

# CLARK STATE COMMUNITY COLLEGE

## Ohio Residency Application



### Records and Registration

Clark State Community College’s residency guidelines are established by the Ohio Department of Higher Education, which is the planning and coordinating agency for higher education in the State of Ohio. To be classified as a resident for tuition purposes, a student must meet the guidelines for residency as defined by the Ohio Department of Higher Education.

Please carefully read the enclosed information and instructions. This packet includes an Ohio Residency Application, Residency Provisions, and an Ohio Residency Application Supplement.

C1: Financially Dependent Student	C2: Financially Independent Students	C3: Dependent of a Person Employed Full-Time in Ohio
C4: Veterans-Ohio GI Promise	C5: Veterans-All-Volunteer Force Educational Assistance Program	C6: Veterans-Marine Gunnery Sergeant John David Fry Scholarship Recipient
C7: Forever Buckeye	E1: Conditional Residency	E2: Ohio Residents on Full-Time Military Duty (Does not apply to National Guard or Reserve)
E3: Active Duty Military Stationed in Ohio (Does not apply to National Guard or Reserve)	E4: Ohio Residents Transferred Out of the US by Their Employer	E5: Migrant Worker
E6: Residency for Community Service	E7: Residency for Marital Hardships	E8: Ohio National Guard

### Instructions

1. Please read and identify which one Residency Provision best describes your circumstances.
2. Complete the Ohio Residency Application. You will need to provide the documentation detailed for that specific section and classification. Please note the provision number on the application.
3. If required, complete the Ohio Residency Application Supplement.
4. Make copies of the appropriate documents noted for your particular provision.
5. You may bring these items to the *Records and Registration Office (TLC 114 in Springfield), the Student Services Office (2nd floor of the Greene Center in Beavercreek) or mail them to: Records and Registration, Clark State Community College, P.O. Box 570, Springfield, OH 45501-0570.* Faxes are acceptable and should be faxed to *Records and Registration, 937.328.6133.* Please double-check to make sure that all pages have been received successfully by calling *937.328.6461.*

## Questions

Please direct questions and concerns about Ohio Residency Status to [937.328.6461](tel:937.328.6461).

## Deadlines

Please direct questions and concerns about Ohio Residency Status to [937.328.6461](tel:937.328.6461).

<b>TERM</b>	<b>DEADLINE</b>
Spring Semester	Two weeks prior to the start of the term
Summer Semester	Two weeks prior to the start of the term
Fall Semester	Two weeks prior to the start of the term

# Ohio Residency Application

Provision Number: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle initial

Student ID: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Preferred Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

List your address(es) over the past 24 months:

Number and Street City/State From: To:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Marital Status:  Single  Married Gender:  Female  Male

Selective Service Number (Males 18-26 years of age only): \_\_\_\_\_

Are you a U.S. citizen? \_\_\_\_\_ If no, please provide proof of current legal status (Visa or Permanent Resident Alien card)

Do you have an Ohio State ID?  Yes  No Are you registered to vote in the State of Ohio?  Yes  No

Have you paid Ohio personal income tax?  Yes  No What Years? \_\_\_\_\_

How do you support yourself financially? (Check all that apply)

Employed Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ City/State of Employer: \_\_\_\_\_

Spouse Employed Employer's Name: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ City/State of Employer: \_\_\_\_\_

Student Loans/Scholarships/Grants

Savings, Mutual Funds, Investments, Etc.

Other Sources of Income (Trust Fund, Disability Insurance, Unemployment). Please explain:

\_\_\_\_\_

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Do you receive any financial support from parents or other persons?  Yes  No

If yes, please complete the following: Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ State of Residence: \_\_\_\_\_ # of Years: \_\_\_\_\_

Who claimed you as an exemption on the last year's federal income tax return?

Yourself  Someone Else Their Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ State of Residence: \_\_\_\_\_

I certify that the information contained in this application is complete, accurate, and true to the best of my knowledge.

