



Admission Checklist

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

Verification of Academic Skills

- Official high school or GED transcript
Official college transcript
TABE scores (or equivalent) and other required pre-admission testing results if required

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
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

- \$40 Application Fee
\$30 AAAE Fee (if needed)

Financial Aid Steps

- You must submit a copy of an official high school or GED transcript to be eligible.
Complete the www.FAFSA.ed.gov application for the appropriate year. 2018—2019 is for fall 2018. 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.

## RESIDENCY FOR TUITION PURPOSES

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 the last consecutive 12 months. To qualify as a Florida resident for tuition purposes you must be a U. S. citizen, permanent resident alien, or legal alien with qualifying immigration status as evidenced by INS documents. Students who depend on out-of-state parents for support are presumed to be residents of the same state as their parents.

**Step 1: Are you independent or dependent?** You are **INDEPENDENT** if you can answer yes to any of these. You will need to provide 2 documents in your own name that are at least 12 months old by your first day of class.

1. You are 24 years of age or older by the first day of class.
2. You are married. (Copy of marriage license is required.)
3. You have children or other dependents who receive more than half of their support from you. (Copy of most recent federal income tax return listing dependents is required.)
4. You are a veteran of the U.S. Armed Forces or are currently serving for purposes other than training. (Copy of DD214 or military orders is required.)
5. Both of your parents are deceased or you are or were a ward/dependent of the court. (Copy of parents’ death certificates or a court order or letter from Children and Family Services is required.)

You are **DEPENDENT** if you answered no to everything above. If you are **DEPENDENT**, your parent or legal guardian will need to provide proof of residency.

**Step 2: Are you a US citizen?** If you are not a US citizen, you or your parent/guardian must provide the relevant INS documents explaining your status, i.e. Resident Alien Card or Work Authorization Card.

**Step 3: Provide two acceptable documents.** To qualify for in-state tuition you or your parent/guardian must provide two 12 month-old documents. One document must be from Tier One. The second document may be from Tier One or Tier Two. Both documents must be dated or issued at least 12 months prior to the first day of your first term of enrollment.

### TIER ONE (You must have one of these.)

- Florida Driver’s License
- State of Florida Identification Card
- Florida Voter Registration Card
- Florida Vehicle Registration
- 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 from employer or pay stubs required)
- Proof of a permanent home that is occupied as the primary residence (copy of Homestead Exemption or property appraiser website documents required)

### TIER TWO

- Florida incorporation
- Utility bill and proof of 12 consecutive months of payments. Service must be current. No cell/mobile phone bills, cable/satellite bills, and internet bills.
- Lease agreement and proof of 12 consecutive months of payments (Lease must be current and payment must be verified for 12 consecutive months.)
- Florida professional or occupational license
- Declaration of Domicile certified by a Clerk of Courts at least 12 months prior.
- Benefit histories from Florida agencies or public assistance programs

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