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. 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).

  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.

  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

Additional criteria on reverse side
Military Veteran serving 180 days or more with an honorable or general discharge;
REQUIRE:
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

Dependent of a veteran who separated from the military within five years of the start of the semester;
REQUIRE:
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, 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).

* Alumni Legacy scholarship recipients may be reclassified after meeting the one year or other criteria as listed above.

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.
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. 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
☐ Dependent of a Utah resident
☐ Marriage to a Utah resident
☐ Military veteran or dependent of a military veteran
☐ Permanent full-time Utah employment
☐ 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 _____________

FOR OFFICE USE ONLY
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:
    \[\begin{array}{ccc}
    \text{Name of School} & \text{Dates Attended (Month and Year)} & \text{Residency classification} \\
    \hline
    & & (\text{Resident}) (\text{Nonresident}) (\text{Neither}) \\
    \hline
    & & \\
    & & \\
    \hline
    \end{array}\]

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)
    \[\begin{array}{ccc}
    \text{Dates (Month and Year)} & \text{City and State} & \text{What did you do?} \\
    \hline
    \text{From} & \text{To} & \\
    \hline
    \text{From} & \text{To} & \\
    \hline
    \text{From} & \text{To} & \\
    \hline
    \end{array}\]

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.
    \[\begin{array}{cccc}
    \text{Dates (Month and Year)} & \text{Employer} & \text{Wage Earned} & \text{City and State} \\
    \hline
    \text{From} & \text{To} & & \\
    \hline
    \text{From} & \text{To} & & \\
    \hline
    \text{From} & \text{To} & & \\
    \hline
    \end{array}\]

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 or the Legacy 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)

<table>
<thead>
<tr>
<th>Spouse or Father’s Name</th>
<th>Mother’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______________________</td>
<td>________________</td>
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<th>Number and Street Address</th>
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<td>_________________________</td>
<td>_________________________</td>
</tr>
</tbody>
</table>

City State Zip City State Zip

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 KNOWNINGLY 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)