

NORTH CENTRAL STATE COLLEGE  
STUDENT RECORDS OFFICE  
RESIDENCY CHANGE PETITION

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Sec. Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

I have reviewed the residency verification information on the reverse side of this form, and I believe that I qualify for Ohio residency under (circle one):  
(C)(1) (C)(2) (C)(3) (C)(4) (C)(7) (C)(8) (E)(1) (E)(2) (E)(3) (E)(4) (E)(5) (E)(6) (E)(7) (E)(8)

I am requesting a change in my residency status due to the following reasons (be specific):

\_\_\_\_\_

\_\_\_\_\_

I have attached the following documentation to support my request (check all that apply):

- ☐ A copy of my (or my spouse/parent/guardian's) most recent Ohio income tax return.
- ☐ A copy of my (or my spouse/parent/guardian's) most recent Ohio W-2's.
- ☐ Sworn statement from my employer certifying that I am employed full-time or part-time in the state of Ohio, and stating my beginning date of employment/hire date.
- ☐ Sworn statement from employer certifying that my parent, legal guardian, or spouse is employed full-time in the state of Ohio.
- ☐ A dated copy of a lease or closing statement that verifies that I (or my spouse, parent or guardian) have established domicile in Ohio.
- ☐ A copy of my current drivers license.
- ☐ A statement from my caseworker regarding any public assistance received in Ohio.
- ☐ A copy of my voter registration card.
- ☐ Photocopies of actual cashed checks for payment of rent, utilities, etc.
- ☐ A copy of my most recent Leave and Earnings Statement from the military.
- ☐ If non-U.S. citizen, a copy of my visa and any other immigration papers which will assist in making a residency determination.
- ☐ OTHER (Explain) \_\_\_\_\_

I understand that the burden of proof falls on me to provide clearly documented evidence of my claim to Ohio residency status. I further understand that my application for a change in residency status must be submitted, along with all supporting documentation, no later than one week prior to the first day of the academic quarter that I plan to start classes. I understand that information that is turned in late will be considered for the subsequent academic quarter.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# OHIO RESIDENCY REQUIRED DOCUMENTS CHECKLIST

## **C1: STUDENTS DEPENDENT ON PARENT, SPOUSE, or LEGAL GUARDIAN WHO IS AN OHIO RESIDENT**

*will be a dependent child, AND one parent will have been a resident of Ohio for at least 12 months preceding the student's enrollment in college.*

- Copy of Ohio Driver's License or State of Ohio ID card of BOTH Student and Parent, Spouse or Legal Guardian.
- Copies of current immigration or Visa status for BOTH Student and Parent, Spouse or Legal Guardian (if applicable). **See end of document for specific International documentation.**
- Copy of marriage certificate (if residency is based on spouse).
- Copy of Parent, spouse, legal guardian Ohio tax return and Federal tax return or tax return transcript for most recent tax year(s) showing student as a dependent.
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS immediately preceding the start of the semester for which you are requesting OH residency: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian.
- Proof of employment for Parent, Spouse or Legal Guardian (copies of most recent pay stubs - last 4 weeks is sufficient).

**\*\*If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**

## **C2: INDEPENDENT STUDENTS - *will be an independent student (paying own bills with income personally earned) AND will have been a resident of Ohio for 12 months, AND will not have received any financial support from outside Ohio during this 12-month period, AND will not have taken any actions that could be construed as declaring oneself to be a resident of another state.***

- Copy of Ohio Driver's License or State of Ohio ID card.
- Copy of current immigration or Visa status (if applicable). **See end of document for specific International documentation.**
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS immediately preceding the start of the semester for which you are applying for a change in residency: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Student's Ohio tax return and Federal tax return or tax return transcript for most recent tax year(s)  
Parent, spouse, legal guardian Federal tax return or tax return transcript for most recent tax year(s).  
(required if 25 or under)
- Proof of employment (most recent pay stubs - last 4 weeks is sufficient).

