

MEMORANDUM

TO: First year graduate students on Assistantship
FROM: Office of the University Registrar
RE: Reclassification of Residency for Tuition Purposes

Procedures for reclassification of residency include:

1. Evidence of legal ties to the State of Florida:
 - A. Declaration of Domicile (**REQUIRED**) obtainable in person from the Clerk of the Circuit Court in the County Court House of the Florida County in which the student claims permanent domicile. (The fee in Leon County is currently \$15.00.)
 - B. Copies of driver's license, voters and vehicle registration. Legal ties with a previous state of residence must be switched to Florida within 30 days of filing your Declaration of Domicile.
2. Official confirmation of Graduate Assistantship by the School or College with which you have been on appointment. The graduate assistant verification form is available in the Registrar's Office and must be completed by your department representative.
3. Proof of financial independence. In most cases the formal **STATEMENT OF INDEPENDENCE**, which is included on the graduate assistant verification form will be sufficient.
4. Proof of twelve months' continuous physical presence in Florida; immediately prior to the first day of classes for the semester you wish to apply for residency. Documentation may include: Florida lease agreements, utility bills, bank records, etc.
5. Submit an official application for reclassification of residency, with required documentation, prior to the first day of classes.

Graduate students not on assistantship during their first year of enrollment and Undergraduate students should contact the Registrar's Office as soon as possible, as this information does not apply.

If you have questions or need more information, please contact:

Office of the University Registrar
The Florida State University
A-3900 University Center 32306-2480
PHONE: (850) 644-1050 FAX: (850) 644-1597

MEMORANDUM

TO: Office of the University Registrar

FROM: School or College of: _____

SUBJECT: Residency For Graduate Assistants

DATE:

This is to certify that _____
(Last Name) (First Name) (MI)

(Social Security Number)

is a graduate assistant on appointment in _____
(Department)

for the greater or equal to .25 F.T.E. The appointment period is from

_____ to _____
(Date) please include all appointment periods (Date)

for additional comments:

(Authorized Department Signature) (Date)

The student should bring the appropriate documents along with Declaration of Domicile and this form to the Office of the University Registrar:

- () Statement of Independence
- () Florida Driver's License
- () Florida Voter's Registration
- () Florida Vehicle Registration
- () Declaration of Domicile
- () Other evidence related to permanent domicile status (lease agreements etc.)

STATEMENT OF INDEPENDENCE

I, _____
Please Print: (First Name) (MI) (Last Name)

_____ do solemnly swear and affirm that I am independent
(Student ID Number)

for federal and state tax purposes and have been independent since:

_____ (Month, Day, Year) _____ (Signature)