

Utah Residency Reclassification Application

There are different tuition rates for Utah residents and nonresidents, based on the Utah State Law, 53B-8-102 and the Board of Regents R512, Policies and Procedures. Your initial residency classification is made when you are admitted and will be included in your official letter of acceptance. If you are classified as a nonresident and feel you should qualify for resident status, you may submit an Application for Residency Reclassification with the appropriate supporting documents.

Residency Guidelines and Checklist

Applications for residency status are accepted *no later than* the end of the third week of the term reclassification is requested

According to Utah State Legislation R512 you may qualify for Utah resident tuition if:

- You are a United States citizen or permanent resident
- AND**
- Have lived in Utah for twelve (12) or more continuous months immediately preceding the term for which you are applying without leaving Utah for a **total** of more than 29 week days during the twelve months.
REQUIRED:
 1. Completed application and proof of physical presence for 12 months (suggestions for proof on next page)
 2. Utah driver's license
 3. Utah voter registration,
 4. Utah vehicle registration, and
 5. Tax return of student or parent (if student is under 24 years old) showing student was not claimed on any person's tax return for the prior tax year who lives outside of Utah (see Note below).
- OR**
- Established a domicile in Utah to work on a full-time permanent basis.
REQUIRED:
 1. Completed application and proof of permanent full-time employment **four** months prior to applying to SUU
 2. Utah driver's license
 3. Utah voter registration
 4. Utah vehicle registration
 5. Tax return of student or parent (if student is under 24 years old) showing student was not claimed on any person's tax return for the prior tax year who lives outside of Utah (see Note below).
- OR**
- Dependent child of a Utah resident (under 24 years of age).
REQUIRED:
 1. Completed application
 2. Parent's Utah employment verification
 3. Parent's Utah driver's license
 4. Parent's Utah voter registration
 5. Parent's Utah vehicle registration
 6. Parent's Utah home rental/lease/purchase verification
 7. Student's birth certificate or parent's tax return if the student was claimed as a dependent. The student does not have to be claimed on the Utah parent's tax return if the birth certificate is used.
 8. Student's Utah driver's license
 9. Student's voter registration
 10. Student's vehicle registration
- OR**
- Married to a Utah resident
REQUIRED:
 1. Completed application and verification of spouse's Utah residency
 2. Spouse's Utah driver's license
 3. Spouse's Utah voter registration
 4. Spouse's Utah vehicle registration
 5. Copy of the marriage certificate
 6. Student's Utah driver's license
 7. Student's voter registration
 8. Student's vehicle registration.

Additional criteria on reverse side

OR

- Active duty military personnel stationed in Utah;

REQUIRED:

1. Military ID for military personnel and dependent (if the dependent is the student)
2. Most recent orders showing the assignment to Utah

OR

- Military Veteran serving 180 days or more with an honorable or general discharge; or dependent of a veteran who separated from the military within five years of the start of the semester

REQUIRED:

1. Completed application
2. Copy of DD 214
3. At least **one** of the following:
 - a. Student's Utah driver's license
 - b. Student's Utah voter registration
 - c. Student's Utah vehicle
 - d. Utah employment
 - e. Utah lease agreement with veteran's name and Utah address
 - f. Utility bills shown veteran's name and Utah address

OR

- Other criteria as outlined in R512.

NOTE: Verification of financial independence showing that you are not claimed as a dependent on the tax return of any person who is not a resident of Utah is required for reclassification applicants using the 12 month rule.

* If you are single and 23 years of age or younger, provide a copy of the first two pages of your federal tax return (Form 1040) for the tax year prior to the academic year for which you wish to qualify for resident student status.

* If you did not file a federal return, provide a copy of the first two pages of your parent(s) federal tax return(s) (Form 1040) for the tax year prior to the academic year for which you wish to qualify for resident tuition.

* *Western Undergraduate Waiver (WUE) and Legacy scholarship recipients will not be eligible to apply for residency reclassification for tuition purposes.* (Exceptions are: marriage to a Utah resident, joining the Utah National Guard, or parents are Utah residents)

Adverse rulings may be appealed by submitting a written request to the Residency Appeals Committee. The Committee shall make an independent examination of the issues presented and shall make a final determination of the resident status. Appeals may be given to the Admissions Office for submission to the Committee.

Verification for the 12 Month General Rule

Applicants for reclassification under the 12 month general rule have the responsibility to prove that you have physically resided in Utah for 12 continuous months without absences totaling more than 29 weekdays. Some suggestions for verification may include, but are not limited to, any or all of the following:

- School attendance. Transcripts will be used for this method.
- Employment history (pay stubs or letter from employer – must state clearly that the employment has been consistent without breaks in attendance). Pay stubs will be reviewed for hours worked each pay period. Part time employment may require additional verification depending on the hours worked or statement from the employer.
- Bank statements with the student's name showing continuous activity in Utah three or four times each week
- Cell phone records showing origination of calls in Utah three or four weekdays each week
- Gym membership and official work out log
- Volunteer service records with activity 3 or 4 weekdays each week
- Letter from professors, coaches, community, business, or religious leader (must state clearly that there has been consistent and frequent interaction – 3 or 4 weekdays each week - during the time in question)
- Other verification that verifies physical presence

NOTE: **Rental agreements, rent receipts, or utility bills do not show physical presence.** They may be submitted, but additional documents will be required. In addition, receipts for purchases in the state will not be accepted as prove of physical presence. These items are suggestions only. If students are unable to provide any of the items above, it is his/her responsibility to provide acceptable method that will prove physical presence. Statements from family, friends, neighbors, etc will be accepted, but additional items will be required.

