



### **Online Residency Form – Documents Requested**

**Note:** Not all documents will be requested in each section

Independent Students	
Proof of Residence	A copy of a signed and dated lease, closing statement, or campus housing contract document indicating: dates of residence; terms and conditions (if applicable). The legal rental agreement needs to accurately and completely describe the living situation and the rent needs to be commensurate to fair market value.
Driver's License	A copy of the driver's license or state ID card.  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>
Vehicle Registration	A copy of the current vehicle registration and/or title.  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>
Vehicle Title	A copy of the vehicle title.  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>
Pay Stubs	For C-2 applicants: Please provide three pay stubs: one for the applicable month from the start of your review period for the term in which you are seeking residency reclassification; one from the end of the financial tax year; the most recent pay stub. Each pay stub should indicate: hours worked; rate of pay; employment address; taxes being withheld.
	For E-1 applicants: A copy of the three most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.
Employment Letter	A letter from employer on letterhead indicating: start date and duration of employment; rate of pay; number of hours worked; employer contact information.



Ohio Tax Return	A copy of the most recently filed Ohio tax transcript, including the Ohio Schedule of Credits tax return (if filed as a part-year resident).  <a href="https://www.ohio.gov/">https://www.ohio.gov/</a>
Federal Tax Return	A copy of the most recently filed Federal tax transcript.  <a href="https://www.irs.gov/">https://www.irs.gov/</a>
Savings/Checking Statements	For C-2 applicants: Please provide three financial statements. Your most recent financial statement and two for the applicable month indicated below: one from the start of your review period for the term in which you are seeking residency reclassification; and one from the year preceding the start of your review period for the term in which you are seeking residency reclassification. Autumn Applications: August Spring Applications: January Summer Applications: May
	For E-1 applicants: Please provide monthly financial statements from the most recent three months.
Mutual/Trust Fund Statements	Please provide two financial statements which include the applicable month indicated below: one from the start of your review period for the term in which you are seeking residency reclassification; and one from the year preceding the start of your review period for the term in which you are seeking residency reclassification. Autumn Applications: August Spring Applications: January Summer Applications: May
529 Statements	Please provide two financial statements for the applicable month indicated below: one from the start of your review period for the term in which you are seeking residency reclassification; and one from the year preceding the start of your review period for the term in which you are seeking residency reclassification.



	Autumn Applications: August Spring Applications: January Summer Applications: May
Scholarship Documentation	A copy of scholarship criteria, eligibility requirements, and awards received during the 12 month review period.
Grant Documentation	A copy of grant criteria and awards received during the 12 month review period.
Loan Documentation	A copy of loan criteria and awards received during the 12 month review period. This should include primary borrowers, co-signers, and co-borrowers of the loan.
Fee Authorization Documents	A copy of all fee payment authorizations received during the 12 month review period.
Other Income Documentation	Additional income documentation for any other income received during and one year prior to the 12 month review period.
Tuition Statement of Account	A copy of the monthly financial statement(s) evidencing tuition payments made if these payments have not been made solely through federal financial aid/scholarships/grants/fee payment authorizations.
Voter Registration	A copy of the Ohio voter registration.

Dependent Students	
Proof of Residence	A copy of a signed and dated lease, closing statement, sworn affidavit, or campus housing contract document indicating: dates of residence; terms and conditions (if applicable). The legal rental agreement needs to accurately and completely describe the living situation and the rent needs to be commensurate to fair market value.
Driver's License	A copy of the driver's license or state ID card.  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>



Marriage Certificate	A copy of your official marriage certificate or abstract. Foreign documents must be translated.
Federal Tax Return	A copy of the most recently filed Federal tax transcript.  <a href="https://www.irs.gov/">https://www.irs.gov/</a>
Ohio Tax Return	A copy of the most recently filed Ohio tax transcript, including the Ohio Schedule of Credits tax return (if filed as a part-year resident).  <a href="https://www.ohio.gov/">https://www.ohio.gov/</a>
Pay Stubs	For first time C3 applications: A copy of the most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.
	For subsequent C3 applications: A copy of the three most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.
Employment Letter	A letter from employer on letterhead indicating: start date and duration of employment; rate of pay; number of hours worked; employer contact information.
Proof of Legal Guardianship	A copy of all relevant court documentation verifying legal guardianship.