## **C3: TEMPORARY RESIDENCY - STUDENTS DEPENDENT UPON A PARENT, SPOUSE, or LEGAL GUARDIAN THAT IS EMPLOYED FULL-TIME IN OHIO - *will be the spouse or dependent child of a person who has secured full-time, self-sustaining employment in Ohio AND established domicile in Ohio by the first day of classes of any academic term.***

- Copy of Ohio Driver's License or State of Ohio ID card for BOTH Student and Parent, Spouse or Legal Guardian.
- Copies of current immigration or Visa status for BOTH Student and Parent, Spouse or Legal Guardian (if applicable). **See end of document for specific International documentation.**
- Copy of Parent Ohio tax return and Federal tax return or tax return transcript for most recent tax year(s).
- Copy of a marriage certificate (if residency is based on spouse).
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian.
  - **\*\*If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Proof of Employment: A letter from the employer on company letterhead stating:
  - Name of employed person
  - Date the employment began
  - Employee is full-time and the annual salary
- Copies of most recent pay stubs from Parent, Spouse, or Legal Guardian - last 4 weeks is sufficient.
- ***This category of temporary residency requires a new petition for permanent residency once the student and the person to whom they are financially dependent have lived in Ohio for 12 months.***

## **C8: FOREVER BUCKEYE - OHIO HIGH SCHOOL GRADUATES - *This provision extends in-state tuition rates to Ohio high school graduates to students who have left the state and returned to enroll in an Ohio public institution of higher education and who establish a primary residence in Ohio by the 1st day of the classes requested term.***

- Copies of current immigration or Visa status (if applicable). **See end of document for specific International documentation.**
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, a notarized statement from the person whom he/she is residing with is ALSO REQUIRED.**
- Official Ohio high school transcript or a verification letter of graduation on the high school's letterhead in a sealed envelope. Please Note: a copy of a high school diploma or GED (transcript or diploma) is not sufficient proof of high school graduation for proof of residency for tuition purposes.

### **E1: TEMPORARY RESIDENCY - GAINFUL EMPLOYMENT IN OHIO WHILE PURSUING A PART-TIME EDUCATIONAL**

**PROGRAM** - A person who is living and is gainfully employed on a full-time or part-time and 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.

- Copy of Ohio Driver's License or State of Ohio ID card.
- Copies of current immigration or Visa status (if applicable). **See end of document for specific International documentation.**
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Most recent pay stubs showing earnings of at least \$300 per week (last 4 weeks is sufficient).
- Letter from the student's employer on official company letterhead or a notarized statement that indicates:
  - Student's name and NC State ID number
  - Semester for which the student is applying for E1 residency
  - Date employment began
  - Number of hours student is working per week
  - Rate of pay per hour
- ***This category of temporary residency requires a new petition for permanent residency once the student has lived in Ohio for 12 months.***

**E4: OHIO RESIDENTS TRANSFERRED OUT OF THE U.S. BY THEIR EMPLOYER** - person who is transferred by employer beyond 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 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 and as long as such person has fulfilled their tax liability to the State of Ohio for at least the tax year preceding enrollment.

- Copy of Ohio driver's license or State of Ohio ID card.
- Statement on employer's letterhead indicating the employee was an Ohio resident at the time of being transferred.
- Copy of employee's Ohio tax return for the previous year.
- **For students dependent upon a parent, legal guardian or spouse:** submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  - Student's name and NC State ID number
  - Dates parent or spouse has lived in Ohio.
  - Number of years parent or spouse has paid taxes in Ohio.
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
    - Substantiate by attaching a copy of Federal tax return or tax return transcript for spouse, parent, or legal guardian
- **For students dependent upon their spouse:** Submit a copy of marriage certificate.

**E5: MIGRANT WORKERS** - A person who has been employed as a migrant worker in the State of Ohio and his or her dependents shall be considered a resident for these purposes provided such a person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment.

- 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.
- **For students dependent upon a parent, legal guardian or spouse:** submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  - Student's name and NC State ID number.
  - Dates parent or spouse has lived in Ohio.
  - Number of years parent or spouse has paid taxes in Ohio.
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
  - Number of years parent or spouse has paid taxes in Ohio. (Attach most recent Ohio tax return).
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
    - Substantiate by attaching a photocopy of Federal tax return or tax return transcript for spouse, parent, or legal guardian
- **For married students dependent upon their spouse:** Submit a copy of marriage certificate.

