



Submitting Residency Verification Form and Supplemental Documents

To determine if you are eligible for in-state tuition rate

- **1. Collect **all** documents** on the checklist for the rule that fits your situation, per checklists in packet (e.g. C2, C7, E6)
- **2. Complete the 4-page form and have it **notarized**.**
A notary public must witness your signature and add an official seal.
- **3. Submit **all documents and notarized application****
prior to start of the term for which you wish to be reclassified.

<u>Term</u>	<u>Decision Deadline</u>
Spring 2022	January 7, 2022
Summer 2022	May 13, 2022
Fall 2022	August 19, 2022

YSU must receive all documents on the checklist for your category of residency prior to the first day of the semester in which you want to be reclassified as an Ohio resident.

RESIDENCY DETERMINATIONS WILL NOT BE RETROACTIVE

- **U.S. Mail option:** Residency Officer, Admissions Office,
One University Plaza, YSU, Youngstown, OH 44555
- **Fax option:** **330-941-3674**
- **Email option:** jakraner@ysu.edu
- **In-Person option:** **Mon-Fri, 8 – 5, Sweeney Hall**

Ⓒ **Check your student email account** for updates on
the verification process and your residency status.

Application for Verification of Ohio Residency



Please return completed application to the Admissions Office as soon as possible **since a change to resident status cannot be made retroactive if documentation is received after the first day of the requested semester.** Additional documentation *may* be requested by the Admissions Office.

You are required to have your signature on Pg. 3 witnessed by a NOTARY PUBLIC.

Return to: Admissions Office, One University Plaza,
Youngstown State University, Youngstown OH 44555

_____ Y 0 0 _____
LEGAL NAME: Last First Middle YSU ID number (if known)

_____ **PRESENT ADDRESS:** Number and Street **Age** **Date of Birth**
 (mm/dd/yyyy)

_____ **City** **State** **ZIP Code** **Phone Number** including area code

Date present address was established: (mm/dd/yyyy): ___/___/_____



Date entered Ohio: ___/___/___
 (this may be your date of birth)

MARITAL STATUS: ___ **Single** ___ **Married** (Date of Marriage: ___/___/_____)

PREVIOUS ADDRESSES: List any previous residences for the **past 5 years** (prior to the address above):

Street Address	City	State	From: Month/Day/Year	To: Month/Day/Year

Do you have an **Ohio driver's license** or state ID? ____ Yes ____ No

If NO, do you have a driver's license from **another state**? Yes, from: _____ ;
or ____ have a State ID



If you have a car, is it currently **registered in Ohio**? ____ Yes ____ No

In what state are you **registered to vote**? _____

Are you a **U.S. Citizen**? ____ Yes ____ No: I have a Visa: **Permanent Resident Alien. Student. Other.**

Proof of legal status to remain in U.S.: Permanent Resident Alien Visa number: A- _____
Date issued: __/__/__

EMPLOYMENT: Please list jobs for the past **three (3)** years beginning with your present employer. Include military service.

Employer	City	State	Full-Time?	Part-Time?	From: (mm/dd/yyyy)	To: (mm/dd/yyyy)

PARENT/SPOUSE RESIDENCY: Provide information that is applicable to your situation:

	Your father or guardian (circle one)	Your mother or guardian (circle one)	Your spouse (if applicable)
Name			
Address			
City & State			
How long have they lived at this address?	From: To:	From: To:	From: To:
Name of Their Employer, City & State			



Do you receive financial **support from your parents**? Yes No
If **NO**, how do you support yourself?

Are you claimed as a **dependent** on your parents' federal income tax return? Yes No
If **NO**, what year were you last claimed? _____
If **YES**, have they filed a state income tax return? Yes No

Have you **received**: a scholarship, a grant, or a guaranteed loan from any state? (check all that apply)
If you checked one or more above, from **what state**? _____
When did you last receive the assistance? ____/____/____

Have you filed a **state income tax** return? Yes No
If YES, in **what state**? _____ **What year** did you last file? _____

What **high school** did you graduate from? School _____ City/State _____ Year _____

YSU Course load: Will you attend YSU full-time or part-time? (Check one)

For which **term** are you requesting residency? Fall Spring Summer 20____(year) (CIRCLE ONE)

Last YSU Enrollment Term/Year _____

COMMENTS: Use this space for any other comments you wish to make to support your request for exemption.

**NOTARY STATEMENT: MUST BE a SEAL
either stamped or printed, witnessing your signature.**

State of _____
County of _____

The undersigned, being first duly sworn, deposes and says that each and all of the answers and statements contained above and on the reverse side of this form are true and correct.

