

## APPLICATION FOR UTAH RESIDENT CLASSIFICATION

READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

READ THE BOARD OF REGENTS POLICY AND PROCEDURES R512 TO DETERMINE HOW YOU MAY QUALIFY FOR RESIDENCY.

<http://www.utahsbr.edu/policy/R512.pdf>

### **FOR RESIDENCY**

**INSTRUCTIONS:** The State of Utah defines residency criteria for tuition purposes by state law. The attached Brochure, "Guidelines for Utah Residency Reclassification," is provided as an aid in completing the residency application.

It is strongly recommended a complete residency application (including all supporting documentation) be submitted at least 30 days in advance of the term deadline. Plan ahead to be sure you meet the required deadlines.

1. Applications are reviewed in the order they are received.
2. Applications 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 forms or supporting will be given after the Friday of the second week of term-length classes for the current term.
3. You must be admitted or eligible to enroll in classes before your residency application will be processed.
4. Answer all questions and put your signature in all requested areas of the application. Your resident status can be determined only upon a complete statement of facts make by you. A complete packet includes the application and all required supporting documentation. Please note that all materials submitted as supporting documentation with a residency application become a permanent part of the applicant's residency file and will not be returned.

**Absolutely no appeal requests to process residency applications forms for past academic terms are granted.**

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 College of Eastern Utah Academic Records Office.

The Policy Exceptions are:

- 6.1. Job Corps Students
- 6.2. Olympic Training Athletes
- 6.3. Membership in American Indian Tribe (since not all tribes qualify, read Policy 512 for details)
- 6.3. Member of Utah National Guard
- 6.4. 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.

### **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 state registration form.)
- 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** based on how you qualify under the policy for residency eligibility:

1. The One-Year Rule – (twelve continuous months of physical presence) 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 months 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 returns for the tax year prior to the academic year in which you wish to qualify for residency for tuition purposes.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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 outlines 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 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 parents(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 the current term if this receipt is received after the tuition deadline.)
8. 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).
9. 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.

10. 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.
11. Extenuating Circumstances:
  - Documentation of extenuating circumstance.
12. 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.
13. 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, please contact the Academic Records Office at 435-613-5205.**

COLLEGE OF  
**Eastern Utah**

**APPLICATION FOR RESIDENCY CLASSIFICATION  
UTAH SYSTEM OF HIGHER EDUCATION**

College of Eastern Utah, Academic Records Office  
451 E. 400 N. Price, UT 84501  
(435) 613-5205, Fax (435) 613-5814

**APPLICATION AND CERTIFICATION FORM DEADLINES**

**Summer Semester – May 1**

**Fall Semester – August 1**

**Spring Semester – January 1**

**PERSONAL INFORMATION**

Date \_\_\_\_\_ Telephone # \_\_\_\_\_ \*Social Security # \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First Middle

Other names under which your academic records may be listed \_\_\_\_\_

Mailing address \_\_\_\_\_  
City State Zip

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

E-mail address \_\_\_\_\_

Are you a citizen of the United States? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, what is your resident status: Resident Alien \_\_\_\_\_ 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 card was issued \_\_\_\_\_

\*Privacy Act Notice: The College confidentially maintains your social security number for routine uses such as facilitating document matching, verifying your identity, and expediting your enrollment and financial aid. Disclosure of your social security number is voluntary

Semester Applying for (Circle One):

Fall Semester    Spring Semester    Summer Semester    Year Applying for \_\_\_\_\_  
(Aug)                      (Jan)                      (May)

1. Is this your first application for resident reclassification at any Utah school of higher education? YES \_\_\_\_\_ NO \_\_\_\_\_  
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? \_\_\_\_\_

2. Since what date have you continuously been physically in Utah? (Month/Day/Year) \_\_\_\_\_  
Have you lived in Utah at other times for extended periods? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, list dates \_\_\_\_\_  
\_\_\_\_\_

3. Did you come to Utah primarily to attend a college or university? YES \_\_\_\_\_ NO \_\_\_\_\_ If no, explain reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Are you a former Utah resident? YES \_\_\_\_\_ NO \_\_\_\_\_ If yes, explain the reason for your absence from the state and the reason for your most recent return to Utah: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. 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

Western Undergraduate Exchange (WUE) YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_

Alumni Legacy Non-Resident Scholarship/Tuition Waiver YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_

Dixie State College of Utah's Good Neighbor YES \_\_\_\_\_ NO \_\_\_\_\_ \_\_\_\_\_

6. 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 (List one)	Private School (with no differential tuition)	Total Credit Hours
	From	To			

7. List the name of the high school you graduated from \_\_\_\_\_  
 Location (City and State) \_\_\_\_\_ Graduation Date \_\_\_\_\_

8. If married, full name of spouse \_\_\_\_\_  
 Date of Marriage \_\_\_\_\_ Location of Marriage (city/state) \_\_\_\_\_  
 Spouse's state of legal residence \_\_\_\_\_ How long has spouse lived in state listed? YRS \_\_\_\_\_ MOS \_\_\_\_\_  
 Is spouse a citizen of the United States? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If no, what is their resident status: Resident Alien \_\_\_\_\_ Temporary Resident \_\_\_\_\_  
 If spouse is a temporary resident, what VISA type do they hold? (i.e. student, worker, etc.) \_\_\_\_\_  
 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 ever attended College of Eastern Utah? \_\_\_\_\_ If yes, please list spouse's C# or SSN# \_\_\_\_\_

List spouse's activities for the last three years (Be specific and account for all months):

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

9. Do you have relatives currently living in Utah? \_\_\_\_\_ Relationship to you \_\_\_\_\_

10. Do you have a driver's license? \_\_\_\_\_ From what state \_\_\_\_\_  
Date of Issue/Renewal Date \_\_\_\_\_

11. Do you have a motor vehicle registered in your name that you operate in Utah? YES\_\_\_\_\_ NO\_\_\_\_\_  
Name(s) of registered owner(s) \_\_\_\_\_  
In what state is the vehicle registered/licensed? \_\_\_\_\_ Month and year registration expires \_\_\_\_\_  
License Number \_\_\_\_\_

12. Have you ever registered to vote in an election? \_\_\_\_\_ In what state are you currently registered to vote? \_\_\_\_\_

13. Are you receiving funding for your educational expenses (tuition, fees and books) through a Utah State Social or Rehabilitation Service Agency? Yes\_\_\_\_\_ No\_\_\_\_\_ List name of agency \_\_\_\_\_

14. Do you maintain banking ties? YES\_\_\_\_\_ NO\_\_\_\_\_ List name and addresses of your bank(s) \_\_\_\_\_

15. Have you served in the U.S. Armed Forces? YES\_\_\_\_\_ NO\_\_\_\_\_

If yes, please 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? YES\_\_\_\_\_ NO\_\_\_\_\_

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 is \_\_\_\_\_

List the state you last filed a State income tax return the year prior to entering the military \_\_\_\_\_

List your state of legal residence upon termination of your military service \_\_\_\_\_

16. Did anyone claim you as a dependent on an income tax return last year? \_\_\_\_\_ If yes, who? \_\_\_\_\_

17. Have you filed State Income Tax returns in any state in the last three years? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, explain the reason(s) for not filing: \_\_\_\_\_

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

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

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

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

19. Where have you worked during the past three 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 as resident of state above \_\_\_\_\_

Number of years as resident of state above \_\_\_\_\_

If both parents are deceased, who is your guardian or nearest relative? \_\_\_\_\_

\_\_\_\_\_

22. List any extenuating circumstances you want considered or additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 or Type 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

\_\_\_\_\_  
Type or 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 Academic Records 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 \_\_\_\_\_

COLLEGE OF  
**Eastern Utah**

**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 Semester (May)	Year applying for _____
Date _____	Telephone # _____	Email address _____	
Social Security # _____		State of Legal Residence is (list the state) _____	
Student's Name _____			
Last	First	Middle	
Student's Address _____			
Street	City	State	Zip

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, is a member of a federally recognized or known Utah tribe and has graduated from high school in Utah. **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 a 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.

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

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_