied with letter from parent listing student's name and Ohio College PID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

Independent student: Statement(s) from employer(s) verifying the student has worked in Ohio at least four months during each of the three previous years.

E-6 Reclassification – If you or your parents or spouse are involved in community service

The Ohio Department of Higher Education Guidelines state:

"A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered residents of Ohio while in service and upon completion of service in the community service position."

This residency exception is for a person, or their spouse, or their dependent child who was a resident of Ohio and took a position working for: (A) VISTA, AmeriCorps, City Year, the Peace Corps, or any similar program as determined by the Ohio Department of Higher Education; or (B) an elected or appointed public official for a period of time not exceeding 24 consecutive months. The person now wishes to return to Ohio and be classified as a resident for tuition purposes.

MUST PRESENT:

Independent student: A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual.

Dependent student: In addition to the above, a letter from parent verifying the dependent status of the student listing student's name and Washington State College of Ohio Student ID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

□ **E-7 Reclassification – If you return to Ohio due to marital hardship**

The Ohio Department of Higher Education Guidelines state:

"A person who returns to the state of Ohio due to marital hardship, takes or has taken legal steps to end a marriage, and reestablishes financial dependence upon a parent or legal guardian (receives greater than 50% of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."

This residency exception is for a person or their dependent child who returns to Ohio and has legally separated from their spouse and is now provided with more than 50% of their support from a parent who is a bona fide Ohio resident.

MUST PRESENT:

1. Copy of court papers verifying the couple has taken legal steps to end the marriage.
2. Proof of Ohio domicile: (one of the following)
 - a. Signed copy of rental agreement or lease
 - b. Copy of closing statement on house you live in
 - c. If living with someone, a sworn statement from the owner of the residence certifying that you reside at that residence and the date you began living there.
 - d. A sworn affidavit from the parents stating all of the following
 - i. The student's name and social security number
 - ii. Whether or not they are providing more than 50% of the financial support for the student
 - iii. Length of time they have lived in Ohio and subjected their income in Ohio taxation
 - iv. Whether they are United States citizens, permanent resident aliens, or what their status is in the United States

□ **E-8 Reclassification – If you or your parent or spouse serve in the Ohio National Guard**

The Ohio Department of Higher Education Guidelines state: "A person who is a member of the Ohio National Guard, and his or her spouse or dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard."

MUST PRESENT:

Independent student: A copy of the student's DD214.

Dependent student: In addition to the copy of DD214, a letter from parent verifying the dependent status of the student listing student's name and Washington State College of Ohio Student ID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

- E-9 Reclassification – If you are a discharged or released Veteran or receive assistance under section 3311(b)(9) or 3319 of the Veterans Access, Choice, and Accountability Act of 2014**

The Ohio Department of Higher Education Guidelines state: "A veteran who was discharged or released from a period of not fewer than 90 days of service in the active military, naval, or air service less than three years before the date of enrollment in the course concerned."

-or-

"An individual who is entitled to assistance under section 3311(b)(9) or 3319 of this title by virtue of such individual's relationship to a veteran."

MUST PRESENT:

Independent student: A copy of the student's DD214.

Dependent student: In addition to the copy of DD214, a letter from parent verifying the dependent status of the student listing student's name and Washington State College of Ohio Student ID or social security number. If dependency is upon a spouse include a copy of the marriage certificate.

I request Ohio residency for the:

- Fall Semester 20_____
- Spring Semester 20_____
- Summer Semester 20_____

I submit this Ohio Residency Application form along with the appropriate supporting documents and request Ohio residency for college fee purposes based on the guidelines selected below.

I understand that all male, Ohio residents between the ages of 18 and 26 must complete their Selective Service registration. Failure to verify Selective Service registration for those who are required to do so will result, as law stipulates, in the assessment of the out-of-state surcharge and a loss of financial aid.

Oath, I the undersigned, do affirm that the information supplied on this residency application is true and complete.

Signature _____ **Date** _____

Please return completed form to the Records Office
710 Colegate Drive, Marietta, Ohio 45750
Fax: 740-568-1965
recordsoffice@wsc.edu

For Office Use: **Approved** C1 C3 C4 E2 E3 E4 E5 E6 E7 E8 E9

Effective Term _____

Denied Reason _____

Signature _____ **Date** _____



Washington State
COMMUNITY COLLEGE

Ohio Residency Petition

Complete this supplemental form only after you have read the Ohio Residency Application and you are seeking Ohio residency under provisions C2 or E1 of the Ohio Department of Higher Education Residency Requirements 3333-1-10, Ohio student residency for state subsidy and tuition surcharge purposes. The completed petition and supporting documentation must be received by the Records Office during or prior to the semester in which you are seeking a change in residency status. A change in residency status will not be considered for previous semesters.

1. Name _____ Student ID Number _____

Date of birth _____ Marital Status Single Married _____
(date)

2. I request Ohio Residency Status for the Fall 20____ Winter 20____ Summer 20____

3. Are you a citizen of the United States? Yes No (see below)

If no, what type of Visa do you hold? Permanent Resident Alien Other (specify) _____
 Student * Attach a copy of Visa or Green Card (I-551)

4. In what state are you registered to vote? _____ (Attach copy of voter registration card)

5. Do you have a driver's license? Yes No

Is it from Ohio? Attach copy. Yes No

Do you own or have use of a car? Yes No

Is it currently registered in Ohio? Attach copy. Yes No

6. Do you receive public assistance from the state of Ohio? Yes (attach benefit summary sheet) No

7. In chronological order (listing present address first) indicate where you have lived during the past 18 months. Attach documentation showing you have lived in Ohio for the previous 12 months (i.e. lease agreement, rental receipts, closing page of mortgage, utility bills)

Street Address	City, State	From month/year to month/year
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Have you filed an Ohio Personal Income Tax return in the previous 12 months? Yes (attach copy) No

9. Who claimed you as an exemption on the past year's federal income tax return? Self Other (see below)

If other, list name _____ Relationship _____

10. List all sources of financial support received during the previous 12 months (i.e. employment, savings, loans, G.I. Bill, social security, spouse, etc...) and document your sources (copies of awards, check stubs, W-2 forms, statement from employer). You must show income that can reasonably be considered adequate for self-sustaining.

Source 1 _____

State _____ Amount in past 12 months \$ _____

Source 2 _____

State _____ Amount in past 12 months \$ _____

Source 3 _____

State _____ Amount in past 12 months \$ _____

Source 4 _____

State _____ Amount in past 12 months \$ _____

11. I have reviewed the Ohio Department of Higher Education Residency Requirements. I submit this document and the appropriate supporting documents requesting Ohio residency for tuition fee purposes.

Oath, I the undersigned, do affirm that the information supplied on this residency petition is true and complete.

Signature _____ Date _____

Office Use Only

Date received _____

Residency Change Approved C2 E1 Effective term: _____

Denied

Reason: _____

Signature _____ Date _____