



Return to: Registrar's Office, Room C120
22600 State Route 34, Archbold OH 43502
Phone: (419) 267-1395; Fax: (419) 267-5604
registrar@northweststate.edu

In-State Residency Petition

Requests for residency must be submitted no later than the **1st day of the term** being requested. Retroactive residency determinations cannot be made for tuition surcharge purposes. For complete information regarding Ohio Administrative Code Residency Rule 3333-1-10, go to <http://codes.ohio.gov/oac/3333-1-10>.

First Name: _____ Last Name: _____ NSCC ID: _____

Daytime Phone: (_____) _____ - _____

NSCC E-mail: _____@students.northweststate.edu

US Citizen: _____ Yes _____ No

If no, go to the International Students section, choose one of the options that applies to you, and provide the required documentation.

Reason you moved to Ohio: _____

Current Address: _____
Number and Street City State Zip

Note: If using a PO box, you must also include the street address.

List all places and dates of residence for the past three years.

Full Address (street, city, state, zip):	Time Period (MM/YY through MM/YY):
_____	_____
_____	_____
_____	_____

Semester this application is filed for: Summer Fall Spring Year: _____

Circle the category for which you are applying:

C1 C2 C3 C4 C5 C6 C7 C8 C9 C10 E1 E2 E3 E4
E5 E6 E7 E8 E9 International Students and Immigration Status

I, the undersigned, do affirm that the information contained in this application and any attached documents are true, complete, and accurate. I understand that any misrepresentation or omission of facts on this application could be cause for denial of Ohio in-state residency status. I understand that a reclassification of residency for tuition purposes could impact my bill and/or financial aid package.

Signature: _____ Date: _____

It is your responsibility to withdraw from classes during the 100% refund period if you choose not to attend. Refund deadlines are published in the Academic Calendar at <https://northweststate.edu/calendars/>.

Office Use Only: _____ Approved _____ Denied Staff Initials _____ Date _____

APPENDIX A: Complete ONLY if filing under C2 or E1.

Support Received During the Past 12 Months:

Support Type	Description (name, relationship, address)	Amount Received
Student's employment		\$
Spouse's employment		\$
Savings		\$
Scholarships, Grants, and Loans		\$
Monetary gifts		\$
VA benefits		\$
Social Security		\$
Support from parent/guardian		\$
Support from relatives/friends		\$
Other		\$
Total		\$

Expenditures Paid During the Past 12 Months:

Expenditure Type	Description	Amount Paid
Fees (tuition)		\$
Books & supplies		\$
Rent/housing		\$
Utilities		\$
Food & household expenses		\$
Auto/transportation expenses		\$
Auto insurance		\$
Other insurance		\$
Credit card(s) & other debt		\$
Other		\$
Total		\$

Provisions and Exceptions for In-State Residency

Please review the list of provisions and exceptions to complete this application for in-state residency. Required documentation must be submitted. The application and documentation may be uploaded [securely](#) to our Nextcloud drop box, emailed from your NSCC email (NOT your personal email), dropped off in person, mailed, or faxed. **Redact all social security numbers and checking/savings account numbers from documents prior to submission.**

Please note this is not an all-inclusive list. Residency Officers are permitted by law to request additional documentation if needed to reach a determination. Any additional information would be requested through your NSCC email account only.

C1 Dependent Student: A student whose spouse, or a dependent student of a parent/legal guardian, has been a resident of Ohio for at least the 12 consecutive months immediately preceding enrollment.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card of both student and parent, spouse, or legal guardian
- ◇ Copy of marriage certificate (if residency is based on spouse)
- ◇ Copy of parent, spouse, or legal guardian's most recent Federal tax return showing student was claimed as a dependent or filed jointly with spouse (pgs 1 & 2)
- ◇ Copy of parent, spouse, or legal guardian's most recent Ohio tax return (pgs 1 & 2)
- ◇ Proof of domicile showing 12 consecutive months: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Proof of employment for parent, spouse, or legal guardian – an original letter on company letterhead, stating:
 - Name of employed person
 - Date the employment began
 - Employee is full-time and the annual salary
- ◇ Copy of parent, spouse, or legal guardian's most recent pay stubs

C2 Independent Student: A person who has been a resident of Ohio for all other legal purposes for at least 12 consecutive months immediately preceding enrollment and who is not receiving, and has not received directly or indirectly received in the preceding 12 consecutive months, financial support from persons or entities who are not residents of Ohio for all other legal purposes.

Documentation of income sources used during the 12-month period is required as well as financial statements.

