

STATE OF FLORIDA ACADEMIC COMMON MARKET APPLICATION

In order for a program to qualify for participation in the Academic Common Market (ACM) it cannot duplicate a program offered in Florida. **Florida only participates in the ACM at the GRADUATE level of study.**

How do you know if your degree program is part of the ACM?

Check the Board of Governors, State University System of Florida website at <https://www.flbog.edu/forstudents/upi/acm.php> and review the instructions under the Available Degree Programs section. If the program that interests you is not already open to Florida residents, talk to the academic department about nominating the program.

Florida cannot certify students for programs that are not approved for the ACM through the institution and state.

The following items are included in this packet:

- ACM Application Checklist
- Florida Residency for Tuition Purposes Information
- Application for Florida Residency Certification under the ACM
- Residency Affidavit

Please be aware that processing your application can take up to several weeks. Please submit a complete application package, including all documentation early to allow time for the process. Contact the university's ACM Institutional Coordinator for deadlines. ACM certifications cannot be applied retroactively to cover past coursework.

ACM APPLICATION CHECKLIST

Please submit the following materials in hard copy (omitting pages 1-3) for application into the ACM:

- Official name of degree you are seeking as well as program Classification of Instructional Programs (CIP) Code. The CIP code is a six-digit number taking the form of 00.0000 and can usually be obtained from the SREB Website, the academic department or registrar's office at the institution.
- Catalog description of the program and all required coursework in the program;
- Completed application and **notarized** verification of residency (See pages 4 - 6);
- 3-5 documents** verifying residency for **at least 1 year prior** to anticipated start date (See page 2). You may block out any fiscal information if you include pay or tax forms. This documentation is needed so that we can verify the requirement by law that your home of record is Florida - Please make sure all copies are legible before submitting. Sending more than three documents may expedite the process in cases where one or more forms are deemed unacceptable for technical reasons;
- Letter showing that you are **admitted unconditionally** to the specific program at the institution

These documents must be mailed for the application to be completed. Please contact the ACM State Coordinator with any questions or concerns:

Jeremy M. Hudak

Assistant Director of Academic Affairs
State University System of Florida, Board of Governors
325 West Gaines Street, Suite 1601
Tallahassee, Florida 32399-0400
Phone: (850) 245-0466
FAX: (850) 245-9685
Email: AcademicCommonMarket@flbog.edu

FLORIDA RESIDENCY FOR TUITION PURPOSES

To qualify as a Florida Resident for tuition purposes, you must:

Be a U.S. Citizen, Resident Alien, parolee, Cuban National, Vietnamese Refugee or other refugee or asylee so designated by the U.S. Immigration and Naturalization Service,

AND

Have established a legal residence in this State and maintained that legal residence for twelve (12) months immediately prior to the term in which you are seeking Florida resident classification. Your residence in Florida must be a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence or abode for the purposes of enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students as defined by IRS regulations, a parent or guardian must qualify),

AND

At least three of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the Documents must be from the First Tier, as some evidence is more persuasive than others. No single piece of documentation will be considered conclusive. **Additionally, there must be an absence of information that contradicts the applicant's claim of residency.**

First Tier (at least one documents submitted must be from this list)

- Driver's license or a State of Florida Identification Card
- Vehicle Registration
- Voter registration card
- Proof of purchase of a permanent home that is occupied as a primary residence of the claimant
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period (Letter from employer on employer's letterhead stating employment for 30 hours per week for the past 12 months plus verification with pay stubs from first and last month)
- Military Documentation: DD Form 2058, DFAS, LES
- Proof of homestead exemption in Florida

Second Tier (may be used in conjunction with First Tier documents)

- Florida professional or occupational license
- Florida incorporation
- Declaration of domicile in Florida
- Documents evidencing family ties
- Proof of membership in Florida-based charitable or professional organizations
- Any other documentation that supports request for resident status (includes lease agreement with proof of 12 consecutive months of payments, utility bills with proof of 12 consecutive months of payments, state or court documents evidencing legal ties to Florida).
- Letter or transcript from Florida university attended within the previous 12 months reflecting Florida residency for tuition purposes

Unacceptable Documents

- Hunting/fishing licenses
 - Library cards
 - Shopping club/rental cards
 - Birth certificate
 - Passport
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OR

Become a legal resident and be married to a person, who has been a legal resident for the required twelve-month period,

OR

Be a member of the Armed Forces on active duty stationed in Florida, or a spouse or dependent,

OR

Be a member of the full-time instructional or administrative staff of a state public school, community college or university in Florida, a spouse or dependent,

OR

Be a dependent and have lived five (5) years with an adult relative, who has established legal residence in Florida,

AND

Make a statement as to the length of residence in Florida and qualification under the above criteria (see attached affidavit).

