

Step By Step Residency Instruction

Step 1 Log in to myFSCJ by visiting my.fscj.edu

Apply for Admissions
Class Search
Student and Employee Sign-on
Student's User ID
Student's Password
Sign In

Step 2 Select Residency Declaration under the Useful Links

FSCJ Florida State College at Jacksonville
Students My Life @ FSCJ Resources Help Center
My Academics My Finances
Registration for Fall Term is open. Don't miss out on the classes you need to get ahead. [View the Schedule now.](#)
Useful Links
Blackboard
Canvas
Academic Advising
Make an Advising Appointment
Residency Declaration

Step 3 FSCJ Single Sign On will prompt you to sign in to your student account

FSCJ Florida State College at Jacksonville
Sign in with your FSCJ user ID.
Student's Username or E-Mail address
Student's Password
Sign In

Step 4

Thoroughly review the Florida Residency process prior to starting the Residency Declaration. Select Close once your full review is complete.

This document must be completed in its entirety.

Please understand the following before proceeding:

1. This residency form is intended for use by students who intend to enroll at Florida State College at Jacksonville.
2. Please be sure to gather all supporting documentation prior to completion of this Florida Residency Declaration.
3. Please make sure you upload and attach any required documents.
4. **You will not be able to save your progress and return to it later.**
5. If you are a dependent student, then you will need information from your parent/legal guardian (whomever is the claimant).
Important: Your Parents will also need to be available for signature.

If your parent/legal guardian is not available for signature at this time, please download the [Florida Residency Claimant Affidavit](#) and return here when both you and the claimant have signed the document. You will be required to upload and attach this affidavit before your declaration can be processed.

[Close](#)

Step 5

Select the most appropriate answer to the required question

* Are you claiming in state residency?

- None -

- None -

No

Yes

Required Information **Are you claiming in state residency?**

Step 6

Select or manually type in date of birth

Date of Birth

YYYY-MM-DD

NOTE: If you are less than 24 years of age and claiming in-state residency as an independent, then please submit proof of your independence.

 Since you are less than 24 years of age, you will need to provide proof of independency.

 Please attach documents to support your claim of independence.

Step 7

Name of Student and EMPLID will auto populate. Select Term of Application and the Year

* Term of Application

- None -

- None -

Fall Term

Spring Term

Summer Term

* Year

2018

2017, 2018, etc.

Step 8

Select Current Status of Citizenship

* Current Status of Citizenship

- None -

- None -

U.S. Citizen

Non-U.S. Citizen

Permanent Resident

Other

Step 9

Select Current Status of Residency

* Current Status of Residency

- None -

- None -

I am a dependent.

I am an independent.

I meet residency requirements through one of the Qualifications by Exceptions.

NOTE: If you select dependent, a pop up will appear asking additional questions.

You have selected: I am dependent.

Are your parents or guardians available for signature?

Sample digital signature

Close Available for Signature Not Available

NOTE: If you select dependent and the claimant/parent is not available for signature, then download the Florida Residency Declaration.

Since your parent/legal guardian is not available for signature at this point, please download the [Florida Residency Claimant Affidavit](#) and return here when both you and the claimant have signed the document. You will be required to upload and attach this affidavit before your declaration can be processed.

Do you have a signed Residency Claimant Affidavit?

I have a signed Residency Claimant Affidavit →

Back Close

NOTE: If you select dependent the claimant/parent is not available for signature, download the Florida Residency Declaration and upload the document by selecting and attaching the document to support the claim in Section C.

Section C: Please update your Signed Residency Affidavit here.

 Please attach documents to support your claim.

Step 10 Claimant/Student must provide supporting documents for Section A. Once the supporting document is chosen, upload the document by selecting and attaching the document to support the claim.

Section A: Claimant must provide at least one of the following of his/her personal documentation



 Please attach documents to support your claim.

Step 11 Claimant/Student must provide supporting documents for Section B. Once the supporting document is chosen, upload the document by selecting and attaching the document to support the claim.

Section B: Claimant may provide one or more documents from the following categories to demonstrate residency in Florida (to be used in conjunction with one document from above).



 Please attach documents to support your claim.

Step 14 Sign the form

Signature of Student/Claimant

 Please provide your signature below.



NOTE: You will receive a green pop up message when signature is saved with a time and date stamp

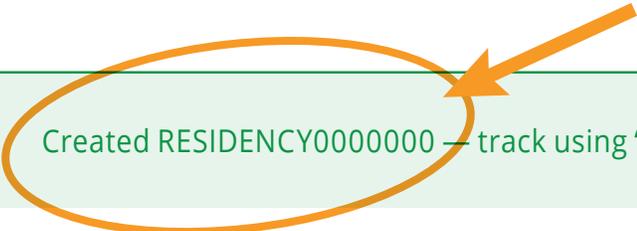


Signature saved. Thank you!

Step 15 Select Submit


Submit

NOTE: You will receive a green pop up message with tracking information and a 7-digit reference number you should use for future inquiries.


Created RESIDENCY0000000 — track using 'Requests' in the header or [click here to view](#)