

# Petition for Ohio Residency Categories and Guidelines



OWENS  
COMMUNITY COLLEGE

Select the category that best applies to you (*choose only one*). Indicate on residency petition which provision you are applying under and submit **ALL** required documentation for that category.

**Documentation Notes:** Only submit the requested documentation for the provision that you are applying for. Applications with incomplete or missing documentation will not be given consideration. *Any documentation that has been submitted but is not required for this application will be destroyed.*

**For Dependents:** Please submit a copy of your spouse or parent's previous year Ohio tax return and Federal tax return. (**Only page 1, which shows you listed as dependent**) Please submit a copy of your marriage certificate if you did not file taxes jointly.

*\*Additional documentation may be required.*

- Only the first page of each tax return needs to be submitted.
- All letters from employers or business must be on company letterhead.
- Lease/mortgage statement /notarized letter must cover 12 consecutive months **prior** to semester.
- All letters verifying domicile must be notarized and include the address and dates you have been residing at that location.
- Remove or block out all **social security numbers and checking/savings account numbers** from documents prior to submission.

## CATEGORIES AND EXCEPTIONS FOR RESIDENCY

### Category - C1

I am financially dependent of a legal resident of Ohio. Residency of the Ohio resident must be valid for at least last 12 consecutive months, **prior** to the start of the semester for which residency is requested.

**Required Documentation:** *If a **dependent**, only submit the tax forms of individual who is claiming you.*

- Ohio Issued ID
- Most recent Ohio tax return
- Most recent Federal tax return (*shown as dependent or spouse*)
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile

### Category - C2

I am a financially independent student who has lived in Ohio for the last 12 consecutive months **prior** to the start of the semester for which I am requesting residency.

**Required Documentation:**

- Ohio issued ID
- Most recent Ohio tax return
- Most recent Federal tax return
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile

### Category - C3

I am a dependent student following a relocated parent, guardian, or spouse that has lived in Ohio less than 12 consecutive months. They have obtained full-time employment in Ohio **prior** to the start of the semester for which I am requesting residency.

**\*Must be renewed every semester**

**Required Documentation:** *If a **dependent**, only submit the tax forms of individual who is claiming you.*

- Ohio issued ID
- Most recent Federal tax return (*shown as dependent or spouse*)
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
- Proof of employment. A letter must come from employer on company letter head and contain start date, full/part-time status and state that Ohio taxes are being withheld.

### Category - C4

I am a US military veteran, spouse of a veteran, or dependent of a veteran, who has been honorably or medically discharged, with at least one year of service. (This includes the spouse or dependent of a service personnel KIA, MIA, or POW.) I have lived in Ohio prior to the start of the semester for which I am requesting residency.

**Required Documentation:** *If a **dependent**, only submit the tax forms of individual who is claiming you.*

- Ohio issued ID
- DD 214 Service Form
- Most recent Federal tax return
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile

### Category - C5

I am a veteran who served at least 90 days or on active duty and 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. I have lived in Ohio **prior** to the start of the semester for which I am requesting residency. **\*Must be renewed every semester.**

**Required Documentation:**

- Ohio issued ID
- DD 214 Service Form
- Certificate of Eligibility
- Military Orders (*If active duty*)
- Most recent Federal tax return
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile

### Category - C6

I am a veteran who served at least 90 days or on active duty and a recipient of the federal "Marine Gunnery Sergeant John David Fry" scholarship or transferred federal veterans' benefits. I have lived in Ohio **prior** to the start of the semester for which I am requesting residency. **\*Must be renewed every semester.**

#### Required Documentation:

- Ohio issued ID
  - DD 214 Service Form
  - Certificate of Eligibility
  - Military Orders (*If active duty*)
  - Most recent Federal tax return
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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### Category - C7

I am currently living in Ohio and graduated from an Ohio high school as an Ohio resident.

#### Required Documentation:

- Ohio issued ID
- Official Ohio high school transcript with graduation date
- Current lease, mortgage statement or notarized letter from landlord or parent proving domicile

**\*\*Students who received a GED will not qualify under this provision\*\***

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### Exception- E1

I am an independent student and have resided in Ohio for less than 12 consecutive months. I am employed in the state of Ohio and am attending as a **part-time** student. **\*Must be renewed every semester.**

#### Required Documentation:

- Ohio issued ID
  - Most recent Federal tax return
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
  - Letter from employer - must contain start date, full/part-time status and whether Ohio taxes are being withheld, all on company letterhead.
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### Exception - E2

I am military personnel, the spouse or dependent of a person who is on active military duty, stationed outside of Ohio and has maintained Ohio as home of record.