Minimum Documentation Required:

- ◇ Appendix A (page 2 of this application)
- ◇ Copy of Ohio Driver's License or State of Ohio ID card
- ◇ Copy of most recent Federal tax return (pgs 1 & 2)*
- ◇ Copy of most recent Ohio tax return (pgs 1 & 2)*
- ◇ Proof of domicile showing 12 consecutive months: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of proof of financial resources for the past twelve (12) months, including but not limited to: employment, unemployment, Social Security/SSI, retirement pay, state benefits (food stamps, WIC, cash benefits, savings, mutual funds, gifts or support from Ohio resident, financial aid)
- ◇ Copies of monthly bank statements for all accounts on which student is named or has access to for the past twelve (12) months

*Or notarized statement certifying you were not required to file income taxes.

C3 Financially Dependent Upon a Parent/Spouse with Ohio Employment (Immediate Residency) 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.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card of both student and parent, spouse, or legal guardian
- ◇ Copy of marriage certificate (if residency is based on spouse)

- ◇ Copy of parent, spouse, or legal guardian's most recent Federal tax return showing student was claimed as a dependent or filed jointly with spouse (pgs 1 & 2)
- ◇ Copy of parent, spouse, or legal guardian's most recent Ohio tax return, if filed (pgs 1 & 2)
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Proof of employment for parent, spouse, or legal guardian: a sworn statement on company letterhead indicating name of employee, date employment began, full time status, salary amount, and state that Ohio taxes are being withheld
- ◇ Copy of parent, spouse, or legal guardian's most recent pay stubs

C4 Ohio G.I. Promise A veteran and the veteran's spouse and any dependent of a 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 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, has been declared to be missing in action or a prisoner of war, or is deceased after discharge, only the spouse or dependent seeking residency status shall be required to have established domicile in accordance with this division.

Minimum Documentation Required for All Applicants:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for veteran
- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's **Form DD 214 Service 2 or Member 4** to prove Honorable Discharge or Medical Separation with 1 year of Active Service.

Additional Documentation for Spouse:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card
- ◇ Copy of marriage certificate as proof of marriage

Additional Documentation for Dependent Child:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card
- ◇ Copy of parent or legal guardian's most recent Federal tax return showing student was claimed as a dependent (pgs 1 & 2)

C5 Military Student 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 on active duty.
- (b) The veteran enrolls in a state institution of higher education, as defined in section 3345.011 of the Revised code.
- (c) The veteran lives in the state as of the first day of a term of enrollment in the state institution of higher education.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's **Form DD 214 Service 2 or Member 4** to prove completion of service

C6 Military Student 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 C5 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 for a person using transferred federal veterans' benefits to qualify under paragraph C6 of this rule, the veteran who transferred such benefits must have served at least ninety days on active duty or the servicemember who transferred such benefits is on active duty.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's **Form DD 214 Service 2 or Member 4** to prove completion of service
- ◇ Certificate of Eligibility from VA
- ◇ Copy of marriage certificate to qualifying veteran (if residency is based on spouse)

C7 Vocational Rehabilitation and Employment Verification A person who is using federal veterans' educational assistance under the "Vocational Rehabilitation and Employment," 38 U.S.C. 3101 et seq or under "Survivors' and Dependents' Educational Assistance," 38 U.S.C. 3510 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.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Certificate of Eligibility from VA

C8 Forever Buckeye A person who, while a resident of this 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 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.

Minimum Documentation Required:

- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's Ohio high school transcript

C9 Forever Buckeye – GED 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.

Minimum Documentation Required:

- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's GED

C10 Active duty military stationed outside Ohio A service member who is on active duty and to the service member's spouse and any dependent of the service member while the service member is on active duty. In order to qualify under this paragraph, the student seeking in-state tuition rates must live in the state as of the first day of a term of enrollment in the

state institution of higher education, but the student or the service member shall not be required, to establish domicile in this state as of the first day of a term of enrollment in an institution of higher education.

Minimum Documentation Required:

- ◇ Copy spouse or parent's Leave and Earnings Statement
- ◇ Proof of domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of parent's most recent Federal tax return if residency is based on parent (pgs 1 & 2)
- ◇ Copy of marriage certificate (if residency is based on spouse)

E1 A person who is living in Ohio and is employed on a full-time or part-time and self-sustaining basis in Ohio and who is pursuing a part-time program of study.

