

Documents Requested for Ohio Residency for Tuition Purposes

Documentation is very important. If your application is submitted with the incorrect documentation, we will not be able to approve your application.

Keep in mind, documentation is not limited to this list and may not include all items listed. It is important that any uncommon situations be supported with documentation as well.

The onus will be on the student to ensure that all income and expenses are clearly supported with documentation.

Select a Residency Type:

[Independent Students](#) | [Dependent Students](#) | [Military Students](#) | [Other Classifications](#) | [Forever Buckeye](#)

Independent Students

Document Type	Document Description
Proof of Residence	A copy of a signed and dated lease(es), closing statement(s), or campus housing contract(s) in your name indicating dates of residence, and terms and conditions. The legal rental agreement must accurately and completely describe the living situation and the rent must be commensurate to fair market value and MUST cover the entire review period.
Driver's License	A copy of the student's Ohio driver's license or Ohio state ID card. Visit the Ohio BMV website for information.
Vehicle Registration	A copy of the current vehicle registration and/or title. Visit the Ohio BMV website for information.
Vehicle Title	A copy of the vehicle title. Visit the Ohio BMV website for information.
Pay Stubs	<p>For C-2 applicants: Please provide three pay stubs:</p> <ol style="list-style-type: none"> 1. one for the applicable month from the start of your review period for the term in which you are seeking residency reclassification <ol style="list-style-type: none"> a. Autumn Applications: August; Spring Applications: January; Summer Applications: May 2. one from the end of the financial tax year with final YTD amounts 3. most recent pay stub <p>Each pay stub should indicate: hours worked; rate of pay; employment address; taxes being withheld.</p> <p>For E-1 applicants: A copy of the three most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.</p>
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. If filed as a part-year resident, the Schedule of Credits must be included. Visit the Ohio.gov website for additional information.
Federal Tax Return	A copy of the most recently filed Federal tax transcript. Visit the IRS website for additional information.
Voter Registration	A copy of the student's Ohio voter registration.

Document Type	Document Description
Checking Statements	<p>For C-2 applicants: Please provide three financial statements for the applicable month indicated below:</p> <ol style="list-style-type: none"> 1. one from 24 months prior to the term in which you are seeking reclassification 2. one from the start of your review period for the term in which you are seeking residency reclassification 3. your most recent financial statement <p>Autumn Applications: August; Spring Applications: January; Summer Applications: May</p> <p>For E-1 applicants: Please provide monthly financial statements from the most recent three months.</p>
Savings Statements	<p>For C-2 applicants: Please provide three financial statements for the applicable month indicated below:</p> <ol style="list-style-type: none"> 1. one from 24 months prior to the term in which you are seeking reclassification 2. one from the start of your review period for the term in which you are seeking residency reclassification 3. your most recent financial statement <p>Autumn Applications: August; Spring Applications: January; Summer Applications: May</p> <p>For E-1 applicants: Please provide monthly financial statements from the most recent three months.</p>
Mutual/Trust Fund Statements	<p>Please provide three financial statements which include the applicable month indicated below:</p> <ol style="list-style-type: none"> 1. one from 24 months prior to the term in which you are seeking reclassification 2. one from the start of your review period for the term in which you are seeking residency reclassification 3. your most recent financial statement <p>Autumn Applications: August; Spring Applications: January; Summer Applications: May</p>
529 Statements	<p>Please provide three financial statements for the applicable month indicated below:</p> <ol style="list-style-type: none"> 1. one from 24 months prior to the term in which you are seeking reclassification 2. one from the start of your review period for the term in which you are seeking residency reclassification 3. your most recent financial statement <p>Autumn Applications: August; Spring Applications: January; Summer Applications: May</p>
Scholarship Documentation	<p>Award letter(s) or document(s) containing scholarship criteria, eligibility requirements, and awards received during the 12-month review period. A copy of a student's Statement of Account will not be accepted.</p>
Grant Documentation	<p>Award letter(s) or document(s) containing grant criteria and awards received during the 12-month review period. A copy of a student's Statement of Account will not be accepted.</p>
Loan Documentation	<p>Document(s) containing loan criteria and awards received during the 12-month review period. This must include primary borrowers, co-signers, and co-borrowers of the loan. A copy of a student's Statement of Account will not be accepted.</p>
Fee Authorization Documents	<p>A copy of all fee payment authorizations (university-issued coverage of tuition and fees) received during the 12-month review period.</p>
Other Income Documentation	<p>Additional income documentation for any other income received during and one year prior to the 12-month review period.</p>

