Ohio ID/Driver License

Students are asked to submit a current valid Ohio Driver License or a State ID; state identification serves as one of the basic criteria evidencing residency. If dependent on a parent, legal guardian, or spouse, students must submit their current valid identification too. Driver license or state identification must be valid on the first day of the semester they seek reclassification.

Federal Tax Return

Students seeking residency reclassification under C1 – Financially dependent upon a Spouse/Parent/Legal Guardian residency guideline, C2 – Financially Independent Student residency guideline, and C3 – Dependent of a Spouse/Parent/Legal Guardian *establishing an Ohio Residency* guideline are required to submit signed and dated tax filing document for the most recent tax year. At least *first two pages* are required. Alternatively, students may submit an **IRS Tax Return Transcript**. Non-filers may be asked to submit a **Verification of Non-Filing Letter.** Transcript and VNF could be retrieved from the Internal Revenue Service website Get Transcript | Internal Revenue Service (irs.gov). Federal tax documentation is requested to determine student's financial dependency or independency status in order for Residency Department to continue reviewing as either financially dependent or financially independent student.

Ohio Tax Return

Students seeking residency reclassification under C1 – Dependent upon a Spouse/Parent/Legal Guardian residency guideline, C2 – Financially Independent Student residency guideline, and C3* – Dependent of a Spouse/Parent/Legal Guardian *establishing an Ohio Residency* guideline are required to submit signed and dated tax filing document for the most recent tax year. At least *first two pages* are required. Alternatively, students may submit an **Ohio Tax Transcript.** Transcript could be retrieved on the Ohio Department of Taxation website Online Services - File Now | Department of Taxation (ohio.gov). Ohio Schedule of Credits is required if filed as a part-year resident. Ohio tax return documentation is requested to determine the length of stay in Ohio; paying taxes in Ohio is an intent to become an Ohio Resident.

*Ohio Tax Transcript or a tax return documentation could be waived to individuals who relocated to Ohio during the current year.

Ohio Domicile

Students seeking residency reclassification under any of the Ohio residency reclassification guidelines must show proof of Ohio domicile. Domicile is a legal term used to describe a person's true, fixed, and permanent home. A person can only have

one legal domicile at a time. To establish a domicile in Ohio, a person must prove physical presence in the state plus intent to permanently remain in the state. Students seeking residency reclassification under C1 – Dependent upon a Spouse/Parent/Legal Guardian residency guideline or C2 – Financially Independent Student residency guideline must show that either the person they depend upon (C1) or themselves (C2) were physically present and had an established Ohio domicile for at least 12 consecutive months immediately prior to the term for which resident classification is requested. If a student happens to be a homeowner, they may be asked to provide a deed, a closing statement, or a settlement statement. Someone who is not a homeowner will be asked to provide a lease agreement or a notarized letter*** from the property owner verifying their domicile. If student is not named in the proof of domicile, the student will be required to submit a notarized Verification of Domicile and Support Form.

*** *Proof of domicile document needs to have following information: complete legal address, dates of domicile, names of all tenants and/or occupants, signatures.* ***All pages must be submitted!***

Note: utility bills, property tax bills, or any other document showing your address will not be accepted in lieu of one of the previously mentioned documents.

Employment Letter

A letter of employment, also known as an employment verification letter, is a formal document from your employer. It states that you currently work for the company and includes details such as your job title, how long you have worked there, whether you work part-time or full-time, your wage or salary, and your employer's contact information. It needs to be printed on company letterhead. You may be offered an option to submit a job offer letter from your existing employer.

Paystubs

In addition to other requirements to have the benefit of paying tuition at an in-state rate, students seeking residency reclassification must provide clear and convincing evidence of legal ties to the state and continuous physical presence in Ohio. For C1, C2, C3, and E1 residency reclassification guideline students will be asked to submit paystubs (C2 /E1) or for the person they are dependent upon (C1/C3). Submitted paystubs will need to reflect following information: organization name, your name, pay date, pay date range, gross and net pays, and most importantly it needs to show that Ohio Income Tax*** is withheld.

*** If you or the person you are dependent upon work as an independent contractor you will be required to submit proof of the Ohio quarterly Income Tax filing/payment.

Bank Statements

Financially independent students who have lived in Ohio for twelve (12) consecutive months prior to enrollment, must submit documentation to show that, for those 12 months, the student used Ohio generated and taxed (if eligible) income to pay all living expenses with little help from an Ohio resident and absolutely no help from persons outside of Ohio. For this purpose, students are asked to submit 12 bank statements for all accounts in their name for 12 consecutive months immediately before each semester begins.

Bank statements must reflect:

- Transactions showing student is in Ohio.
- Proof of payments for all living expenses such as rent or mortgage, utilities, groceries, and transportation.
- Direct deposits from employment.

You may be asked to submit more documentation if:

- You had deposit/s over $99. You will be required to submit proof of origin for every deposit over $99.