

**Stark State College**  
**Office of Academic Records**

6200 Frank Ave NW, North Canton, OH 44720  
(330) 494-6170 | Fax-(330) 966-6598  
www.starkstate.edu | registration@starkstate.edu

**APPLICATION FOR RESIDENT TUITION STATUS**

*Please read carefully and complete in entirety in black or blue ink.*

This petition must be submitted and approved prior to the first day of classes of the academic term you desire classification or reclassification to be effective.

Full Legal Name \_\_\_\_\_ SSC Student ID \_\_\_\_\_

Qualifies Under # \_\_\_\_\_ (see attached Policy) Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you currently enrolled at Stark State?  Yes  No Date of Admission: \_\_\_\_\_

Effective Date of Academic Term Reclassification: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Marital Status:  Single  Married

Present Address: \_\_\_\_\_  
Address City State Zip Code

**Previous Residence(s):** In chronological order (from most recent) indicate each residence for the past twelve months. Attach appropriate documentation such as apartment lease, canceled rent checks, or rent receipts with addresses.

From _____ Date	Address: _____
To _____ Date	City: _____ State: _____ Zip Code: _____
From _____ Date	Address: _____
To _____ Date	City: _____ State: _____ Zip Code: _____

**Are you a citizen of the United States?**  Yes  No If no, what is your nationality? \_\_\_\_\_  
Visa Type (attach documentation):  Immigrant  Student (Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Number: \_\_\_\_\_)  
 Other (explain) \_\_\_\_\_

**Have you filed an Ohio personal income tax form for the past 12 months?**  Yes (attach documentation)  No

**If not entirely self-supporting, who claimed you as an exemption on the past year's federal income tax return?**  
Substantiate by attaching photocopy of page showing dependent section of latest tax form. Also substantiate residency of person declaring you as an exemption by verifying he/she lived in Ohio the past 12 months.

Full Legal Name: \_\_\_\_\_ Relationship to Self: \_\_\_\_\_

**Include any additional comments on the back of this form to support your request for exemption.**  
**DO NOT SIGN THIS STATEMENT UNTIL YOU ARE DIRECTED TO DO SO BY A NOTARY PUBLIC.**

I, \_\_\_\_\_, the undersign, being duly sworn, do swear that the information supplied above is true and complete in each and every detail.

Signed or attested before me on the \_\_\_\_ day of \_\_\_\_\_  
Notarized by: \_\_\_\_\_

**Student's Signature**

<b>FOR OFFICE USE ONLY</b>	
Processed Date _____	Initials _____
<small>G:\2013-14 Forms 5.3.2013</small>	

# OHIO RESIDENCY REQUIRED DOCUMENTS CHECKLIST

The following is a checklist of items you need to provide to the Registration Office (\$308) before your residency reclassification request can be approved. If you're not a US citizen by birth, you must provide supporting documents establishing citizenship and your current immigration or visa status. Please provide photocopies and have original documents available if requested. If required to provide a notarized document, the original is required.

## C(1): Student Dependent on an Ohio Resident

- Copy of Ohio driver's license or State of Ohio ID card for **BOTH** student and parent/spouse/legal guardian.
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- Federal taxes of parent/legal guardian for most recent tax year showing student as dependent.
- Student's birth certificate.
- Parent/legal guardian's proof of employment on company letterhead and current paystubs.

## C(2): Independent Student

- Copy of Ohio driver's license or State of Ohio ID card
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- Student's Federal taxes for most recent tax year.
- Parent/legal guardian's federal taxes showing student was not claimed as a dependent in most recent tax year. **Required if under age 25.**
- Student's birth certificate. **Required if under age 25.**
- Proof of employment letter on company letterhead or notarized letter and current paystubs.

## C(3): Dependent of Person Employed Full-time in Ohio

- Copy of Ohio driver's license or State of Ohio ID card for **BOTH** student and parent/spouse/legal guardian.
- Copies of most recent paystubs. **Must be submitted EVERY semester.**
- Proof of employment on company letterhead or notarized letter that includes the
  - a. name of employed person,
  - b. date employment began,
  - c. statement confirming full-time status, and
  - d. annual salary.
- Parent/legal guardian's federal taxes for most recent tax year showing student as a claimed dependent or a copy of marriage certificate if residency is based on spouse.
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by

parent/spouse/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.

## C(4): Veterans & Their Dependents

- Copy of Ohio driver's license or State of Ohio ID Card
- Military DD-214 member 4 to prove honorable discharge or medical separation with **one year of active service.**
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned. If student is not listed, a notarized letter from the person he/she is residing is also required. **Need to prove domicile as of first day of enrollment.**
- Dependents** (spouse or children) must also submit a
  - a. marriage certificate showing proof of marriage, and
  - b. veteran parent's federal taxes showing student claimed as dependent in most recent tax year or birth certificate.