**E6: OHIO RESIDENTS WHO ARE COMMUNITY SERVICE WORKERS -** *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.*

- Copy of Ohio driver's license or State of Ohio ID card.
- Copies of current immigration or Visa status (if applicable). **See end of document for specific International documentation.**
- A signed statement on letterhead from the community service group verifying Ohio home of record for the individual.
- A signed statement on letterhead verifying Ohio home of record for the individual.
- **For students dependent upon a parent, legal guardian or spouse:** Submit a notarized statement from the spouse, parent, or legal guardian living in Ohio that includes the following:
  - Student's name and NC State ID number.
  - Dates parent or spouse has lived in Ohio.
  - Number of years parent or spouse has paid taxes in Ohio. (Attach most recent Ohio tax return).
  - Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
    - Substantiate by attaching a photocopy of Federal tax return or tax return transcript for parent or legal guardian
- **For married students dependent upon their spouse:** Submit a copy of marriage certificate.

**E7: TEMPORARY RESIDENCY - MARITAL HARDSHIP -** *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.*

- Copy of Ohio driver's license or State of Ohio ID card.
- Copies of current immigration or Visa status (if applicable). **See end of document for specific International documentation.**
- Copy of court papers verifying the couple has taken legal steps to end the marriage.
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian.
- A notarized statement from the parent(s) stating the following:
  - The student's name and NC State ID number.
  - Whether or not the parent(s) are providing more than 50% of the financial support for the student.
  - Length of time they (the parent(s)) have lived in Ohio and paid taxes.
  - Whether they (the parent(s)) are U.S. Citizens or current immigration/Visa status.
    - Substantiate with copies of current immigration or Visa status for parent or legal guardian.
- **This category of temporary Residency requires recertification every semester.**

## MILITARY STUDENTS

### C4: VETERANS

- Copy of Ohio Driver's License or State of Ohio ID card.
- Military DD-214 member 4 to show Honorable Discharge or Medical Separation with 1-Year of Active Service.
- Proof of Ohio Domicile as of the first day of the semester for which OH residency is being requested: Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Additional documentation for dependents:
  - SPOUSE: Marriage Certificate as proof of marriage.
  - DEPENDENT CHILD: Veteran's Federal tax return or tax return transcript for the previous year.

### C7: VOCATIONAL REHABILITATION & EMPLOYMENT

- Student must be enrolled in a state institution of higher education
- Proof of Ohio Domicile as of the first day of the semester for which OH residency is being requested: Signed copies of rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, listed, a notarized statement from the person with whom he/she is residing is ALSO REQUIRED.**
- Military DD-214 member 4 to show Honorable Discharge or Medical Separation with 1-Year of Active Service.
- Certificate of BVR eligibility.

**E2: OH RESIDENTS ON ACTIVE DUTY IN THE MILITARY-** *A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other 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.*

- Military LES (leave and earning statement) showing Ohio as home of Record.
- Valid government issued identification for student and spouse (if applicable)
- Additional documentation for dependents:
  - SPOUSE: Marriage Certificate as proof of marriage.
    - DEPENDENT CHILD: Veteran's Federal tax return or tax return transcript for the previous year.

## MILITARY STUDENTS (CONT.)

**E3: ACTIVE DUTY MILITARY STATIONED IN OHIO** - *A person 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.*

- Valid government issued identification.
- Military active duty orders verifying station in Ohio.
- Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned.
  - **\*\*If student is NOT listed, a notarized statement from the person whom he/she is residing with is ALSO REQUIRED.**
- Dependents: (spouse or children) are eligible for in-state tuition with above information.
  - SPOUSE: Provide copy of marriage certificate.
  - DEPENDENT CHILD: Provide copy of veteran's Federal tax return or tax return transcript for the previous year.