APPLICATION FOR FLORIDA RESIDENCY CERTIFICATION
UNDER THE ACADEMIC COMMON MARKET PROGRAM

Name of Program _____ Degree _____

CIP Code _____ Date of Expected Enrollment _____ Delivery _____
6-Digit Semester & Year Traditional/Online/Both

Participating Institution _____ Applicant's Email _____

Name _____ Marital Status _____
(Last) (First) (Middle)

Date of Birth _____ Last 4 digits of SSN _____

Present Mailing Address _____
(Street, No., City, State & Zip)

Home Phone _____ Cell Phone _____

Permanent Mailing Address _____
(Street, No., City, State, & Zip)

Legal Residence _____ How Long? _____

If Not Currently Residing at Legal Residence, Give Details as to why _____

Legal Address _____

Names and Address of All Legal Dependents Claimed by You _____

If foreign born, how long have you lived in the United States? _____

Are you a Naturalized Citizen? _____ Resident Alien _____

LIST IN CHRONOLOGICAL ORDER ALL COLLEGES WHICH YOU HAVE
ATTENDED OR ARE CURRENTLY ATTENDING

College	Location	Dates	Degree or Number of Credits Earned
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If presently attending a college or university, what legal address are you using for fee paying purposes?

(Street, Number, City, State & Zip Code)

If requested, does this office have your permission to verify this information in writing from the Registrar of your present school? Yes No

Give any Full Time Employment you have had within the last 5 years (use separate sheet if needed):

Business	Location	Position	Dates

If the above does not fully account for your activities for the past 5 years, please list below your place of residence and your activities for any period not covered above:

Only bona fide residents of Florida will be eligible for certification under the Academic Common Market agreement. Residency will be determined on the basis of criteria as contained in Section 1009.21, Florida Statutes: Determination of resident status for tuition purposes. Only those applications whose file clearly indicates eligibility for "Florida resident" classification by the time of certification will be considered. Proof of Florida residency rests entirely with the applicant, and may include a statement from an employer, a copy of a property tax receipt allowing homestead exemption for the applicant or, in the case of a presently enrolled student, a statement from the Registrar of their school attesting to the fact that the applicant is classed as a "Florida resident for tuition purposes." Other evidence which clearly attests to the fact that the applicant meets criteria for enrollment in a public college or university in Florida at in-state fees will be acceptable.

All statements I have made in this application are true and complete to the best of my knowledge.

SIGNED _____ DATE _____
(to be signed in the presence of Notary Public)

(Notary Public) SEAL

My commission expires: _____

RESIDENCY AFFIDAVIT

STATE OF FLORIDA)

COUNTY OF _____)

I, _____, being duly sworn on my oath say that:
(name of student)

1. I am an ___ independent or ___ dependant student. ***(Check one)***
2. I have been a resident of Florida for _____ years, _____ months (fill in the months and/or years).
3. If claiming dependency, my parent or Guardian (name) _____
_____ has been a resident of Florida for _____ years, _____ months.
4. If claiming residency through my spouse, my spouse (name) _____
has been a legal resident of the State of Florida for the preceding 12-month period for the purpose of maintaining a bona fide domicile rather than for the purpose of maintaining a mere residence or abode incident to my enrollment in an institution of higher education; and I have now established legal residence and intend to make Florida my permanent home, and as such I am entitled to classification as a Florida resident for tuition purposes under the terms and conditions required for Florida resident status for tuition purposes in Section 1009.21, Florida statutes. **(Required:** copy of marriage certificate and other documents required to establish residency.)

I UNDERSTAND THAT A FALSE STATEMENT IN THIS AFFIDAVIT COULD RESULT IN DISCIPLINARY ACTION, DENIAL OF ADMISSION, INVALIDATION OF CREDIT OR DEGREES EARNED, OR MAY BE THE BASIS FOR CRIMINAL PROSECUTION UNDER SECTION 837.06, FLORIDA STATUTES (1983).

Signature of Student (in ink)

SWORN TO AND SUBSCRIBED BEFORE ME, this _____ day of _____ 20 ____ .

Notary Public

My Commission expires: _____

(SEAL)

DOCUMENTATION*

Please list (in order) all of the documentation included with your application submission.

Residency Documentation (See pages 2-3 for acceptable documents): Minimum of 3 Required- Please indicate the type of document and list in the order they are included in the table below.

Residency Document 1:	
Residency Document 2:	
Residency Document 3:	
Residency Document 4 (Optional/Recommended):	
Residency Document 5 (Optional/Recommended):	

Program Documentation: Please initial in the space provided indicating that all required documents have been included.

<i>Document Name</i>	<i>Applicant's Initials</i>
A letter from the institution showing unconditional acceptance into the degree program	
A catalog description of the academic degree program from the institution's website	
A description of each required course in the program published by the institution	

**Please note that some program reviews can take several months to complete. All applicants are encouraged to submit this information as quickly as possible to ensure your application is processed. However, this information is required for any academic degree program not already accessible to residents of Florida through the Academic Common Market. For a current listing of programs accessible to residents of Florida, please visit: <http://home.sreb.org/acm/Search.aspx?state=10>.*

Please detach pages 1-3 of the application before submitting. It is highly recommended that you mail the documentation using a delivery service that will provide you with a tracking number and/or a confirmation of delivery. It is also highly recommended that you make copies of your application and documentation prior to mailing it.