Date Signature of Applicant

Subscribed and sworn to before me this _____ day of _____ 20_____

Signature of Notary (SEAL)



YOUNGSTOWN
STATE UNIVERSITY

This page for Admissions Office use only.

DO NOT WRITE BELOW THIS LINE.

Application received _____

Appeals Board Meeting _____

_____ Resident _____ Non-resident

_____ Resident _____ Non-resident

Effective Semester _____

Effective Semester _____

Review Letter _____

Appeal Letter _____

Rule Number _____



Return this page with Application to:
 Admissions Office, One University Plaza, YSU, Youngstown OH 44555



Choose the checklist that fits your situation

There are 13 state “rules” or categories for residency verification; each one has different document requirements for verification. All of these items are listed on the following pages. Review the details on the following pages to learn what documents are needed for YSU to determine if you qualify as an in-state resident for tuition. You must provide ALL of the items on the checklist for your rule; **omission of items could result in delayed decisions or denial of residency status, so please be thorough.**



CHECK the RULE UNDER WHICH YOU ARE APPLYING:

- C1 Financially dependent upon an Ohio resident
- C2 Financially independent living in Ohio
- C3 Dependent of parent transferred to Ohio
- C8 Forever Buckeye (graduated Ohio high school)
- C9 Forever Buckeye (received GED in Ohio)
- E1 Independent student, employed, pursuing part-time program of study
- E4 Ohio resident transferred outside U.S.
- E5 Migrant worker in Ohio (or dependent)
- E6 Ohio residents who are community service workers
- E7 Marital hardship

MILITARY ONLY

- E2 Ohio resident on active military duty (or dependent)
- E3 Active military member stationed and residing in Ohio (or dependent)
- E8 Member of the Ohio National Guard
- C4 Veteran (or spouse or dependent)
- C5 Veteran w/Federal benefits after 90 days
- C6 Veteran w/scholarship or transferred Federal benefits
- C7 Veteran receiving Vet. Education Assistance
- C10 Active Duty military whose spouse/dependent lives in Ohio

SIGNATURE REQUIRED ON THIS PAGE

I understand that my classification for residency will be granted based on the date listed here, along with any further actions needed on my part (including, but not limited to, sending additional documents to renew my status prior to the first day of the term). I understand that any misrepresentation or omission of facts on my application could be cause for denial of Ohio in-state residency status, discipline up to and including expulsion from the University, and/or criminal charges.

Signature of Applicant _____

Printed Name of Applicant _____ Date _____

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Residency Guidelines

It is the intent of the Ohio DHE in promulgating this rule to exclude from treatment as residents, as that term is applied here, those persons who are present in the State of Ohio primarily for the purpose of receiving the benefit of a state-supported education. This rule is adopted pursuant to Chapter 119 of the Ohio Revised Code, and under the authority conferred upon the Ohio DHE by Section 3333.31 of the Ohio Revised Code.

Ohio Residency Status for Tuition Surcharge Purposes

All public, state-supported institutions are required to report enrollment data to the State of Ohio, according to Section (F) (4) of the Ohio Administrative Code, Section 3333.1.10. A student's residency status is initially determined by the information they provide about themselves at the point of their application for admission.

Ohio Residency Verification reviews are conducted each semester to assist students in a redetermination of their current residency status with Youngstown State University. According to the Residency Rule 333.1.10, Section (F) (5), it is incumbent upon a student to apply for a change in residency, and his/her failure to do so as soon as she/he is entitled to a change shall preclude the granting of residency retroactive to that date. A change in residency shall be prospective only from the data such application is received. A change in residency status under this section is never automatic, and must be initiated by an application for such change by the person seeking it. Please be advised that "Retroactive" Residency Re-classifications are not allowed under the guidelines of the Residency Rule.

If a student is designated as an out-of-state resident, he/she may qualify for in-state residency by meeting certain qualification. YSU's *Application for Verification of Ohio Residency* must be completed, verification documents submitted, and residency determination approved **PRIOR to the first day of the academic semester** in which the student desires reclassification to be effective.

Application materials and all appropriate documentation must be submitted to Youngstown State University prior to the start of the semester of enrollment in order to be reviewed for the desired semester. Please note that students are expected to make full payment (including non-resident fees) by their appropriate payment due date. Payment deadlines CANNOT be waived or extended while a student's residency is being reviewed. If a student fails to apply for residency re-classification prior to the start of the semester of enrollment, their application will be given consideration for the NEXT semester of enrollment. **It is the student's responsibility to check his/her YSU student e-mail account for updates on the status of his/her Ohio residency reclassification.**

C1 Financially dependent upon an Ohio resident

Ohio DHE rules state, "A student whose spouse, or a dependent student, at least one of whose parents or legal 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."