**E8: OHIO NATIONAL GUARD** - *A person who is a member of the Ohio National Guard and who is domiciled in Ohio, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio National Guard service.*

- Valid government issued identification for student and spouse.
- A copy of enlistment papers (DD Form 4/1) or a letter from the base personnel officer verifying service in the Ohio National Guard.
- Additional documentation for dependents:
  - SPOUSE: Marriage Certificate as proof marriage.
  - DEPENDENT CHILD: Veteran's Federal tax return transcript for the previous year.

## INTERNATIONAL STUDENT ELIGIBILITY SPECIFIC REQUIREMENTS NEEDED FOR C1-E7 ELIGIBILITY ABOVE

### **If the student is financially independent:**

- The student must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa to be considered for Ohio in-state residency.
- If the student holds a B, C, D, F, J, K-1, K-2, M, NATO 7, Q, or TWOV visa, **the student is not eligible** for Ohio in-state residency.
- If the student's immigration status is pending (for green card), **the student is not eligible** for Ohio in-state residency **unless** their most recent immigration status prior to entering pending status, was an eligible status to receive the in-state tuition subsidy benefit (prior status was this visa type: A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa).

### **If the student is financially dependent upon a spouse, parent, or legal guardian:**

- The student must hold a F, K-1, K-2, or M visa and be financially dependent upon their spouse, parent, or legal guardian to be considered for Ohio in-state residency.
- The person the student is dependent upon must be a U.S. citizen, Permanent Resident Alien, Political Asylee, Political Refugee, or hold an A, E, G, H, I, K-3, K-4, L, N, NATO 1-6, O, P, R, S, T, TN, TD, TPS, U, or V visa **and** be a bona fide Ohio resident (a bona fide Ohio resident is defined as a person who meets the criteria established in the Ohio Board of Regents Rules) for the student to be considered for Ohio in-state residency.
- If the person the student is dependent upon holds a B, C, D, F, J, K-1, K-2, M, NATO 7, Q, or TWOV visa, then **the student is not eligible** for Ohio in-state residency.

### **Required documentation in addition to that required based upon your checklist category (C1 through E7):**

- A copy of the student's entire immigration paperwork, I-94, and visa
- If student is dependent upon a spouse, parent, or legal guardian, a copy of that person's Visa or Asylee paperwork, US Passport, or Naturalization certificate
- If the student is dependent upon a parent or legal guardian, a copy of that person's Federal and Ohio Income Tax returns showing the student as a dependent for tax purposes.
- If student is 25 years of age or under, a copy of the student's parent(s) or legal guardian(s) state and federal income tax returns
- If the student is dependent upon a spouse, a copy of the marriage certificate

NORTH CENTRAL STATE COLLEGE  
RESIDENCY BUDGET SHEET

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOC. SEC. NUMBER: \_\_\_\_\_ ENTERING QUARTER: \_\_\_\_\_

I am (check one) \_\_\_\_\_ financially dependent on my parent(s)/guardian.  
\_\_\_\_\_ financially independent of my parent(s)/guardian, and they do not  
claim me for federal or state income tax purposes.

ANNUAL INCOME (in dollars):

Your employment: \_\_\_\_\_

Rent/Mortgage: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Car Payment: \_\_\_\_\_

Date hired: \_\_\_\_\_

Car Insurance: \_\_\_\_\_

Spouse/Parent employment: \_\_\_\_\_

Gasoline: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Utilities: \_\_\_\_\_

Date hired: \_\_\_\_\_

Health Insurance: \_\_\_\_\_

Savings: \_\_\_\_\_

Other Insurance: \_\_\_\_\_

Scholarships: \_\_\_\_\_

Food: \_\_\_\_\_

Grants: \_\_\_\_\_

Tuition: \_\_\_\_\_

Loans: \_\_\_\_\_

Other Fees: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Books: \_\_\_\_\_

VA Benefits: \_\_\_\_\_

Supplies: \_\_\_\_\_

Other Sources of Income: \_\_\_\_\_

Clothing: \_\_\_\_\_

\_\_\_\_\_

Entertainment: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

TOTAL: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ANNUAL EXPENDITURES: