

HOW TO FILE AN APPLICATION FOR RESIDENCY RECLASSIFICATION FOR TUITION PURPOSES

- Read the University of Utah Institutional Policy and the Board of Regents Policy and Procedures R512 to determine how you may qualify for residency. In addition, the policy will outline details of the application process.
- Plan ahead to be sure you meet the required deadlines. All applications are reviewed in the order they are received.
- Applications/Certification forms received on or after the first day of term-length classes must include a letter of appeal requesting the application be processed late for the current term. No late consideration of applications/certification forms or supporting documents will be given after the Friday of the second week of term-length classes for current term.
- You must be admitted or eligible to enroll in classes before your residency application will be processed.
- Answer all questions and put your signature in all requested areas of the application.
- The Admissions Office will not make photocopies. You must make copies of your original documents to turn in with your residency application.
- **ABSOLUTELY NO APPEAL REQUESTS TO PROCESS RESIDENCY APPLICATIONS/CERTIFICATION FORMS FOR PAST ACADEMIC TERMS ARE GRANTED.**

APPLICATION AND CERTIFICATION FORM DEADLINES

SUMMER TERM APRIL 15 FALL SEMESTER JULY 1 SPRING SEMESTER DECEMBER 1

WHO SHOULD FILE A CERTIFICATION FORM RATHER THAN THE APPLICATION FOR RESIDENCY RECLASSIFICATION

If you believe you qualify for residency under one of the following Policy Exceptions, go to the last page of the application titled, "Certification for Resident Exception for Tuition Purposes" form. Complete only the certification form and submit it with the requested documentation to the University of Utah Admissions Office. The Policy Exceptions are:

- **6.1. Job Corps Students**
- **6.2. Olympic Training Athletes**
- **6.3. Membership in American Indian Tribe (See Policy R512 for details)**
- **6.4. Member of Utah National Guard**
- **6.5. Active Duty Military assigned to Utah.**

If you do not qualify for one of the above exceptions, do not complete the Certification form. Instead, you should complete the attached Application for Residency Reclassification.

FOLLOWING IS A LIST OF SUPPORTING DOCUMENTATION REQUIRED FOR RESIDENCY APPLICATIONS

EVERY APPLICANT IS REQUIRED to provide a copy of all the following applicable documents (4.4.):

- Utah driver's license. (If you hold no valid driver's license from any other state and do not drive, provide a copy of a Utah ID card.)
- Utah car registration. (If you are operating a car in Utah, provide a copy of the car registration.)
- Proof of Utah voter registration. (Provide a copy of your registration card or a certified letter from the County Clerk's Office.)
- If you are a resident alien, provide a photocopy of your resident alien card. (4.7.)

EVERY APPLICANT IS REQUIRED to provide the following applicable documents based on how you qualify under the policy for residency eligibility:

1. You are a Graduate, Domestic Non-Resident student, except for those in the MD program and you have completed the required 40 graduate level semester credit hours at the University of Utah (4.1.):
 - Provide a copy of your University of Utah academic transcript.
2. You are a Graduate, Domestic Non-Resident student, in the MD Program and you have completed the required 60 Medical School level semester credit hours at the University of Utah (4.1.):
 - Provide a copy of your University of Utah academic transcript.
3. The One-Year Rule (twelve continuous months of physical presence in Utah) and Declaring Financial Independence (4.3.):
 - Verification of physical presence in Utah for twelve continuous months. Acceptable forms of verification include enrollment in on-campus courses or a letter from a Utah employer including hire date and continuous employment. Unacceptable forms of verification are utility bills, W-2 forms, rental/lease agreements or letters from friends. It is your responsibility to be able to prove physical presence in Utah for the required twelve month period.
 - Verification of financial independence showing you are not claimed as a dependent on the tax returns of any person who is not a resident of Utah. Provide the federal tax return for the tax year prior to the academic year in which you wish to qualify for residency for tuition purposes.
4. Utah Resident Away at College (4.5.1.):
 - Letter from out of state school verifying residency status at that institution.
 - A copy of your most recent Utah state tax return.
 - If you are a tax dependent of Utah parents, provide a copy of your parents' most recent federal and state tax returns.
5. Utah Resident Away on Government Volunteer Service or Ecclesiastical Service (4.5.1.):
 - Letter from organization verifying temporary volunteer/ecclesiastical service, including dates of service.
6. Utah Resident Away for Temporary Employment (4.5.1.):
 - Copy of state tax return filed during temporary absence from Utah.
 - Letter from the applicant explaining the nature of the temporary employment and reason for doing this employment out of state.
7. Utah Resident Away on Active Military Duty (4.5.1.):
 - Copy of Military DD214.
 - A copy of your most recent Utah State tax return verifying you filed as a Utah resident.
 - If your parents are career military, provide a copy of your parents' most recent federal tax return showing you as a tax dependent and a copy of your parents' most recent Utah state tax return.
8. United States Armed Forces Personnel, who are Utah residents prior to active duty assignment or deployment outside Utah and who return to Utah within 90 days of military separation (immediate family members may qualify) (5.2.):
 - Copy of Military DD214.
 - Proof of Utah residency prior to military deployment/assignment: copy of last Utah state income tax return filed in Utah.

9. Marriage to Utah Resident (Utah spouse must qualify as a resident under this law at the time of the marriage and be able to provide all requested documents outlined below) (5.3.):
 - Marriage certificate.
 - A copy of your Utah spouse's Utah state tax return for the tax year prior to the year of your marriage. If a tax return was not filed, submit a letter of explanation. If the Utah spouse did not file a tax return because his/her parent(s) claimed the individual as a tax dependent, provide a copy of the spouse's parent(s)' federal and state tax return for the year the Utah spouse was claimed by the parent(s).
 - A copy of your Utah spouse's driver's license.
 - If you are a foreign student, you must provide a copy of the receipt you receive from USCIS for filing the I-485 Application to Adjust Status based on marriage to a United States citizen. (Your residency application will not be approved for current term if this receipt is received after the tuition deadline.)
10. You have full-time, permanent employment in Utah (5.4.):
 - Letter from Utah employer on company letterhead verifying full time, permanent employment including hire date and verification of job transfer/recruitment.
 - If you are 23 years of age or younger, provide proof that you were not claimed in the last tax year as a tax dependent of your out-of-state parent(s).
11. Your spouse's or parents full-time, permanent employment in Utah (5.5.):
 - Letter from Utah employer on company letterhead verifying full-time, permanent employment including hire date and verification of job transfer/recruitment.
 - Copy of parents' federal tax return verifying they claimed you as a tax dependent.
12. Parent domiciled in Utah for at least 12 months prior to the first day of class for the term you are applying for residency (5.6.):
 - Copy of federal tax return showing applicant as tax dependent of one of the parents. (Does not have to be Utah parent.)
 - Copy of most recent Utah state tax return for Utah parent.
 - Copy of Utah parent's Utah driver's license.
13. Extenuating Circumstances (5.7):
 - Documentation of extenuating circumstance.
14. Recipient of educational benefits (tuition and book expenses) from a Utah State Social Services Agency (5.8.):
 - Provide a letter from your Social Services Counselor verifying the agency is paying your educational expenses.
15. Immigrant placed in Utah as Political Refugee (5.9.):
 - Letter from Refugee Placement Services such as International Rescue Committee, verifying direct placement in Utah from the refugee's home country.

Submission of the above information in no way acknowledges residency reclassification. Once a completed application with the supporting documentation is received in our office, we will evaluate the applicant's eligibility for residency. We reserve the right to request any additional documentation necessary to determine an applicant's eligibility. We will notify the applicant by mail if additional documentation is required. If you do not receive notification within four weeks of submission, contact the Admissions Office at (801) 581-3089.

(Rev 7/09)

- Is this your first application for resident reclassification at any Utah school of higher education? _____
 If no, what term/year did you first apply for residency and what Utah school processed your application? _____
 Were you granted residency by another Utah school? _____ For what term/year? _____
- Since what date have you continuously been physically present in Utah? (Month/Day/Year) _____
 Have you lived in Utah at other times for extended periods? _____ Give dates _____

- Did you come to Utah primarily to attend a college or university? _____ If no, explain _____

- Are you a former Utah resident? _____ If yes, explain the reason for your absence from the state and the reason for your most recent return to Utah: _____

- List **all** colleges and universities you have attended (including all Utah schools) and your classification of residency at each school:

Name of School and City / State Location	Dates Attended (Month and Year)		Resident	Non-resident	Private School with no differential tuition	Total Number of Credit Hours Taken
	From	To				

- Have you participated in any of the following programs during the time you were enrolled at any Utah college or university? List dates of participation.

DATES OF PARTICIPATION

Western Undergraduate Exchange/WICHE	Yes _____ No _____	_____
Western Regional Graduate Program/WICHE	Yes _____ No _____	_____
Professional Student Exchange/WICHE	Yes _____ No _____	_____
National Student Exchange	Yes _____ No _____	_____
International Student Exchange	Yes _____ No _____	_____
Alumni Legacy Non-Resident Scholarship/Tuition Waiver	Yes _____ No _____	_____
Dixie State College Good Neighbor Tuition Waiver	Yes _____ No _____	_____
Idaho Contract (Medical Students)	Yes _____ No _____	_____

- Are you a citizen of the United States? Yes _____ No _____
 If no, what is your resident status: Resident Alien _____ or Temporary Resident _____
 If you are a temporary resident, what VISA type do you hold? (i.e. student, worker, etc.) _____
 If you are a resident alien, **attach a copy of your resident alien card** and list your authorized A# _____
 Date issued: _____
- List the name of the high school you graduated from _____
 Location (City and State) _____ Year of Graduation _____

9. If married, list name of spouse _____
 Spouse's state of legal residence _____ For how long has spouse lived in state listed? _____
 Is spouse a U.S. citizen? _____ If no, what is your spouse's resident status in the U.S.:
 Resident Alien _____ or Temporary Resident _____? If spouse is temporary resident, what visa type does your spouse hold? (i.e., student, worker, etc.) _____
 Date of Marriage _____ Location of Marriage (city/state) _____
 Spouse's employer _____ Hire date _____
 Is your spouse's Utah employment full-time, permanent? Yes _____ No _____
 Did your spouse's employer require/request a job transfer to Utah? Yes _____ No _____
 Did your spouse request a job transfer to Utah? Yes _____ No _____ If yes, explain the reason for your spouse's request to transfer to Utah?

 Has spouse attended the UofU? _____ If yes, list spouse's UofU ID# or SS# _____
 List spouse's activities for last three years (Be specific and account for all months):

Dates (Month/Day/Year)		Location (City and State)	Activities (School, work, etc.)
From	To		

10. Do you have relatives currently living in Utah? _____ Relationship _____
 11. Do you have a driver's license? Yes _____ No _____ From what state _____ Date of Issue/Renewal Date _____
 12. Do you have a motor vehicle that you operate in Utah? Yes _____ No _____
 Names(s) of registered owner(s) _____
 In what state is it registered? _____ Month and year registration expires _____ License Number _____
 13. Have you ever registered to vote in an election? Yes _____ No _____ In what state are you currently registered to vote? _____
 14. Are you receiving funding for your educational expenses (tuition and books) through a Utah State Social or Rehabilitation Service agency?
 Yes _____ No _____ List name of agency _____
 15. Have you served in the U. S. Armed Forces? Yes _____ No _____
 If yes, indicate type of duty: Full-time Active _____ Active Guard or Reserve _____ Inactive Reserve _____
 Date enlisted or inducted (Month and Year) _____
 Date released or to be released from active duty (Month/Day/Year) _____
 Are you now or have you ever been stationed in Utah on active duty? _____ When? _____
 Where? _____ Full-time or part-time? _____
 Your home of record with the military was listed as _____
 Your state of legal residence prior to entering military service _____
 List the state you last filed a State income tax return the year prior to entering the military _____
 Your state of legal residence upon termination of your military service _____
 16. Did anyone claim you as a dependent on an income tax return for the tax year prior to the academic year in which you wish to be considered a resident for tuition purposes? _____ Who? _____

17. Have you filed State Income Tax returns in any state in the last four years? Yes _____ No _____

If yes, list the year(s), the state(s) you filed in and your residency status on your state tax return(s).

If no, explain the reason(s) for not filing _____

Year of Return	State You Filed In	Resident Classification (Part yr., Full yr., Non-resident)

18. Where have you been during the past four years? Be specific and account for every month.

Dates (Month/Day/Year) From To	Location (City and State)	Activities (School, work, volunteer, etc.)

19. Where have you worked during the past four years? Omit military service.

Dates (Month/Day/Year) From To	Employer	Duties	Location (City and State)	Full or Part-time

20. If you moved to Utah for employment reasons, please answer the following questions:

Is your Utah employment full-time permanent? Yes _____ No _____

Did your employer require/request your transfer to Utah? Yes _____ No _____

Did you request a transfer to Utah? Yes _____ No _____ If yes, explain the reason for your request to transfer to Utah: _____

If you are self-employed, explain the reason for moving your business to Utah: _____

21. Applicant's parents (List names even if deceased.)

Father's Name

Mother's Name

Street Address

Street Address

City / State / Zip

City / State / Zip

Number of years resident of state above? _____

Number of years resident of state above? _____

If both parents are deceased, who is guardian or nearest relative? _____

22. List any extenuating circumstances you want considered or additional comments you want to make on a separate sheet of paper.

DECLARATION OF FINANCIAL INDEPENDENCE

This declaration must be completed by all applicants filing for residency for tuition purposes based on twelve continuous months of physical presence in the state of Utah and Declaring Financial Independence. (4.3.)

I swear that I am financially independent and will not be claimed as a dependent for federal and state income tax purposes by any person who is not a resident of Utah for the tax year prior to the academic year in which this residency application is being submitted.

Dated this _____ day of _____, _____ .
Date Month Year

Signature Print name

(Be sure to provide copies of your income tax returns verifying that you claimed yourself; OR provide copies of your parent(s)' income tax returns, if you did not file, verifying they did not claim you as a dependent.)

DECLARATION OF INTENT OF RESIDENCY

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the State of Utah and I further certify that I have established a bona fide domicile or residence in the State of Utah with the intent of making Utah my true, fixed and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intent to make any other location outside the State of Utah my home and habitation.

Dated this _____ day of _____, _____ .
Date Month Year

Signature Print name

DECLARATION OF TRUE AND ACCURATE INFORMATION

I, the undersigned, declare under penalty of perjury that the information I have provided on this application is true and accurate. I understand that this information will be used to determine my eligibility for residency tuition. I further understand that if any of the above information is found to be false, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the institution. I also understand that making a false or misleading statement may be grounds for revoking my residency status and is a Class B misdemeanor punishable pursuant to Utah Code Annotated, Section 76-8-504 or other applicable provisions of the Utah Criminal Code.

The applicant is required to sign this application before submitting it to the Admissions Office. If the applicant is 17 years of age or younger, the applicant's parent or guardian must also sign the application.

Signature of Applicant _____ Date _____

Signature of Parent or Guardian _____ Date _____

CERTIFICATION FOR RESIDENT EXCEPTION FOR TUITION PURPOSES

COMPLETE THIS FORM ONLY IF YOU QUALIFY FOR ONE OF THE EXCEPTIONS LISTED BELOW.
BE SURE TO INCLUDE THE APPROPRIATE DOCUMENTATION WITH THIS FORM BY THE TERM DEADLINE.

Semester applying for (circle one only):	Fall Semester (Aug)	Spring Semester (Jan)	Summer Session (May)
Year applying for _____			
Social Security # _____		U of U Student ID# _____	
Student's Name _____			
Last	First	Middle	
Address _____			
Street	City	State	Zip
Telephone # _____		Email address _____	
My state of legal residence is (list the state) _____			

I am filing for a Resident Exception for tuition purposes based on the following policy: **(check only one)**

- 6.1. Job Corps Students. **Attach a letter verifying your current enrollment/participation in Utah Job Corps.**
- 6.2. Participation in Olympic Athlete Training Program in Utah. **Attach a letter from the United States Olympic Committee verifying your eligibility. The address for USOC is: Sports Performance Dept, USOC, 1 Olympic Plaza, Colorado Springs, CO 80909-5760. The telephone number is (719) 866-4838.**
- 6.3. American Indians enrolled on the tribal rolls of a tribe whose reservation or trust lands lie partly or wholly within Utah or whose border is at any point contiguous with the border of Utah or a member of a federally recognized or known Utah tribe and has graduated from a Utah High school. **Attach a copy of your Certificate of Blood verifying your tribal affiliation and enrollment number.**
- 6.4. Active Member of the Utah National Guard. **Attach an enlistment contract or orders of unit assignment verifying your current active status in the Utah National Guard.**
- 6.5. Active Duty US Armed Forces Personnel and their immediate family members who are residents of other states but stationed in Utah. Name of and relation of military personnel to the applicant filing this form:
 Name _____ Relation _____
 Dates of Military assignment in Utah from (month/year) _____ to (month/year) _____
 My assignment location in Utah is _____
Attach copy of military orders placing you on active duty assigned to Utah.

DECLARATION OF TRUE AND ACCURATE INFORMATION

I, the undersigned, declare under penalty of perjury that the information I have provided on this certification form is true and accurate. I understand that this information will be used to determine my eligibility for residency tuition. I further understand that if any of the above information is found to be false, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the institution. I also understand that making a false or misleading statement may be grounds for revoking my residency status and is a Class B misdemeanor punishable pursuant to Utah Code Annotated, Section 76-8-504 or other applicable provisions of the Utah Criminal Code.

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Signature of applicant

Date

Signature of parent or guardian

Date