

## How to reclassify your residency: for US citizens and permanent residents

When you first attend UF grad school, the university waives your tuition at the in-state rate for a year as a grace period during which you establish residency. For you to continue to qualify for the in-state tuition rate, you must become a "resident for tuition purposes." In order to establish your residency for tuition purposes under state statute F.S. 1009.21, you must apply to UF to reclassify your residency. This involves a request for residency reclassification and supporting documentation after 12 months of residing in Florida.

When you first move to Gainesville, you establish residency by severing all legal ties to another state and declaring domicile at your new home, getting a FL driver's license or ID card, registering to vote, registering your vehicle, and/or purchasing a home. According to the Geology Graduate Student Handbook, if you're eligible but don't apply to become a resident for tuition purposes, *you will be responsible for the difference between out-of-state and in-state fees (currently ~\$700 difference)* and possibly also for differences in tuition.

### Timeline

Event	When	Cost	Location
Declare domicile in FL	Orientation Week; submit copy to Department Office	\$20	Clerk of the Court
Register your vehicle in FL	Within 10 days of starting your job	\$229.15	DMV office
Get a FL driver's license or ID card	Within 30 days of moving here	\$48 or \$25	DMV office
Register to vote in FL	To vote: register at least 29 days before an election	Free	DMV office or Supervisor of Elections
Apply to UF to reclassify your residency	After living here for 12 months; application due by standard fee payment deadline for semester	Free	UF Registrar

### What to do when you first arrive:

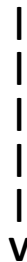
- Declare domicile in Florida: submit copy of notarized form to Department Office
  - Form: [http://www.alachuaclerk.org/forms/DECLARATION\\_OF\\_FLORIDA\\_DOMICILE.pdf](http://www.alachuaclerk.org/forms/DECLARATION_OF_FLORIDA_DOMICILE.pdf)
  - Preparing and recording fee costs \$15 + \$5 preparing affidavit of domicile
  - It's possible the clerk may only accept check or cash but they may take credit cards
  - Turn in to the Clerk of the Court of Alachua County, 201 East University Avenue, open Monday-Friday 8:15 am – 5 pm
  - Bring identification so the deputy clerk or notary can notarize your form
  - Keep a copy of your notarized declaration
- Register your vehicle in Florida: if a vehicle you own is registered in another state, then you still have a legal tie to that state
  - According to state law, you have 10 days to register a vehicle in Florida upon starting your job in Florida
  - How to register a vehicle in Florida: <http://www.dmvflorida.org/car-registration.shtml>

- First, get a Florida driver's license.
  - Second, get automobile insurance from a company licensed in Florida.
  - Then, go to the DMV and bring the following:
    - Original out-of-state vehicle title
    - VIN verification
    - \$225 for vehicles that have never had a Florida registration. You get a vehicle registration certificate.
    - \$46.15 for a year-long registration. You need to renew your vehicle's registration every year in your birthday month. This is represented by the validation sticker in the upper right corner of your license plate.
    - \$28 for a new license plate
  - There are three DMVs in Gainesville that provide motor vehicle services
    - Open Monday-Friday 8:30 am – 5 pm
    - 12 SE 1<sup>st</sup> Street: accepts cash and checks
    - 5801 NW 34<sup>th</sup> Boulevard: accepts cash and checks
    - 3207 SW 35<sup>th</sup> Boulevard in Butler Plaza: accepts cash and checks
- Get a Florida driver's license
    - How to convert an out-of-state license to Florida: <http://www.dmvflorida.org/out-of-state-drivers.shtml>
    - According to state law, you have 30 days to obtain a Florida driver's license upon moving here
    - You cannot merely walk into a FL DMV and request to trade in your out-of-state license for FL one. You have to prove your identity, social security number, and residential address. To check your personal situation, enter your information on [www.gathergoget.com](http://www.gathergoget.com) to see which documents you need to bring. Following are the 5 documents you need if you're a US citizen converting your out-of-state license:
    - Bring your out-of-state driver's license
    - Bring an original or certified copy of primary identification, for example:
      - US birth certificate
      - Valid US passport
      - Consular report of birth abroad
      - Certificate of naturalization (form N-550 or N-570)
      - Certificate of citizenship (form N-560 or N-561)
    - Bring an original document as proof of your social security number, for example:
      - Social security card with your current full name
      - W-2 form
      - Paycheck or pay stub
      - SSA-1099
      - Any 1099 form
    - Bring two proofs of residential address, for example:
      - Residential rental/lease agreement, deed, or mortgage statement
      - Utility hook-up or work order dated within 60 days
      - Utility bill less than two months old
      - Mail from financial institutions (checking, savings, or investment account statements) less than two months old
      - Mail from federal, state, county, or city government agencies