Checklist of required documents (send ALL):

- Copies of Ohio driver license or State ID for **BOTH** student and parent/spouse/legal guardian
- Copies of current immigration or Visa status for **BOTH** student and parent/spouse/legal guardian (if applicable)
- Marriage certificate (if residency based on spouse)
- Federal **tax return transcript** for most recent tax year showing student claimed as dependent by parent/spouse/legal guardian
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: Signed copies of all lease, mortgage agreements, HUD settlement or property deed of parent/spouse/legal guardian. ****If student is not listed, also include notarized statement from person with whom he/she is residing, is also required. ****
- Proof of employment for parent/spouse/legal guardian (letter on company letterhead AND most recent pay stub).

C2 Financially independent (self-sustaining)

Ohio DHE rules state, "A person who has been a resident of Ohio for the purpose of this rule for at least twelve 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 twelve consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes."

Checklist of required documents (send ALL):

- Copy of Ohio driver's license or State ID
- Copy of current immigration or Visa status (if applicable)
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: Signed copies of all lease, mortgage agreements, HUD settlement statement of property owned. ****If student is not listed, notarized statement from person with whom he/she is residing, is also required. ****
- Student's Federal **tax return transcript** for most recent tax year(s)
- Parent/spouse/legal guardian Federal **tax return transcript** for most recent tax year showing student was NOT claimed as dependent. Required if student is age 25 or under.
- Proof of financial resources for the past 12 months: Income can include: *employment, unemployment, Social Security/SSI, retirement pay, State benefits (food stamps, WIC, cash benefits), savings, mutual funds, gifts of support from Ohio resident, financial aid.*
- Proof of employment: Letter on company letterhead stating name of employed person; date employment began; employee is full-time, including the annual salary; copy of most recent pay stub. Pay stubs must be submitted EVERY semester.
- Bank statements for past 12 consecutive months. Please be prepared to provide proof of all deposits over \$100.

C3 Dependent of a person transferred to Ohio

Ohio DHE rules state, "A dependent student 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."

Checklist of required documents (send ALL):

- Copies of Ohio driver license or State ID for **BOTH** student and parent/spouse/legal guardian
- Copies of current immigration or Visa status for **BOTH** student and parent/spouse/legal guardian (if applicable)
- Parent/spouse/legal guardian Federal **tax return transcript** for most recent tax year showing student was claimed as dependent.
- Copy of marriage certificate (if residency is based on spouse)
- Student's Federal **tax return transcript** for most recent tax year(s)
- Student birth certificate (required if 25 or under)
- Proof of employment: Letter on company letterhead stating name of employed person; date employment began; employee is full-time, including the annual salary; copy of most recent pay stub.

C8 Graduated Ohio school; left Ohio; returned (Forever Buckeye)

Ohio DHE rules state, "The rules of the chancellor for determining student residency shall grant residency status to a person who, while a resident of the state for state subsidy and tuition surcharge purposes, graduated from a high school in this state, **or completed the final year of instruction at home as authorized under section 3321.04 of the Revised Code**, if the person enrolls in an institution of higher education and establishes domicile in the state, regardless of the student's residence prior to that enrollment, unless the person is in the United States on a student visa and has not petitioned for a change in status."

Checklist of required documents (send ALL):

- Copy Ohio driver's license or State ID
- Copy of current immigration or Visa status (if applicable)
- A copy of a lease, mortgage agreement or property deed which includes date of occupancy establishing residency in Ohio
- Official Ohio high school transcript or a verification letter of your graduation on the high school's letterhead in a sealed envelope. (Note: a copy of your high school diploma is NOT sufficient proof of high school graduation)

C9 Received GED while an Ohio resident (Forever Buckeye)

Ohio DHE rules state, "A person who enrolls in an institution of higher education and establishes domicile in this state, regardless of the student's residence prior to that enrollment, unless the person is in the United States on a student visa and has not petitioned for a change in status and the person meets all of the following criteria:"

(a) The person officially **withdrew** from a school in this state while the person was a resident of this state for state subsidy and tuition surcharge purposes; (b) The person **has not received a high school diploma** or honors diploma awarded under section [3313.61](#), 3313.611, 3313.612, or 3325.08 of the Revised Code or a high school diploma awarded by a school located in **another state or country**; and (c) The person while a resident of this state for state subsidy and tuition surcharge purposes, both took a high school equivalency test and was **awarded a certificate of high school equivalence**.