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Signature of Applicant (Student)

Date

**FOR OFFICE USE ONLY**

Residency is  Granted  Denied If "denied", why: \_\_\_\_\_

Residency is  Permanent  Conditional

Provision of Application: \_\_\_\_\_

Residency determination processed by: \_\_\_\_\_

Comments (if needed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Ohio Residency Application Supplement | For Provision C2 or E1 ONLY

Name: \_\_\_\_\_  
Last
First
Middle initial

Student ID: \_\_\_\_\_

### Instructions

Complete the matrix of income and expenses below to demonstrate you are self-supporting.  
*List all sources of income and expenses for the 12 months prior to the semester of this application. If you list loans or income from parents, relatives/friends or gifts then list the contributor's state of legal residence and their length of residency there. Attach paychecks, W2 statements, leases, etc. to verify income and expenses.*

INCOME		EXPENSES	
Employment	\$	Tuition	\$
Spouse Employment	\$	Books	\$
Savings	\$	Food	\$
Scholarships	\$	Rent	\$
Grants	\$	Utilities	\$
Loans	\$	Clothing	\$
VA Benefits	\$	Travel	\$
Social Security	\$	Auto Payments	\$
Parent/Guardian	\$	Auto Insurance	\$
<b>State of Residency</b>			
Relatives/Friends	\$	Health Insurance	\$
<b>State of Residency</b>			
Gifts	\$	Recreation	\$
Other	\$	Other	\$
<b>Total</b>	<b>\$</b>	<b>Total</b>	<b>\$</b>

I certify that the information contained in this application is complete, accurate, and true to the best of my knowledge.

\_\_\_\_\_  
 Signature of Applicant (Student)

\_\_\_\_\_  
 Date

# Ohio Residency Application Additional Information (Optional)

### Instructions

Explain any additional factors you feel are relevant to your application for Ohio Residency.

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# Residency Provisions

## Instructions

Choose only one provision, and write the Provision Number at the top of your application in the space provided.

### C1: Financially Dependent Students

This section grants in-state tuition benefits to a student whose spouse has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education, or a dependent student where at least one parent or guardian has been a resident of the state of Ohio for all other legal purposes for twelve consecutive months or more immediately preceding the enrollment of such student in an institution of higher education.

#### *Documentation Required for C1 (Spouse):*

- Copy of Ohio Driver's License or State of Ohio State ID for both Student and Spouse
- Copy of Spouse's Ohio State tax return
- Copy of Marriage License
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Submit a notarized statement from the spouse living in Ohio that includes the following information:
  - Student's name and last four digits of social security number
  - Dates spouse has lived in Ohio
  - Number of years spouse has paid taxes in Ohio

#### *Documentation Required for C1 (Parent/Legal Guardian):*

- Copy of Ohio Driver's License or State of Ohio ID of both Student and Parent or Legal Guardian.
- Parent or Legal Guardian's Ohio State tax return
- Federal tax return showing that the student was claimed as a dependent in the most recent tax year
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Submit a notarized statement from the parent or legal guardian living in Ohio that includes the following information:
  - Student's name and last four digits of social security number
  - Dates parent/ legal guardian has lived in Ohio
  - Number of years parent/legal guardian has paid taxes in Ohio

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **C2: Financially Independent Students**

This section grants in-state tuition benefits to student who has lived in Ohio for no less than the most recent 12 consecutive months and has not directly received financial support to meet expenses from entities outside the state of Ohio during this period.

Independent Students must meet the following conditions:

- The student has lived in Ohio for a full 12 consecutive months immediately preceding the semester for which applying
- All items of registration must be transferred to Ohio; driver's license, auto and voter registration
- The student must have filed Ohio taxes as a Resident or Part-year Resident
- The student must demonstrate that he/she has not received financial assistance from outside the state of Ohio during the 12 consecutive months immediately preceding the semester for which he/she is applying for benefits

#### **Documentation Required for C2**

- Copy of Ohio Driver's License or State ID, auto and voter registrations
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Ohio State tax return for the most recent tax year
- Completed Ohio Residency Application Supplement found in this packet

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **C3: Dependent of a Person Employed Full-Time in Ohio**

This section grants in-state tuition benefits to the child or spouse of a person who has been relocated to Ohio and is living and working on a full-time, self-sustaining basis before the first day of the term of enrollment for reasons other than gaining the benefit of favorable tuition rates.