**Required Documentation:** *If a dependent, only submit the tax forms of individual who is claiming you.*

- Ohio issued ID
  - Most recent Ohio tax return
  - Most recent Federal tax return
  - Copy of military orders showing Ohio as home state of record
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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### Exception - E3

I am military personnel, the spouse or dependent of a person who is on active military duty and is currently stationed in Ohio.

**Required Documentation:** *If a dependent, only submit the tax forms of individual who is claiming you.*

- State issued ID
  - Most recent Federal tax return
  - Copy of military orders showing stationed in Ohio
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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### Exception - E4

My parent, legal guardian, or I have been transferred by an employer beyond the territorial limits of the United States while maintaining Ohio residency.

**Required Documentation:** *If a dependent, only submit the tax forms of individual who is claiming you.*

- Ohio issued ID
  - Most recent Ohio tax return
  - Most recent Federal tax return
  - Letter from employer verifying transfer
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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### Exception - E5

My parent, legal guardian, or I am employed as a migrant worker in the state of Ohio, and have worked in Ohio for at least **four months** for each of the past **three years**.

#### Required Documentation:

- Ohio issued ID
  - Proof of Ohio work for at least four months each of past three years; certificate from Ohio Migrant Education Center, letter from employer, letter from ODJFS - all must certify dates of employment or dependency
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### Exceptions - E6

My parent, legal guardian, spouse, or I was a resident of Ohio prior to community service position (VISTA, AmeriCorps, Peace Corps, or elected/appointed public office for up to 24 consecutive months)

**Required Documentation:** *If a dependent, only submit the tax forms of individual who is claiming you.*

- Ohio issued ID
  - Most recent Federal tax return
  - Sworn statement from community service group verifying Ohio as home of record
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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### Exception - E7

I have returned to the state of Ohio due to marital hardship and have taken steps to end my marriage. I have established financial dependence (receive greater than 50% of support from the parent or guardian) on my parent or legal guardian (must be Ohio resident); or, I am the dependent of such an individual.

#### Required Documentation:

- Ohio issued ID
  - Most recent Ohio tax return of parent or guardian
  - Most recent Federal tax return of parent or guardian
  - Copy of legal documentation to end/dissolve marriage
  - Notarized documentation of reestablishment of dependency
  - Monthly income/expense statement (*completed on residency application*)
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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**Exception - E8**

I am a member of Ohio National Guard, or am the spouse or dependent of an Ohio National Guard member and reside in Ohio.

**Required Documentation:** *If a **dependent**, only submit the tax forms of individual who is claiming you..*

- Ohio issued ID
  - Most recent Federal tax return
  - Most recent Ohio tax return or proof of Ohio tax withholdings
  - Copy of military orders/letter from commander showing Ohio National Guard membership
  - Current lease, mortgage statement or notarized letter from landlord or parent proving domicile
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**Exception - E9**

I am a student that has been granted Deferred Action for Childhood arrival (DACA) under the US Citizenship and Immigration Services'.

**Required Documentation:**

- Ohio issued ID
  - Completed DACA form
  - Employment authorization card with Category 33 listed
  - Copy of unexpired USCIS I-797 receipt showing approval has been granted AND indicating class 33
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**PROCEDURE CATEGORIES****Procedure - F2**

I was previously an Ohio resident and have **not** resided outside of the state of Ohio for longer than 12 consecutive months and I have re-established domicile in Ohio.

**Required Documentation:**

**Independent Student:**

- Ohio issued ID
- Most recent Ohio tax return
- Most recent Federal tax return
- Copy of leases, mortgage statements or notarized letters proving Ohio residency *before* you left residence, *while* you were gone and *current* residence

**Dependent Student:**

- Ohio issued ID
- Parent or legal guardian's most recent Ohio tax return
- Parent or legal guardian's most recent Federal tax return
- Notarized letter from parent or legal guardian proving current domicile
- Copy of leases, mortgage statements or notarized letters proving Ohio residency *before* you left residence, *while* you were gone and *current* residence