Military Members	
DD-214	Member Copy 4 showing at least 1-year active service and 'Honorable' or 'Medical Separation' discharge.
Active Duty Verification	A current LES showing Ohio as the state income tax jurisdiction.
Active Duty Orders	A copy of the active duty orders verifying being stationed in Ohio.
ONG Verification	A copy of the current enlistment papers or a letter from the base personnel officer verifying state of sworn allegiance.
Proof of Residence	A copy of a signed and dated lease, closing statement, or campus housing contract document indicating: dates of



	residence; terms and conditions (if applicable). The legal rental agreement needs to accurately and completely describe the living situation and the rent needs to be commensurate to fair market value.
Driver's License	A copy of the driver's license or state ID card  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>
Marriage Certificate	A copy of your official marriage certificate or abstract. Foreign documents must be translated.
Federal Tax Return	A copy of the most recently filed Federal tax transcript.  <a href="https://www.irs.gov/">https://www.irs.gov/</a>
Proof of Legal Guardianship	A copy of all relevant court documentation verifying legal guardianship.

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High School Transcript	A copy of the official high school transcript indicating: graduation date; address of high school. If your name has changed, please include your prior and current name on the transcript.
Proof of Residence	A copy of a signed and dated lease, closing statement, or campus housing contract document indicating: dates of residence; terms and conditions (if applicable). The legal rental agreement needs to accurately and completely describe the living situation and the rent needs to be commensurate to fair market value.

**Additional Classification Types**

Proof of Residence	A copy of a signed and dated lease, closing statement, sworn affidavit, or campus housing contract document indicating: dates of residence; terms and
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	conditions (if applicable). The legal rental agreement needs to accurately and completely describe the living situation and the rent needs to be commensurate to fair market value.
Driver's License	A copy of the driver's license or state ID card.  <a href="https://www.bmv.ohio.gov/">https://www.bmv.ohio.gov/</a>
Marriage Certificate	A copy of the marriage certificate.
Federal Tax Return	A copy of the most recently filed Federal tax transcript.  <a href="https://www.irs.gov/">https://www.irs.gov/</a>
Ohio Tax Return	A copy of the most recently filed Ohio tax transcript, including the Ohio Schedule of Credits tax return (if filed as a part-year resident).  <a href="https://www.ohio.gov/">https://www.ohio.gov/</a>
Community Service Letter	A letter from the community service group on letterhead indicating: dates of service; home of record.
Employment Letter	A letter from employer on letterhead indicating: start date and duration of employment; rate of pay; number of hours worked; employer contact information; and confirmation that third party billing has been established with the University Bursar's Office.
Court Documents	A copy of court papers indicating the steps taken to legally end a marriage.
ODJFS Letter	A letter from the Ohio Department of Job and Family Services verifying: employment in Ohio of at least four months during each of the previous three years.
Transfer Letter	A letter from employer on letterhead indicating: if employee was a resident of the state of Ohio prior to location transfer; date employee was transferred outside of the United States; anticipated date of return to the United States/duration of assignment; employer contact information.



Proof of Legal Guardianship	A copy of all relevant court documentation verifying legal guardianship.
Sworn Affidavit	A sworn affidavit that includes the following information: dates you or your parent/legal guardian has lived in Ohio; the years you or your parent/legal guardian has paid taxes in Ohio; of whom you or your parent/legal guardian is receiving more than 50% of financial support; you or your parent/legal guardian information on legal status in the U.S. (U.S. citizen, Permanent Resident, or current visa status).