*PLEASE NOTE: Students who have received C3 classification do not automatically convert to regular resident status after living in Ohio for 12 months. They must then apply under C1. **Students must apply every semester for C3.***

#### **Documentation Required for C3**

- A letter for the employed parent or spouse's employer, on a company letterhead or a notarized statement indicating:
  - Student's name and last four digits of the social security number
  - Semester in which residency is desired
  - Name of employed person



- Date employment began
- Full-time status or yearly wage/salary
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

#### **C4: Veterans-Ohio GI Promise**

This section grants in-state tuition benefits to a veteran, veteran's spouse, and/or any dependent of the veteran who meets both of the following conditions:

- Served on or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service; **OR** was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war.
- Must establish domicile in Ohio as of the first day of classes for the requested academic year

#### ***Documentation Required for C4***

- Military DD-214 to prove Honorable Discharge or Medical Separation with 1-Year of Active Service
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

#### **C5: Veterans-All-Volunteer Force Educational Assistance Program**

This section grants in-state tuition to a veteran student who is the recipient of federal veterans' benefits under the "All-Volunteer Force Educational Assistance Program" or "Post-9/11 Veterans Educational Assistance Program", or any successor program, if the veteran meets all of the following criteria:

- The veteran served at least ninety days or active duty.
- The veteran enroll in a state institution of high education, as defined in section 3345.011 of the revised code.
- The veteran lived in the state as of the first day of a term of enrollment in the state institution of higher education.

### **Documentation Required for C5**

- Proof of Ohio Domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Proof of required service
- Certificate of eligibility
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **C6: Veterans-Marine Gunnery Sergeant John David Fry Scholarship Recipient**

This section grants in-state tuition to a student who is the recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits, if the person meets both of the following criteria:

- The person enrolls in a state institution of higher education
- The person lives in the state as of the first day of enrollment in the state institution of high education

### **Documentation Required for C6**

- Proof of Ohio Domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Proof of required service
- Certificate of Eligibility
- If spouse, copy of marriage certificate
- If dependent child, copy of parent's tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **C7: Forever Buckeye**

This section grants in-state tuition to a graduate of an accredited public or private Ohio High School who left the state but has returned to enroll in an undergraduate or graduate program at an Ohio college. The student must also have documented evidence that he or she has established residency in Ohio. The Forever Buckeye provision of the law removes the 12-month period of establishing domicile in Ohio before becoming eligible for in-state tuition.

### **Documentation Required for C7**

- Proof of Ohio Domicile

- Signed copy of rental agreement or lease **OR**
- Copy of closing statement on a home **OR**
- If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Official Ohio high school transcript or a verification letter of your graduation on the high school's letterhead in a sealed envelope

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E1: Conditional Residency**

This exception allows a student who resides in Ohio and is employed on a full-time or part-time self-sustaining basis in Ohio to enroll at the in-state rate for PART-TIME studies only. The employment must begin and be self-sustaining before the first day of the semester a person seeks to qualify for E-1 residency. A student must be able to cover all living expenses (including tuition) solely with their employment income to qualify for this form of residency. Employment income must be subject to Ohio taxation to be considered eligible towards E-1 residency. Other sources of income such as loans, savings, etc. 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 C2. Students must apply every semester for E1.*

#### **Documentation Required for E1**

- Proof of Ohio Domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- Letter from the employer, on company letterhead or a notarized statement indicating:
  - Student's name and last four digits of the social security number
  - Semester residency is desired
  - Date employment began
  - Number of hours the student is working per week
  - Rate of pay per hour
- Completed Ohio Residency Application Supplement found in this packet

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E2: OH Residents on Active Duty in the Military**

This exception grants in-state tuition to a student who enters and currently remains on 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.