## E(1): Gainful Employment in Ohio

- Copy of Ohio driver's license or State of Ohio ID card for **BOTH** student and parent/spouse/ legal guardian.
- Student's birth certificate.
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- Federal taxes for most recent tax year.
- Most recent pay stubs showing earnings of \$3,600 over a 12-week period. **Must submit EVERY semester.**
- Proof of employment from employer on company letterhead or a notarized letter that includes the
  - a. student's name and student ID#,
  - b. semester the student is applying for E(1) residency status,
  - c. date employment began,
  - d. number of hours student is working per week, and
  - e. rate of pay per hour.

## E(2): Ohio Residents on Active Duty in the Military

- Military DD-214 showing home of record.
- Military LES (leave and earning statement).
- Dependents (spouse or children) must also submit a
  - a. marriage certificate showing proof of marriage, and
  - b. veteran parent's Federal taxes showing student as a claimed dependent in the most recent tax year or birth certificate.

# OHIO RESIDENCY REQUIRED DOCUMENTS CHECKLIST

## **E(3): Active Duty Military Stationed in Ohio**

- Military active duty orders verifying stationed in Ohio
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/spouse/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- Dependents (spouse or children) must also submit a
  - a. marriage certificate showing proof of marriage, and
  - b. Veteran parent's Federal taxes showing student as a claimed dependent in the most recent tax year or birth certificate.

## **E(4): Ohio Residents Transferred Out of the US by their Employer**

- Statement on employer's letterhead indicating the employee was an Ohio resident at the time of transfer.
- Copy of employee's Ohio tax return for the previous year. *Self-prepared tax returns will not be accepted.*
- Dependents (spouse or children) must also submit a sworn affidavit\* from the spouse/ parent/ legal guardian living in Ohio that includes the
  - a. student's name and student ID#,
  - b. dates a parent/spouse has lived in Ohio,
  - c. number of years parent/spouse has paid Ohio taxes,
  - d. whether or not student has been claimed as a dependent for tax purposes in the previous year by parent/spouse. **Attach tax documents as proof.**
- Copy of marriage certificate (for spouse only).

## **E(5): Migrant Workers and Their Dependents**

- Statement from Ohio Department of Job & Family Services verifying student/parent/spouse worked in Ohio at least four months during each of the previous three years.
- Dependents (spouse or children) must also submit a sworn affidavit\* from the spouse/ parent/ legal guardian living in Ohio that includes the
  - a. student's name and student ID#,
  - b. dates parent/spouse has lived in Ohio,
  - c. number of years parent/spouse has paid Ohio taxes,
  - d. whether or not student has been claimed as a dependent for tax purposes in the previous year by parent/spouse. **Attach tax documents as proof.**
- Copy of marriage certificate (for spouse only).

## **E(6): Ohio Residents Who are Community Service Workers and Their Dependents**

- A sworn statement from the community service group verifying Ohio home of record for individual.
- A signed statement on letterhead verifying Ohio home record for the individual.

- Dependents (spouse or children) must also submit a sworn affidavit\* from the spouse/ parent/legal guardian living in Ohio that includes the
  - a. student's name and student ID#,
  - b. dates the parent/spouse has lived in Ohio,
  - c. number of years parent/spouse has paid Ohio taxes,
  - d. whether or not student has been claimed as a dependent for tax purposes in the previous year by parent/spouse. **Attach tax documents as proof.**
- Copy of marriage certificate (for spouse only).

## **E(7): Marital Hardship**

- Copy of Ohio driver's license or State of Ohio ID card.
- Copy of court papers verifying the couple has taken legal steps to end marriage.
- Proof of Ohio domicile showing 12 *consecutive* months such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- A sworn affidavit\* from the parents that includes the
  - a. student's name & last four digits of social security,
  - b. whether or not they are providing more than 50% of the financial support for the student,
  - c. number of years they've lived in Ohio and paid taxes,
  - d. whether they are or are not US citizens or permanent resident aliens.

## **E(8): Ohio National Guard and Their Dependents**

- A copy of enlistment papers or a letter from the base personnel officer verifying Ohio National Guard service.
- Dependents (spouse or children) must also submit a sworn affidavit\* from the spouse/ parent/ legal guardian living in Ohio that includes the
  - a. student's name and student ID#,
  - b. dates the parent/spouse has lived in Ohio,
  - c. number of years parent/spouse has paid Ohio taxes,
  - d. whether or not student has been claimed as a dependent for tax purposes in the previous year by parent/spouse. **Attach tax documents as proof.**
- Copy of Marriage certificate (for spouse only)

## **D(1): Forever Buckeye**

- Copy of Ohio driver's license or State of Ohio ID card.
- Proof of Ohio domicile such as a signed copy of rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian. If student is not on lease, a notarized letter from the person he/she is residing is also required.
- A copy of student's official Ohio high school transcripts OR a verification of graduation on the high school's letterhead. *(A copy of a high school diploma is not sufficient proof of high school graduation.)*

\*A sworn affidavit is a written declaration made under oath in front of a notary public. Originals required; copies/faxes not accepted.