Minimum Documentation Required:

- ◇ Appendix A (page 2 of this application)
- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Proof of employment for student – an original letter on company letterhead, stating:
 - Student's name
 - Date the employment began
 - Number of hours student is working per week
 - Rate of pay per hour
- ◇ Copy of student's most recent pay stubs

E2 A person who enters and currently remains upon active duty status in the United States military service 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.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Copy of student or parent's Leave and Earnings Statement or most recent Ohio tax return
- ◇ Copy of parent's most recent Federal tax return if residency is based on parent (pgs 1 & 2)
- ◇ Copy of marriage certificate (if residency is based on spouse)

E3 Military service member serving on active-duty status in the United States military who is stationed and residing in Ohio and his or her dependents shall be considered residents of Ohio for these purposes.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Copy of service member's current military active duty orders verifying station in Ohio
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of parent's most recent Federal tax return if residency is based on parent (pgs 1 & 2)
- ◇ Copy of marriage certificate (if residency is based on spouse)

E4 Ohio resident who was transferred by the employer beyond the territorial limits of the United States.

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.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Copy of most recent federal tax return (pgs 1 & 2)
- ◇ Copy of most recent Ohio tax return (pgs 1 & 2)

- ◇ Proof of Ohio domicile as of the first day of the term of enrollment: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ An official letter on company letterhead from the Ohio employer verifying the employee was an Ohio resident at the time of being transferred, date employee was transferred, anticipated date of return or duration of assignment, and employer contact information
- ◇ Copy of marriage certificate (if residency is based on spouse)

E5 Migrant Workers 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.

Minimum Documentation Required:

- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of migrant worker's most recent Federal tax return (pgs 1 & 2)
- ◇ Copy of migrant worker's most recent Ohio tax return (pgs 1 & 2)
- ◇ Statement from ODJFS or certificate from the Ohio Migrant Education Center verifying the migrant worker has been working in Ohio at least four months during each of the previous three years, including dates of employment or dependency
- ◇ Copy of marriage certificate (if residency is based on spouse)

E6 Community Service Worker A person who was considered a resident under this rule at the time the person started a community service position as defined under this rule, and his or her spouse and dependents, shall be considered a resident of Ohio while in service and upon completion of service in the community service position.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Federal tax return (pgs 1 & 2)
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Ohio tax return (pgs 1 & 2)
- ◇ Copy of sworn statement from community service group verifying Ohio as home of record for the individual and start and end dates in the program
- ◇ Copy of marriage certificate (if residency is based on spouse)

E7 Marital Hardship 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.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for both student and parent
- ◇ Proof of domicile showing 12 consecutive months: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of parent's most recent Ohio tax return (pgs 1 & 2)
- ◇ Copy of legal documentation verifying legal action to end the marriage has been taken

E8 Ohio National Guard A person who is a member of the Ohio national guard, and his or her spouse and dependents, shall be considered residents of Ohio while the person is in Ohio national guard service.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Federal tax return (pgs 1 & 2)
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Ohio tax return (pgs 1 & 2), or proof of Ohio tax withholdings
- ◇ Copy of military orders (DD Form 4/1) or letter from personnel officer showing Ohio National Guard service
- ◇ Copy of marriage certificate (if residency is based on spouse)

E9 Deferred Action Childhood Arrival (DACA) A student that has been granted DACA status under the U.S. Citizenship and Immigration Services.

Minimum Documentation Required:

- ◇ Copy of Ohio Driver's License or State of Ohio ID card for student
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student's Employment Authorization Card
- ◇ Copy of I-797 Notice of Action Form showing unexpired approval dates

International Students and Immigration Status A student who is not a U.S. citizen may be considered for Ohio residency for tuition purposes provided he or she meets the criteria established in the Ohio Administrative Code 3333-1-10 and whose legal status is in one of the following categories:

- Permanent Resident
- Alien Political Asylee
- Political Refugee
- Holder of one of the following visas: A, E, G, H, I, L, N, NATO 1-6, O, P, R, S, T, TN, TD, U, or V
- If student is dependent upon a parent/legal guardian, a copy of the Visa or Asylee paperwork
- If student is a spouse, a copy of the marriage certificate

A student who holds a B, F, J, K, or M visa is **not eligible** for Ohio residency unless the student is married to a bona fide Ohio resident or is the dependent child of a bona fide Ohio resident. To be considered a bona fide Ohio resident, the spouse or parent must meet the residency criteria as established in the residency regulations. The student's financial dependence on spouse or parent must be documented on the most current federal tax return.

Minimum Documentation Required:

- ◇ A copy of the student's immigration paperwork
- ◇ If student is dependent on spouse, parent, or legal guardian, a copy of spouse's or parent's/legal guardian's Visa or Asylee paperwork
- ◇ Copy of marriage certificate (if residency is based on spouse)
- ◇ Proof of domicile: current lease, mortgage statement, property tax card, or notarized letter from landlord or parent providing domicile
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Federal tax return (pgs 1 & 2)
- ◇ Copy of student, parent, spouse, or legal guardian's most recent Ohio tax return (pgs 1 & 2)