Columbus State Community College  
OHIO RESIDENCY REQUIRED DOCUMENTS CHECKLIST

Print Name: _______________________________ Signature: _______________________________ Date: _______________________________

My signature affirms my understanding of the classification being granted on the above date, along with any further action needed on my part including but not limited to returning with additional documents to renew the E(1) or C(3) status by the first day of the semester.

The following is a checklist of items that you will need to provide when you meet in person with an Ohio Residency Officer, located in Madison Hall room 225, before your request for residency reclassification can be approved. **If you are not a U.S. citizen by birth, you must attach a copy of supporting documents establishing citizenship, your current immigration or Visa status.**

Please provide photocopies and have original documents available for review if requested.

### C1: Student dependent on an Ohio Resident
- Copy of Ohio Driver’s License or State of Ohio ID card of BOTH Student and Parent, Spouse or Legal Guardian.
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: 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 whom he/she is residing with is ALSO REQUIRED.
- Parent, spouse, legal guardian Federal tax return transcript* for _______ tax year(s) showing the student was claimed as a dependent in the most recent tax year.
- Student birth certificate or a copy of a marriage certificate (if residency is based on spouse).
- Proof of employment for Parent, Spouse or Legal Guardian (letter on company letterhead and current paystubs).

### C2: Independent student
- Copy of Ohio driver’s license or State of Ohio ID card.
- Proof of Ohio Domicile showing 12 CONSECUTIVE MONTHS: 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.
- Student’s Federal tax return transcript* for _______ tax year(s)
- Parent, spouse, legal guardian Federal tax return transcript* for _______ tax year(s) showing the student was NOT claimed as a dependent in the most recent tax year. (required if 25 or under)
- Student birth certificate (required if 25 or under)
- Proof of employment (letter on company letterhead (see C3) and current paystubs).
- Bank statements for the last twelve (12) months

### C3: Dependent of a person employed full-time in Ohio
- Copy of Ohio driver’s license or State of Ohio ID card for BOTH Student and Parent, Spouse or Legal Guardian.
- Copies of most recent paystubs (must be submitted EVERY semester)
- Proof of Employment: A letter from the employer (on company letterhead) stating:
  a. Name of employed person
  b. Date the employment began
  c. That the employee is full-time and the annual salary
- Copies of Parent Federal tax return transcript* OR a 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 whom he/she is residing with is ALSO REQUIRED.

### C4: Veterans
- 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 1-Year of Active Service
- 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. Need to prove domicile in Ohio as of the first day of enrollment.
- Dependents: (spouse or children) are eligible for in-state tuition with above information and:
  a. Marriage Certificate: A spouse would have to provide proof of marriage.
  b. Proof of dependent status: Dependent children would have to provide proof of dependent status as provided by the veteran parent’s IRS tax filing for the previous year or birth certificate

### E1: Gainful employment in Ohio pursuing part-time program
- Copy of Ohio Driver’s License or State of Ohio ID card.
- 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.
- Most recent pay stubs showing earnings of $3600 over a 12-week period. (must be submitted EVERY semester)
- Letter from the student’s employer on official company letterhead or a notarized statement that indicates:
  a. Student’s name and Cougar ID
  b. Semester for which the student is applying for E (1) residency
  c. Date employment began
  d. Number of hours student is working per week
  e. Rate of pay per hour

### E2: OH Residents on Active Duty in the military
- Military LES (leave and earning statement) showing Ohio as home of Record
- Dependents: (spouse or children) are eligible for in-state tuition with above information and:
  a. Marriage Certificate: A spouse would have to provide proof of marriage.
  b. Proof of dependent status: Dependent children would have to provide proof of dependent status as provided by the veteran parent’s IRS tax filing for the previous year

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*To obtain your copy of the Federal tax return transcript:*


In person: John W. Bricker Federal Building; 200 N. High Street, Room 101. Columbus, OH 43215
E3: Active Duty Military stationed in Ohio
☐ 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 and:
  a. Marriage Certificate: A spouse would have to provide proof of marriage.
  b. Proof of dependent status: Dependent children would have to provide proof of dependent status as provided by the veteran parent’s Federal tax return transcripts* for the previous year or birth certificate

E4: 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 being transferred.
☐ Copy of employee’s Ohio tax return for the previous year
☐ Dependents: (spouse or children) additionally, submit a sworn affidavit* from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  a. Student’s name and Cougar ID number
  b. Dates parent or spouse has lived in Ohio.
  c. Number of years parent or spouse has paid taxes in Ohio.
  d. 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 transcripts*.
☐ Copy of marriage certificate (for spouse only)

E5: Migrant Workers
☐ 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 Dependents Only): Submit a sworn affidavit* from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  a. Student’s name and Cougar ID number
  b. Dates parent or spouse has lived in Ohio.
  c. Number of years parent or spouse has paid taxes in Ohio.
  d. Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
☐ Copy of marriage certificate (for spouse only)

E6: Ohio Residents who are Community Service workers
☐ Copy of Ohio driver’s license or State of Ohio ID card.
☐ 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.
☐ (For Dependents Only): Submit a sworn affidavit* from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  a) Student’s name and Cougar ID 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 transcripts* as proof)
  d) Whether or not at least one parent or spouse has claimed the student as a dependent for tax purposes in the previous year.
☐ Copy of marriage certificate (for spouse only)

E7: 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 the marriage
☐ Proof of Ohio Domicile: Signed copies of Rental agreement, lease, and/or HUD settlement statement of property owned by parent/legal guardian. If student is NOT listed, a notarized statement from the person whom he/she is residing with is ALSO REQUIRED.
☐ A sworn affidavit* from the parents stating the following:
  a. The student’s name and last four digits of social security number.
  b. Whether or not they are providing more than 50% of the financial support for the student.
  c. Length of time they have lived in Ohio and paid taxes.
  d. Whether they are U.S. Citizens, permanent resident aliens, or what their status is in the U.S.

E8: Ohio National Guard
☐ A copy of enlistment papers (DD Form 4/1) or a letter from the base personnel officer verifying service in the Ohio National Guard.
☐ (For Dependents Only): Submit a sworn affidavit* from the spouse, parent, or legal guardian living in Ohio that includes the following information:
  a. Student’s name and Cougar ID number
  b. Dates parent or spouse has lived in Ohio.
  c. Number of years parent or spouse has paid taxes in Ohio.
  d. 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 transcripts*.
☐ Copy of marriage certificate (for spouse only)

D1: Forever Buckeye
☐ Copy of Ohio driver’s license or State of Ohio ID card.
☐ 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.
☐ A copy of your 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)

*Sworn affidavit: A written declaration made under oath in front of a notary public. This must be the original. We do not accept copies or faxes for sworn affidavits.

NOTES: __________________________________________
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For additional information, call: 614-287-5533 or
Email: residency@csc.edu

All residency decisions for ________ Semester ________ must be finalized on or before the FIRST day of the Semester. Retroactive reclassifications will not be granted.