General questions may be directed to the SUU Admissions Office; final decisions are made by the SUU Residency Officer. If you have questions about residency, please email residency@suu.edu

APPLICATION FOR RESIDENT CLASSIFICATION



Utah System of Higher Education

Southern Utah University • Admissions Office
351 W University Blvd • Cedar City, Utah 84720 • (435) 586-7740

INSTRUCTIONS: Residency criteria for tuition purposes are defined by Utah State law. Please read and carefully consider all questions before attempting to answer any of them. Supplementary information and/or documentation that may have a bearing on the status determination are required and must be submitted with the application. All requests for resident classification are processed in the order in which they are received. You must be admitted and/or permitted to enroll for the semester in which he/she is requesting resident status. Please allow at least two weeks for action on your application. You will be notified by email if additional information is needed or as soon as a decision is reached concerning your eligibility.

NOTE: Applications are accepted for review after August 1st for Fall Semester and December 1st for Spring Semester and before the 15th day of the semester you are requesting a residency change. Applications submitted more than 15 days after the start of the semester may not be considered for the current academic term.

Every question must be answered completely or the application may not be processed in a timely manner.

SEMESTER AND YEAR FOR WHICH APPLICATION IS SUBMITTED: _____ Date: _____

1. Full Name _____ SUU Student ID _____

2. Student's Physical Address _____

City _____ State _____ Zip _____ (Area Code) & Telephone Number _____

Email Address _____

3. Student's Mailing Address if different _____

(not parents' address)

City _____ State _____ Zip _____ (Area Code) & Telephone Number _____

4. Age in years and months _____ Date of birth _____ Place of birth _____

5. Since what date have you continuously lived in Utah? (*month and year*) _____

6. Did you come to Utah primarily to attend a college or university? YES NO If no, explain: _____

FOR OFFICE USE ONLY

Initial Application

Classified _____ Date _____

Effective _____ Semester, 20 _____

Signature _____

Records revision date _____

Reason _____

Appeal Application

Classified _____ Date _____

Effective _____ Semester, 20 _____

Signature _____

Records revision date _____

7. Have you ever registered to vote in a Utah election? YES NO When did you last vote in Utah? _____

8. Do you have a driver's license? YES NO State? _____ Date of issue? _____

If Utah, list driver's license number and expiration date: _____

9. Do you have a motor vehicle available for your use? YES NO Owner: _____

Relationship to you? _____ In what state is it licensed? _____

10. Do you have relatives in Utah? YES NO Relationship _____

11. Have you attended other colleges or universities? YES NO

If yes, list all schools attended, give dates of attendance, and classification on residence:

Name of School	Dates Attended (Month and Year)	Residency classification		
		Resident	Nonresident	Neither
_____	From _____ To _____	()	()	()
_____	From _____ To _____	()	()	()
_____	From _____ To _____	()	()	()

12. Where have you been during the past **three years**? Be specific and account for every month. (Start with most recent) (Do NOT list months individually unless in a different city/state for more than 30 days)

Dates (Month and Year)	City and State	What did you do?
From _____ To _____	_____	_____
From _____ To _____	_____	_____
From _____ To _____	_____	_____
From _____ To _____	_____	_____

13. Where have you worked during the last **three years**? Omit military service. (Start with most recent) *If you were transferred to Utah or came to Utah to accept an offer of full-time employment, attach a letter of verification from your employer.*

Dates (Month and Year)	Employer	Wage Earned	City and State	Full-Time or Part-Time
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____
From _____ To _____	_____	_____	_____	_____

14. Are you a citizen of the United States? YES NO

If not, what is your resident status? Resident Alien Temporary Resident

Authorized A# _____ Date issued _____

What VISA type do you hold? (student, visitor, worker, etc.) _____

Please attach verification of your permanent residence/immigration number.

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 entered (*month and year*) _____ Release date from active duty _____

Are you now or have you ever been stationed in Utah on active duty? YES NO If yes, when? _____

Where? _____ Full-time Part-time

Your state of legal residence prior to entering military service: _____

Your home of record with the military was listed as: _____

Are you attending school under an armed forces program? YES NO What type of program? _____

16. Have you received the Western Undergraduate Exchange (WUE) Waiver or the Legacy Scholarship? YES NO

17. Have you filed Utah State Income Tax returns? YES NO If No, why not? _____

18. Did anyone other than yourself claim you as a dependent on their income tax last year? YES NO

If yes, who? _____

19. Applicant's parents or spouse: (*List names even if deceased*)

Spouse or Father's Name *Mother's Name*

Number and Street Address *Number and Street Address*

City *State* *Zip* *City* *State* *Zip*

Number of years resident of state above? _____ Number of years resident of state above? _____

20. ADDITIONAL INFORMATION which you feel will be helpful in determining your status.

ANY PERSON KNOWINGLY MAKING A FALSE OR MISLEADING STATEMENT IS GUILTY OF A CLASS B MISDEMEANOR AND PUNISHABLE PURSUANT TO UTAH CODE ANNOTATED, SECTION 76-8-504.

THIS APPLICATION must be signed before it is submitted to the Admissions Residency Office. If you are not of legal age or if residency is based on a parent/guardian's Utah residency, it must also be signed by your parent or guardian.

I/we hereby attest that I/we have read the instructions and that the statements in this application are correct to the best of my/our knowledge.

Date _____

Signature of Applicant

Date _____

Signature of Parent (If applicable)