



The University of Utah

# Certification Form for Resident Exceptions for Tuition Purposes

The University of Utah • Office of Admissions • 201 S 1460 E RM 250 S • Salt Lake City UT 84112-9057

Phone: 801-581-8761 • Fax: 801-585-7864 • Email: [residency@sa.utah.edu](mailto:residency@sa.utah.edu) • Website: <http://admissions.utah.edu>

This document is accessible when opened in **Adobe Reader**. [If you do not already have Adobe Reader, it is free on the Adobe website.](#)

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## Application Deadlines

Fall Semester: July 1

Spring Semester: November 1

Summer Term: April 1

## Instructions

This certification form should be completed by students trying to qualify for in-state (resident) tuition under one of the following exceptions:

- American Indian 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.
- Member of a federally recognized or known Utah tribe that has graduated from a Utah high school.
- Student who has attended another Utah school (in the USHE system) within the past year classified as a Utah resident for tuition purposes.
- Utah State social or rehabilitation services agency assistance recipient receiving full tuition and fees allowance.
- Participant in Olympic Athlete Training Program in Utah.
- Job Corps Student.

### You must take the following steps to apply for in-state (resident) tuition:

- You must be admitted or permitted to enroll in classes at the University of Utah.
- You must read these instruction pages and the University of Utah Institutional Policy and Board of Regents Policy R512 found on our website at [admissions.utah.edu/apply/residency](http://admissions.utah.edu/apply/residency).
- Download, complete, print, and sign this certification form. **Handwritten signatures are required.**
- Submit your certification form, along with all required documents, by or before the appropriate term deadline. If you fax or mail your materials to us, you should follow up to confirm we received them.
- If you are unable to submit required documentation, you must provide a written statement, including your full name, Student ID#, and an explanation of why you are unable to provide the documentation. You should know that providing the written statement does not waive the required documentation. Failure to provide required documentation can and often does result in denying your request for reclassification.
- Check your UMail account regularly to be sure you receive any notifications for additional documentation in a timely manner.
- Submit additional supporting documentation by the deadline posted in our request notification.
- If you are applying for scholarships for resident students, write "Priority Process for Scholarship Consideration" at the top of your certification form. We will try to accommodate these requests, but cannot waive requirements to prove eligibility for residency reclassification.
- Late certification forms submitted during the first week of term-length classes must include a Letter of Appeal explaining the reasons you were not able to apply by the term deadline.
- Late certification forms submitted after the Friday of the first week of term-length classes will be considered for the next available academic term.

## Required Documentation

Applicants seeking residency for tuition purposes must submit documentation verifying their eligibility. These instructions describe documentation required for each residency exception listed below.

### **American Indian 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:**

- Copy of your "Certificate of Blood" document.

### **Member of a federally recognized or known Utah tribe that has graduated from a Utah high school:**

- Copy of your "Certificate of Blood" document.
- Copy of your Utah high school diploma.

### **Student who has attended another Utah school (in the USHE system) within the past year classified as a Utah resident for tuition purposes:**

- Copy of your Utah driver's license.
- Letter from the other Utah school verifying your attendance and resident classification at that institution.

### **Utah State social or rehabilitation services agency assistance recipient receiving full tuition and fees allowance:**

- Letter from your Social Services Counselor verifying the agency is paying your educational expenses.

### **Participant in Olympic Athlete Training Program in Utah:**

- Letter from the USOC verifying your eligibility. The USOC telephone number is 719-866-4838. The address for the USOC is:  
Sports Performance Dept, USOC  
1 Olympic Plaza  
Colorado Springs, CO 80909-5760

### **Job Corps Student:**

- Letter verifying your current participation in Utah Job Corps.



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## Application Type Information

Type of Applicant	Seeking Resident Status	Year
Undergraduate	Fall (August)	
Second Bachelor's	Spring (January)	
Non-Matriculated	Summer (May)	
Graduate (Law)		
Graduate (Medical/Dental)		
Graduate (All other programs)		

Indicate how you are trying to qualify:

American Indian 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.

Member of a federally recognized or known Utah tribe that has graduated from a Utah High school.

Student who has attended another Utah school (in the USHE system) within the past year classified as a Utah resident for tuition purposes.

Utah State social or rehabilitation services agency assistance recipient receiving full tuition and fees allowance.

Participant in Olympic Athlete Training Program in Utah.

Job Corps Student.

Student: Last name                      First name                      Middle name                      uNID

Other names under which your academic records may be listed

Are you a citizen of the United States?

If no, what is your status?

Yes	Permanent Resident	Authorized A #	Date Issued (mm/dd/yyyy)
No	Asylum		
	Refugee placed directly in Utah		
	Refugee placed in another state		
	Temporary Resident	Visa Type	
	Other	If other, please specify	

**If you are not a U.S. citizen, attach verification of your status.** You must be a U.S. citizen or have permanent resident, asylum, or refugee status in order to be eligible for residency for tuition purposes.

Mailing address

City State Zipcode

Email Phone

Date of Birth (mm/dd/yyyy) Age U.S. Social Security Number (optional)

Privacy Act Notice: The University 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. Failure to provide your social security number may delay the processing of your application, and once admitted, could result in delay or loss of federal and state financial aid, tax credits, student loan deferments, veterans and other benefits provided by law.

Is this your first residency application at any Utah school of higher education?	If no, at which Utah school did you last apply for residency?	Were you granted residency?	If yes, what term/year were you granted residency?
Yes		Yes	
No		No	

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### 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 non-resident 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.

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy)

Parent or Guardian Signature (if applicant is under 18) \_\_\_\_\_ Date (mm/dd/yyyy)

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### Declaration of Applicant Responsibilities

Be aware that by signing below you truthfully acknowledge having read and understood the residency policies and the procedures for applying for reclassification.

I, the undersigned, declare under penalty of perjury that I have read:

- The University of Utah Institutional Policy;
- The Board of Regents Policy R512; and
- The instruction sheets attached to this certification form.

I acknowledge my obligation to submit a complete residency application with all required documents, as outlined in the instructions, by the appropriate term deadline. I have provided written statements of explanation for any required documentation that has not been submitted with my application. I understand that such written explanations do not waive the requirement to provide all required documentation and may, in fact, cause my request for reclassification to be denied.

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy)

Parent or Guardian Signature (if applicant is under 18) \_\_\_\_\_ Date (mm/dd/yyyy)