Checklist of required documents:

- GED certificate
- Copy Ohio driver's license or State ID
- Copy of lease, mortgage agreement or property deed which includes date of occupancy establishing residency in Ohio

E1 Gainful employment in Ohio, pursuing part-time program

Ohio DHE rules state, "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."

Checklist of required documents:

- Copy Ohio driver's license or State ID
- Copy of current immigration or Visa status (if applicable)
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: Signed copies of all lease, mortgage agreements, HUD settlement statement of property owned. ****If student is not listed, notarized statement from person with whom he/she is residing, is also required. ****
- Most recent pay stubs, showing earnings of at least \$400 per week; must be submitted EVERY semester. (Financial Aid, savings or VA/Social Security benefits not considered)
- Letter from employer on official company letterhead (or a notarized statement) that indicates: student's name; date employment began; hours student is working per week; rate of pay, per hour

E4 Ohio resident transferred outside the U.S. by employer

Ohio DHE rules state, "A person who is transferred by his 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 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 as long as such person has fulfilled his or her tax liability to the state of Ohio for at least the tax year preceding enrollment."

Checklist of required documents (send ALL):

- Copy Ohio driver's license or State ID
- Statement on employer's letterhead indicating the employee was an Ohio resident at time of transfer
- Copy of employee's Ohio tax return for the previous year
- Dependents (spouse or children) additionally **submit a notarized statement** from spouse/parent/legal guardian living in Ohio that includes the following information:
 - A. Student's name and Y number
 - B. Dates parent or spouse lived in Ohio.
 - C. Number of years parent/spouse has paid taxes in Ohio
 - D. Whether or not at least one parent has claimed the student as a dependent for tax purposes in the previous year. Substantiate by attaching a photocopy of Federal **tax return transcript**.
 - E. Copy of marriage certificate (for spouse only)

E5 Migrant workers

Ohio DHE rules state, "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 person has worked in Ohio at least four months during each of the three years preceding the proposed enrollment."

Checklist of required documents (send ALL):

- Statement from the Ohio Department of Job and Family Services verifying the parent/student/spouse has been working in Ohio at least four (4) months during each of the previous three (3) years
- **(For Dependents Only)** Submit a **notarized statement** from the spouse/parent/legal guardian living in Ohio that includes the following information:
 - A. Student's name and Y number
 - B. Dates parent or spouse has lived in Ohio and number of years taxes were paid in Ohio
 - D. Whether at least one parent or spouse has claimed student as a dependent for tax purposes.

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E5 Migrant Workers *checklist continued:*

- Copies of current immigration or Visa status (if applicable)
- A sworn statement 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.
- **(Dependents only)** Submit a **notarized statement** from the spouse/parent/legal guardian living in Ohio that includes the following information:
 - A. Student's name and Y number
 - B. Dates parent or spouse has lived in Ohio.
 - C. Number of years parent or spouse has paid taxes in Ohio. (attach Federal **tax return transcript**)
 - D. Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
- **(Spouse only)** Copy of marriage certificate

E7 Marital hardship

Ohio DHE rules 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 fifty per cent of his or her support from the parent or legal guardian), and his or her dependents shall be considered residents of Ohio."*

Checklist of required documents (send ALL):

- Copy Ohio driver's license or State ID
- Copies of current immigration or Visa status (if applicable)
- Copy of court papers verifying the couple has taken legal steps to end the marriage
- Proof of Ohio Domicile: Signed copies of all lease, mortgage agreements, and/or HUD settlement statement of property owned by parent/legal guardian. ****If student is not listed, notarized statement from person with whom he/she is residing, is also required. ****
 - A **notarized statement** from the parents stating 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 or current immigration/Visa status

CHECKLISTS: Page 6

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C4 Veterans (including their spouse/dependents)

- **Must establish domicile in Ohio by Day 1 of term**

Ohio DHE rules state, "A veteran, and the veteran's spouse and any dependent of the veteran, who meets both of the following conditions: (a) The veteran either (i) served one or more years on active military duty and was honorably discharged or received a medical discharge that was related to the military service or (ii) was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war. (b) If the veteran seeks residency status for tuition surcharge purposes, the veteran has **established domicile in this state as of the first day of term of enrollment** in an institution of higher education. If the spouse or a dependent of the veteran seeks residency status for tuition surcharge purposes, the veteran and the spouse or dependent seeking residency status have established domicile in this state as of the first day of a term of enrollment in an institution of higher education, except that if the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division."

