

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
- Domicile documents required for all applicants
 1. Utah driver's license
 2. Utah voter registration
 3. Utah vehicle registration
 4. Financial independence. 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).
- 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
 2. Proof of physical presence for 12 months (suggestions for proof on next page)
- OR**
- Student's full-time permanent employment.
REQUIRED:
 1. Completed application
 2. Proof of permanent full-time employment **four** months prior to applying to SUU **OR**
- Parent moved to Utah for permanent full-time employment (student is under 24 years of age).
REQUIRED:
 1. Completed application
 2. Parent's Utah employment verification
 3. Parent's Utah home rental/lease/purchase verification
 4. Parent's Utah domicile documents (1-3)
 5. Student's domicile documents (1-3)
- OR**
- Dependent child of a Utah resident who has lived in Utah for 12 or more months (student is under 24 years of age).
REQUIRED:
 1. Completed application
 2. Proof of parent(s)' Utah resident for 12 or more months
 3. Parent's Utah home rental/lease/purchase verification
 4. Parent's Utah employment verification
 5. Parent's Utah domicile documents (1-3)
 6. Student's domicile documents (1-3)
- 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 domicile documents
- OR**
- Active duty military personnel stationed in Utah, including Utah National Guard;
REQUIRED (Note: no application is 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**

Additional criteria on reverse side

- Military Veteran serving 180 days or more with an honorable or general discharge;
 - 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 registration
 - 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
- Dependent of a veteran;
 - REQUIRED:
 1. Completed application
 2. Copy of parent/guardian DD 214 showing the separation date
 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 or someone else could claim you as a dependent, 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) 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).**

* **Students in the U.S. on any type of visa are not eligible for reclassification as Utah residents for tuition purposes.**

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 totalling 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.

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 will have a bearing on the status determination are required. 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 you are 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 fourth week of the semester you are requesting a residency change. Applications submitted more than 21 days after the start of the semester may not be considered for the current academic term. 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

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

Indicate how you are trying to qualify:

- General policy: Twelve continuous months of physical presence in Utah and financial independence
- Marriage to a Utah resident
- Permanent full-time Utah employment
- Dependent of a Utah resident
- Military veteran or dependent of a military veteran
- Active duty military or dependent, or National Guard
- Other _____

SEMESTER AND YEAR FOR WHICH APPLICATION IS SUBMITTED: _____

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 registered? _____

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

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

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

11. 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 _____	_____	_____

12. 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 _____	_____	_____	_____	_____

13. 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.

14. 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? _____

15. Have you received the Western Undergraduate Exchange (WUE) Waiver/ Scholarship? YES NO

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

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

If yes, who? _____

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

_____ <i>Spouse or Father's Name</i>			_____ <i>Mother's Name</i>		
_____ <i>Number and Street Address</i>			_____ <i>Number and Street Address</i>		
_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>	_____ <i>City</i>	_____ <i>State</i>	_____ <i>Zip</i>

Declaration of Financial Independence Status

All applicants applying for residency based on the one year rule must sign a declaration swearing that they are financially independent and provide tax returns to support the declaration.

I swear that I am financially independent and have not been 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 for which this reclassification application is being submitted.

Applicant Signature _____ Date _____

Declaration of Intent to Establish a Permanent Residence in Utah

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 any former domicile or residence and having no intent to make any other location outside the State of Utah my home and habitation. *I request that all address types on my SUU records be changed to my Utah address. This includes my permanent, local, mailing, W-2, and billing addresses.*

Applicant Signature _____ Date _____

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 acknowledge that I/we have been given access to Utah State Law, 53B-8-102 and the Board of Regents R512, Policies and Procedures. I understand the residency policy and instructions and attest that the statements in this application are correct to the best of my/our knowledge.

Applicant Signature _____ Date _____

Signature of Parent _____ Date _____
(If applicant is under 18)