**About Sinclair’s Residency Requirement**

The Ohio GI Promise states for those who have at least one year of honorable services and currently reside in Ohio, qualify for Ohio residency. This is not automatically granted to each student as additional information must be provided to the Registration & Records office before residency can be established. This process is important as it can reduce the cost of tuition for students from out-of-state to in-state or Montgomery County rates.

**Change of Residency Document Checklist**

**Active Duty (WPAFB)**
- Active Duty Orders

**Active Duty** (in Ohio but not WPAFB)
- Active duty orders
- Lease or Deed
- Verification of Domicile (only if not on lease or deed)

**Veteran**
- DD214 (Member 4 Copy)
- Lease or Deed
- Verification of Domicile (only if not on lease or deed)

**Active Duty Dependent**
- Active Duty Orders (listing dependents)

**Supporting Documents that are Acceptable if Not Listed on Orders**
- Military dependent I.D. Card
- Birth Certificate
- Federal tax form showing dependents

- If you have any questions regarding residency or change of residency documents, please see Registration & Student Records.
- Active duty not stationed at WPAFB and their dependents or veterans and their dependents residency is determined on where they are domiciled. Domicile is defined as a person permanent place of abode so long as the person has the legal ability under federal and state law to reside permanently at that abode. Only one domicile may be maintained at a given time.

**Important Information**

**Veteran Education Benefits** For those who are using Post 9/11 (CH-33) or Vocational Rehabilitation (CH-31) benefits, education benefits will cover tuition up to the in-state tuition and will not cover the difference of out-of-state tuition. Registration & Student Records office—is the official residency experts of the college and will determine if the paperwork provided is sufficient to make any residency changes.
NEXT STEPS

Please take completed paperwork to Registration & Student Records to be processed. For questions, please contact this office at registration@sinclair.edu or by phone at (937) 512-3000.

- Once processed, please be sure to obtain an updated fee schedule with updated tuition and fee information for your own records.
- For those using VA Education Benefits, please be sure to turn in this update information with Veteran Services to be certified. You can stop by Building 11, Room 11342 or email Veteran Services at veterans@sinclair.edu

I _____________________________ (circle one) tenant / landlord / owner

Please Note: You must include with this document a copy of your lease, deed or mortgage statement AND a current utility or phone bill.

of this address ___________________________

________________________________________

________________________________________

Do certify that _____________________________ lives/live with me

from _____________________________ to _____________________________

I provide support for this person in the form of

☑ Rent (amount per month) _____________________________

☑ Room and Board

☑ All living expenses

☑ Other (explain) _____________________________

________________________________________

________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_______________________________________________

Signature Date

Notary Signature and Seal