### **Documentation Required for E2**

- Military LES (leave and earning statement) showing Ohio as home of Record
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E3: Active Duty Military Stationed in Ohio**

This exception grants in state tuition to a student on active duty status in the United States military service who is stationed and resides in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

### **Documentation Required for E3**

- Military active duty orders verifying station in Ohio
- Proof of Ohio Domicile
  - Signed copy of rental agreement or lease **OR**
  - Copy of closing statement on a home **OR**
  - If student's not listed, a notarized statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E4: Ohio Residents Transferred Out of the United States by Their Employer**

This exception allows residents of Ohio (as well as their dependents and/or spouse) to continue to be eligible for in-state tuition benefits if the individual is transferred out of the country by his/her Ohio-based employer.

### **Documentation Required for E4:**

- A letter of explanation describing the individual's timeline in Ohio
- An employment verification letter from the individual's employer verifying the transfer from Ohio to an overseas assignment
- Ohio State tax return from the most recent tax year
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E5: Migrant Worker**

This exception allows migrant workers to receive in-state tuition benefits if they have worked at least four months in Ohio for each of the past three consecutive years.

#### ***Documentation Required for E5:***

- Statement from the Ohio Department of Job and Family Services verifying the parent/student/spouse has been working in Ohio at least four months during each of the previous three years
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

#### **E6: Residency for Community Service**

This residency exception is for a person, or his/her spouse, or 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 Board of Regents; 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.

#### ***Documentation Required for E6:***

- A sworn statement from the community service group or a signed statement on letterhead verifying Ohio home of record for the individual
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

#### **E7: Residency for Marital Hardships**

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

#### ***Documentation Required for E7:***

- Copy of court papers verifying the couple has taken legal steps to end the marriage
- Proof of Ohio domicile
  - Signed copy of rental agreement or lease
  - Copy of closing statement on a home
  - If living with someone, a sworn statement from the owner of the residence certifying that you reside at the residence and the date you began living there
- A notarized statement from the parents stating the following;
  - The student's name and last four digits of social security number
  - Whether or not they are providing more than 50% of the financial support for the student
  - Length of time they have lived in Ohio and paid taxes

- Whether they are U.S. citizens, permanent resident aliens, or what their status is in the U.S.

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

### **E8: Ohio National Guard**

This exception grants in-state tuition to a student who is a member of the Ohio National Guard, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in the Ohio National Guard service.

#### ***Documentation Required for E8:***

- A copy of enlistment papers (DD Form 4/1) or a letter from the base personnel officer verifying service in the Ohio National Guard
- If spouse, copy of marriage license
- If dependent child, copy of parent's federal tax return for prior year

*PLEASE NOTE: This list is NOT all inclusive. The Residency Officer is permitted by law to request additional documentation if needed to reach a determination.*

## Immigration Status: Eligible and Non-Eligible Visa Types

Eligible Visa Types to Apply for Ohio Residency for Tuition Purposes	Non-Eligible Visa Types to Apply for Ohio Residency for Tuition Purposes
Permanent Resident Alien	B; B-1, B-2, BW
Political Asylee	F; F-1, F-2*
Political Refugee	F; F41**, F42, F43
A; A-1, A-2, A-3	J; J-1, J-2*
E; E-1, E-2, E-3	K; K-1, K-2*, K-3, K-4*
G; G-1, G-2, G-3, G-4, G-5	M; M-1, M-2*
H; H1-B, H1-C, H2-A, H2-B, H-3, H-4*	
I	
L; L-1A, L-1B, L-2*	
O; O-1, O-2, O-3*	
P; P-1, P-2, P-3, P-4*	
R; R-1, R-2*	
TC	
TD	
TN	
U; U-1, U-2, U-3*, U-4	
V; V-1, V-2*, V-3*	

\*This indicates a dependent visa status

\*\*F41 person should have received permission to be in the U.S. for a certain time and during that time is completing the process to become a citizen or legal Permanent Resident. This person is classified as such because they are a brother or sister of a U.S. citizen who is at least 21 years of age.

To be eligible, the immigration documentation that you provide must be current.

A dependent student must also hold an eligible visa status. If a student currently holds an ineligible visa but has paid to adjust his or her visa status through the Department of Homeland Security, and once processed, will have an eligible visa status, he or she will need to submit the receipt of an eligible visa type prior to submitting the Clark State Community College Residency Application Packet.