



Admission Checklist

Please review this list carefully. ALL pertinent documents must be presented in order to proceed with enrollment.

Verification of Academic Skills

- _____ Official high school or GED transcript *(We may be able to verify Lee County grads.)*
- _____ Official college transcript *(If you have attended more than one college, you need to submit transcripts from each institution.)*
- _____ TABE scores (or equivalent) and other required pre-admission testing results

Verification of Florida Residency for Tuition Purposes

For Dependent Students – Aged 18-24

(Not sure if you are dependent or independent? See the back of this form for more detail.)

- _____ Your own driver’s license or Florida state I.D.
- _____ Parent documentation - Two documents as listed on the back of this sheet (Read carefully!)
 - Must be two documents from the same parent.
 - You do not have to be living with the parent.
 - If your parent’s last name is different from yours, documentation of the relationship between you.

If the Person Claiming Residency for You is Not Your Parent

- _____ In addition to the documents named above, you need tax returns for the preceding three years indicating you have been claimed as a dependent by them.

If Between the Ages of 18-24 and Enrolling as an Independent Student

- _____ Proof that you can enroll as an independent student (see back of this sheet)
- _____ Two documents verifying that you have been a Florida resident for at least a year

All Other Independent Students

- _____ Two documents as described on the back of this form.

If You Are Not a U.S. Citizen

- _____ Permanent Resident Card of parent if enrolling as a dependent student
- _____ Your own Permanent Resident Card if enrolling as an independent student
- _____ Employment Authorization Card if not a permanent resident

Enrollment Fees

- _____ \$30 Application fee
- _____ \$30 AAAE fee (if needed)

Financial Aid Steps

- _____ Complete the www.FAFSA.ed.gov application for the appropriate year. The school code for FMTC is 007558.
- _____ Contact the financial aid office 3 days after successfully submitting to determine if additional verification documents are required.
- _____ You must submit a copy of an official high school or GED transcript to be eligible.

(See Other Side for Residency Information)

INFORMATION FOR RESIDENCE CLASSIFICATION

A Florida “resident for tuition purposes” is a person who has, or a dependent person whose parent or legal guardian has established and maintained legal residence in Florida for at least 12 months. To qualify as a Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the U.S. Citizenship and Immigration Services. Living in or attending school in Florida will not, in itself establish legal residence. Students who depend on out-of-state parents for support are presumed to be legal residents of the same state as their parents. Residence in Florida must be for the purpose of establishing a permanent home and not merely incident to enrollment at an institution of higher education.

The instructions below do not comprise a comprehensive statement regarding residency classification. Refer to the “Florida Residency for Tuition Purposes” and “Residency Reclassification” sections of the current FMTC catalog. This Residency Application and Affidavit along with copies of documentary evidence must be submitted to the admissions office.

DEPENDENT OR INDEPENDENT

The determination of dependent or independent status is important for residency classification because it is the basis for whether the student has to submit his/her own documentation of residency (as independent) or his/her natural/adoptive parents or legal guardian’s documentation of residency (as dependent).

Independent Student Criteria (Must meet at least one criterion to be considered independent.)

1. The student is 24 years of age or older by the first day of classes of the term for which residency status is sought at a Florida institution.
2. The student is married. (Copy of marriage license or, if appropriate, divorce decree is required.)
3. The student has children who receive more than half of their support from the student. (Copy of most recent federal income tax return listing children as dependents is required.)
4. The student has other dependents who live with and receive more than half of their support from the student. (Copy of most recent tax return listing dependents is required.)
5. The student is a veteran of the U.S. Armed Forces or is currently serving on active duty in the U.S. Armed Forces for purposes other than training. (Copy of DD214 or military orders is required.)
6. Both of the student’s parents are deceased or the student is or was (until age 18) a ward/dependent of the court. (Copy of parents’ death certificates or a court order or letter from Children and Family Services is required.)
7. The student has established independent annual financial resources of at least \$9,350 per year. (Copy of most recent federal income tax return and W2 form(s) required.)

Dependent Student: If you are under the age of 24 and 51% or more of your support is provided by another as defined by the IRS, you will be classified as a dependent student and your parents or legal guardian will need to provide proof of residency.

Documentary Evidence

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from Tier One. ONE document from Tier Two may be used in conjunction with ONE document from Tier One. ALL documents supporting the establishment of legal residence (whether from Tier One and/or Tier Two) must be dated, issued or filed 12 consecutive months before the Proof of Florida Residency Deadline date established for the term for which Florida Resident classification is sought.

First Tier (at least ONE of the two documents submitted must be from the following list)

- Florida Driver’s license (if known to be held in another state previously, must have relinquished)
- OR a State of Florida identification card (if evidence of no ties to another state)
- Florida voter registration card
- Florida vehicle registration (must show 12 consecutive months, two consecutive years of vehicle registrations may be required)
- Declaration of domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Courts)
- Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within the last 12 months)
- Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12-month period) Letter required.
- Benefit histories from Florida agencies or public assistance programs

Second Tier (may be used in conjunction with one document from First Tier)

- A Florida professional or occupational license
- Florida incorporation
- Documents evidencing family ties in Florida (legal guardianship papers or other official court documents)
- Proof of membership in Florida-based charitable or professional organizations
- (Note: membership in a church does not constitute membership in a Florida-based charitable organization)
- Any other documentation that supports the student’s request for resident status

Examples of “other” documentation:

- Utility bills and proof of 12 consecutive months of payments, service must be current with no outstanding balance
- Satellite TV, cell/mobile phones cannot be used
- Lease agreement and proof of 12 consecutive months of payments
- State or court documents evidencing legal ties to Florida

Unacceptable Documents (may not be used)

- Hunting/fishing licenses, library cards, shopping club/rental cards, birth certificates, passport