

## **For Graduate Assistants Who Are U.S. Domestic Residents: Obtaining Florida Residency**

**TO:** First year graduate students on assistantship (US residents, only)  
**NOTE: Graduate students (US residents, only) not on assistantship during their first year of enrollment who are interested in applying for FL residency should contact the FSU Registrar's Office (850-644-1050) as soon as possible, as the following information does not apply to you.**

**FROM:** Lauren Smith, Graduate Music Office

**RE:** Reclassification of Residency for Tuition Purposes

### **PART 1 - The following steps must be completed before the first day of classes THIS Fall:**

A. Obtain the Declaration of Domicile in person from the Clerk of the Circuit Court in the Leon County Courthouse (**301 S. Monroe Street, Suite 100**). Or, you may go to the Leon County Clerk of Court Northeast Branch at **1276 Metropolitan Blvd., Suite 101**. Expect to pay a filing fee. **NOTE:** You must obtain the Declaration of Domicile before the first day of Fall classes or else your residency request will be denied. Their business hours are between 8:00AM and 4:30PM, Monday through Friday.

**AND**

B. **Obtain a Florida driver's license** (non-drivers should obtain a State of Florida identification card), Florida voter's registration, and Florida vehicle registration. (Changing your vehicle registration only applies if the vehicle is registered in YOUR name). Legal ties with a previous state of residence must be changed to Florida at the time of filing your Declaration of Domicile. In other words, all legal ties must be established in Florida prior to the first day of classes.

You may want to obtain your Florida Driver's License prior to filing for domicile in-case the court office requires your photo identification

**Note: Residence in an on campus dorm does NOT support Florida residency for the purposes of tuition. Questions may be directed to the FSU Registrar's Office at 850/644-1050.**

### **PART 2 - The following steps must be completed before the first day of classes NEXT Fall:**

Documentation to be submitted to the FSU Registrar's Office:

- A. Official confirmation of Graduate Assistantship by the College with which you have been on appointment. The Graduate Assistant Verification Form, which is attached to this document, must be completed by you and your department representative (me). You complete Part 1 and I complete Part 2.
- B. Immediately prior to the first day of classes for the semester you wish to apply for residency you must submit the following documentation:

While all documents are important, the most critical to obtain is the Declaration of Domicile. The Declaration of Domicile is available from the Clerk of Courts in the County Court House of the Florida County in which you reside. **Please note:** No claim of residency will be valid without at least two required documents and at least three documents total:

- Declaration of domicile in Florida ("filed date" must be 12 months prior to first day of classes)
- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida
- Proof of membership in Florida-based charitable or professional organizations

Any other documentation that supports the student's request for resident status, such as:

- Lease agreement and proof of 12 consecutive months of payments
- Utility bills and proof of 12 consecutive months of payments
- Bank records
- Benefit histories from Florida agencies or public assistance programs
- State, federal, or court documents evidencing legal ties to Florida

**Residence in an on campus dorm does NOT support Florida residency for the purposes of tuition.**

C. Submit all documentation to the FSU Registrar's Office, (located in University Center A at Doak Campbell Stadium), prior to the first day of classes for the semester you wish to claim Florida residency. Note: Applications will be accepted no earlier than one (1) month prior to the first day of classes.

It is highly recommended that you submit as many supporting documents as possible (listed above) to the Registrar's Office before classes begin your second year here!

If you have questions or would like additional information, please contact:

The FSU Registrar's Office

PHONE: (850) 644-1050

<http://admissions.fsu.edu/residency/>