Checklist of required documents (send ALL):

- Copy Ohio driver's license or State ID
- **Military DD-214 or DD1300** to prove *Honorable Discharge* or *Medical Separation* with **1 Year of Active Service**
- Proof of Ohio Domicile as of the first day of a term of enrollment: Signed copies of all lease, mortgage agreements and/or HUD settlement statement of property owned. ****If student is not listed, notarized statement from person with whom he/she is residing, is also required. ****
- Documentation for **Spouse:** Marriage certificate; **Dependent:** Veteran's Federal **tax return transcript**

C5 Veterans (including their spouse/dependents) using GI Benefits after 90 days' service

- **Must live in Ohio, and be enrolled within 3 years of discharge**

Ohio DHE rules state, "The following persons shall be classified as residents of the state of Ohio for subsidy and tuition surcharge purposes: A veteran who is the recipient of federal veterans' benefits under the **All-Volunteer Force Educational Assistance Program**, 38 U.S.C. 3001 et seq., or **Post-9/11 Veterans Educational Assistance Program**, 38 U.S.C. 3301 et seq., or any successor program, if the veteran meets all of the following criteria:

(a) The veteran served at least ninety days or active duty. (b) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.

--continued on next page--

C5 CONTINUED:

(c) The veteran *lives in the state* as of the first day of a term of enrollment in the state institution of higher education.

Checklist of required documents (send ALL):

- Copy Ohio driver's license or State ID
- **Military DD-214 or DD1300** to prove *Honorable Discharge* or *Medical Separation*
- Proof of Ohio Domicile as of the first day of a term of enrollment: Signed copies of all lease, mortgage agreements and/or HUD settlement statement of property owned.
- **NOTE: Section 702 of the Federal Veterans Access, Choice and Accountability Act of 2014 ("Choice Act") will disqualify educational programs that charge out-of-state tuition to any veteran/dependent who qualifies.**

C6 Veterans with scholarship, or transferred Federal benefits

Ohio DHE rules state, "A person who is the recipient of the federal Marine Gunnery Sergeant John David Fry scholarship or transferred federal veterans' benefits under any of the programs listed in paragraph (C)(6) of this rule, if the person meets both of the following criteria:

(a) The person enrolls in a state institution of higher education. (b) The *person lives in the state* as of the first day of a term of enrollment in the state institution of higher education. In order to qualify under paragraph (C)(6) of this rule, the veteran's period of active duty must have been at least 90 days.

Checklist of required documents: **See list for C5 (above)**

C7 Veterans under Vocational Rehab program

Ohio DHE rules state, "A person who is using federal veterans' educational assistance under the "Vocational Rehabilitation and Employment," 38 U.S.C. 3101 et seq if the person meets the following criteria:

(a) The person enrolls in a state institution of higher education. (b) The *person lives in the state* as of the first day of a term of enrollment in the state institution of higher education.

Checklist of required documents: **See list for C5 (above)**

C10 Active Duty Military whose Spouse/Dependent lives in Ohio

*Ohio DHE rules state, "A person who has entered and currently remains upon active duty status in the United States military service and his or her dependents shall be considered residents of Ohio, **if the student** who is seeking in-state tuition rates **lives in the state** as of the first day of a term of enrollment in the state institution of higher education."*

Checklist of required documents: **See list for C5**

E2 Ohio resident on active military duty

Ohio DHE rules state, "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."

Checklist of required documents (send ALL):

- Valid government-issued identification
- Military active duty orders verifying station in Ohio
- Proof of Ohio Domicile: Signed copies of all lease, mortgage agreements and/or HUD settlement statement of property owned.
- **Dependents** (spouse/children) are eligible **with the following information**; **Spouse**: marriage certificate; **Dependent child**: copy of veteran's Federal **tax return transcript** for the previous year



E3 Active service member stationed in Ohio

Ohio DHE rules state, "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."

Checklist of required documents (send ALL):

- Valid government-issued identification
- Military active duty orders verifying station in Ohio
- Proof of Ohio Domicile: Signed copies of all lease, mortgage agreements and/or HUD settlement statement of property owned. ****If student is not listed, notarized statement from person with whom he/she is residing, is also required. ****
- **Dependents** (spouse or children) are eligible for in-state tuition **with the above information AND:**
 - Spouse:** copy of marriage certificate
 - Dependent child:** copy of veteran's Federal **tax return transcript** for the previous year

E8 Ohio National Guard

Ohio DHE rules state, "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."

Checklist of required documents (send ALL):

- Valid government-issued identification for student and spouse
- Copy of enlistment papers (DD Form 4/1) or a letter from the Base Personnel Officer verifying service in the Ohio National Guard
- **Dependents** (spouse or children) additional documentation:
 - Spouse:** copy of marriage certificate
 - Dependent child:** copy of veteran's Federal **tax return transcript** for the previous year