Document Type	Document Description
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.
12 Months of Bank Statements- For COVID 19 related absence's that exceed 30 days	Please provide bank statements for all accounts. These statements should range from the start of your review period until present. If your review period is incomplete, this may be less than 12 months of statements.
ODHE COVID 19 Requirement	<p>Documentation that you met one of the two requirements:</p> <ol style="list-style-type: none"> 1. You left Ohio due to concerns related to, or in response to, a public health emergency declared by the Governor of Ohio, or order of the Director of Health for the Ohio Department of Health, or national equivalent. 2. You were already out of state during such orders, and returning is not in the interest of the health of the student or family members

Dependent Students

Document Type	Document Description
Proof of Residence	A copy of a signed and dated lease(es), closing statement(s), or campus housing contract(s) indicating dates of residence, and terms and conditions. The legal rental agreement must accurately and completely describe the living situation. Rent must be commensurate to fair market value.
Driver's License	A copy of the student's Ohio driver's license or Ohio state ID card and the Ohio driver's license of the parent/legal guardian/spouse. Visit the Ohio BMV website for information.
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. Visit the IRS website for additional information.
Ohio Tax Return	A copy of the most recently filed Ohio tax transcript. If filed as a part-year resident, the Schedule of Credits must be included. Visit the Ohio.gov website for additional information.
Pay Stubs	<p>C-1 applicants: A copy of the three most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.</p> <p>For first time C3 applications: A copy of the most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.</p> <p>For subsequent C3 applications: A copy of the three most recent pay stubs indicating: hours worked; rate of pay; employment address; taxes being withheld.</p>
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

Document Type	Description
DD-214	Member Copy 4 showing at least one 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(es), closing statement(s), or campus housing contract(s) indicating dates of residence, and terms and conditions. The legal rental agreement must accurately and completely describe the living situation. Rent must be commensurate to fair market value.
Driver's License	A copy of the student's Ohio driver's license or Ohio state ID card and the Ohio driver's license of the parent/legal guardian/spouse. Visit the Ohio BMV website for information.
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. Visit the IRS website for additional information.
Proof of Legal Guardianship	A copy of all relevant court documentation verifying legal guardianship.

Additional Classification Types

Document Type	Description
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 describe the living situation completely and accurately. Rent must be commensurate to fair market value.
Driver's License	A copy of the student's Ohio driver's license or Ohio state ID card and the Ohio driver's license of the parent/legal guardian/spouse. Visit the Ohio BMV website for information.
Marriage Certificate	A copy of the marriage certificate.
Federal Tax Return	A copy of the most recently filed Federal tax transcript. Visit the IRS website for additional information.
Ohio Tax Return	A copy of the most recently filed Ohio tax transcript. If filed as a part-year resident, the Schedule of Credits must be included. Visit the Ohio.gov website for additional information.
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).

Forever Buckeye

Document Type	Description
High School Transcript	A copy of the official high school transcript indicating: graduation date; address of high school. If your name changed, include prior and current names on the transcript.
Proof of Residence	A copy of a signed and dated lease, closing statement, campus housing contract, or notarized letter from the homeowner indicating dates of residence and terms and conditions. The legal rental agreement must accurately and completely describe the living situation. Rent must be commensurate to fair market value.