- Current homeowner's insurance policy or bill
    - Current automobile insurance policy or bill
    - Automobile payment booklet
    - Selective service card
    - Medical or health card with address listed
    - DS2019 form, certificate of eligibility for exchange visitor (J-1) status
    - W-2 or 1099 form
    - Educational institution transcript forms for current school year
    - Florida voter registration card
    - Florida vehicle registration or title
    - Florida boat registration or title
    - If you reside with a parent, step-parent, legal guardian, etc.:
      - Two proofs of that person's residential address (see examples above)
      - Statement from that person (certificate of address: <http://www.flhsmv.gov/html/CertificationofAddressHSMV71120.pdf>)
      - One proof of your own residential address (see examples above)
  - \$48 fee to get a new Florida driver's license class E
  - There are three DMVs in Gainesville that provide driver's license services
    - Open Monday-Friday 8:30 am – 5 pm
    - 12 SE 1<sup>st</sup> Street: accepts cash and checks
    - 5801 NW 34<sup>th</sup> Boulevard: accepts cash and checks
    - 3207 SW 35<sup>th</sup> Boulevard in Butler Plaza: accepts cash and checks
- Get a Florida ID card: If you do not want a driver's license, you can get a state ID card. You cannot have an out-of-state driver's license or a FL driver's license *and* have an ID card.
    - How to get a FL ID card: <http://www.dmv.org/fl-florida/id-cards.php>
    - The identity, social security, and residential address verifying documents are similar to those acceptable for applying for a driver's license (see above). To check your personal situation, enter your information on [www.gathergoget.com](http://www.gathergoget.com) to see which documents you need to bring. Following are the 4 documents you need if you're a US citizen applying for a new Florida ID:
    - Bring an original or certified copy of primary identification, for example:
      - US birth certificate
      - Valid US passport
      - Certificate of naturalization (form N-550 or N-570)
    - Bring an original document as proof of your social security number, for example:
      - Social security card with your current full name
      - If you do not have a social security number, you must bring a letter from the SSA confirming you were never issued one as well as another document to prove your identity.
    - Bring two proofs of residential address, for example:
      - Residential rental/lease agreement, deed, or mortgage statement
      - W-2 or 1099 form
      - Florida voter registration card
    - \$25 fee to get a new Florida ID card
    - There are three DMVs in Gainesville that provide ID card services
      - Open Monday-Friday 8:30 am – 5 pm

- 12 SE 1<sup>st</sup> Street: accepts cash and checks
  - 5801 NW 34<sup>th</sup> Boulevard: accepts cash and checks
  - 3207 SW 35<sup>th</sup> Boulevard in Butler Plaza: accepts cash and checks
- Register to vote in Florida: If you are a US citizen over 18 years old and are not a convicted felon, you can register to vote in Florida.
  - You can register to vote at the DMV while getting a FL driver's license or ID card or mail in an application
  - How to apply to register to vote: <http://election.dos.state.fl.us/voter-registration/voter-reg.shtml>
  - Application: <http://election.dos.state.fl.us/pdf/webappform.pdf>
  - Fill out your application for voter registration with your information, including your Florida driver's license or ID card number or your social security number. Sign it.
  - Turn in your application to the supervisor of elections' office, offices that issue driver's license, voter registration agency, or Division of Elections.
  - Alachua County Supervisor of Elections open Monday-Friday 8:30 am – 5 pm
    - Supervisor of Elections, 111 SE 1<sup>st</sup> Avenue, Gainesville, FL 32601-6819
  - You should receive a voter information card within two weeks.
  - In order to vote in an election, you must be registered to vote at least 29 days before it. You do not need to bring your voter information card to vote at your polling location.
  - Voting is free and you should do it.
- Buy a home

**KEEP GOING – THERE'S MORE!**



## **What do to after living in Florida for 12 months:**

- How to request residency reclassification and form:  
<http://www.registrar.ufl.edu/pdf/residencyreclass.pdf>
- Submit your application (pages 2-3) to request residency reclassification to UF by the standard fee payment deadline for the semester (i.e., first Friday in September, not the deferred fee payment deadline in November). You can only request residency reclassification for a term in which you are enrolled; i.e., if you're not enrolled in Summer A, B, or C credits, you have to wait until you're enrolled in Fall to reclassify your residency. Residency reclassification cannot be applied retroactively to previous terms, so get it done.
- If you are an independent person (provide >50% of your own support), attach a copy of most recent tax return
- If you are an independent person and <24 years old, attach a copy of most recent tax return as well as a copy of your parent or legal guardian's most recent tax return and the student financial statement (page 4)
- If you are a dependent person (someone else provides ≥50% of your support according to federal tax law; i.e., a parent/guardian claimed you as a dependent on their most recent tax return, attach a copy of your parent or legal guardian's most recent tax return
- Documentation to attach supporting your residency (copies best):
  - Florida driver's license or Florida ID card
  - Florida vehicle registration
  - Florida voter registration
  - Declaration of domicile
  - Deed or mortgage of your primary home in Florida
  - Homestead exemption
  - Employer verification of full- or part-time employment
  - Letter of graduate assistantship appointment with percent of FTE
  - Lease agreement for apartment or house
  - Florida professional or occupational license
  - Corporate verification of Florida incorporation
  - Membership in Florida organizations
  - Documents evident of family (parents and/or children) in Florida
- Turn everything in to the Office of the University Registrar in 222 Criser Hall open Monday-Friday 8 am – 5 pm