



# The University of Utah Residency Reclassification Application

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>

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## Application Deadlines

Fall Semester: July 1

Spring Semester: November 1

Summer Term: April 1

## Domiciliary Tie Deadlines

**All applicants are required to take overt steps to prove their intent to make Utah their permanent residence.** Students applying under the Undergraduate Policy or Graduate Policy must demonstrate that they have relinquished domiciliary ties (such as driver's license, vehicle registration, and voter registration) held in any other state and established them in Utah by the deadlines listed below, which fall before the Residency Reclassification Application deadlines.

Fall Semester: May 1

Spring Semester: October 1

Summer Term: February 1

## Instructions

This application should be completed by students trying to qualify for in-state (resident) tuition based upon the following provisions in the Board of Regents Policy R512 and University of Utah Institutional Policy:

- Graduate Policy, for all graduate students who have started their graduate programs, except those in the Medical or Dental Programs.
- Undergraduate Policy ("One Year Rule"): Twelve continuous months of physical presence in Utah and financial independence. (Incoming graduate students, including those in the Medical and Dental programs, may apply under this policy if they qualify prior to the start of their graduate studies.)
- Marriage to a Utah resident.
- Dependent child with a parent domiciled in Utah for at least twelve continuous months.
- Full-time permanent employment in Utah (including cases where the employment is for a spouse or parent).
- Extenuating circumstances (such as divorce, death of spouse, long-term health care responsibilities of family members, or refugee placed directly in Utah).
- Utah resident away for school, generally for the purpose of attending an out-of-state college/university.
- Utah resident away for government volunteer service or ecclesiastical service.
- Utah resident away for temporary employment.

### **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 application form. **Handwritten signatures are required.**

- Submit your application, 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 application. We will try to accommodate these requests, but cannot waive requirements to prove eligibility for residency reclassification.
- Late applications 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 applications submitted after the Friday of the first week of term-length classes will be considered for the next available academic term.

## Required Documentation – All Applicants

All students submitting residency reclassification applications must:

- Be a U.S. citizen or have permanent resident, asylum, or refugee status in the U.S. If you are not a U.S. citizen, you must submit verification of your status.
- Provide proof of a Utah driver’s license. If you do not hold a valid driver’s license from any state and you do not drive, you are required to provide a Utah ID card.
  - See Utah Department of Public Safety website for details on applying for a Utah driver’s license or ID card: <http://dld.utah.gov/>.
- Provide proof of Utah car registration if you operate a vehicle in the state of Utah where your name is on the vehicle registration. If you operate a car where the car registration is under your out-of-state parent(s) name, you must provide a copy of the out-of-state car registration.
  - See Utah Division of Motor Vehicles website for details on registering a vehicle in Utah: <http://dmv.utah.gov/>.
- Provide proof of Utah voter registration. Provide a copy of your registration card or a letter from the County Clerk’s Office verifying the date you registered. This requirement is not applicable to foreign nationals or resident aliens.
  - If you live in Salt Lake County, see the County Clerk’s website at <http://clerk.slco.org> for details on how to register to vote in Utah.

Students may be required to submit proof of additional domiciliary ties, such as:

- Proof of Utah employment, including part-time employment.
- Copy of a Utah State Income Tax Return filed as a part-year or full-year Utah resident.
- Copy of a lease/rental agreement in Utah for at least twelve months.
- Copies of utility bills in your name for at least twelve months.

## Other Required Documentation

In addition to the documentation required for all applicants described above, applicants must submit documentation demonstrating that they qualify either under the general rule of the law or an exception. These instructions describe documentation required for each residency provision listed below.

**Graduate Policy, for all graduate students who have started their graduate programs, except those in the Medical or Dental Programs:**

- University of Utah transcript verifying completion of 40 semester credit hours of graduate level course work.
- Evidence that you relinquished domiciliary ties (such as driver's license, vehicle registration, and voter registration) held in any other state and established them in Utah **by the domiciliary tie deadline**.
- Verification of financial independence showing that you are not claimed as a dependent on the federal tax return of any person who is not a resident of Utah.
  - 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 your parent(s) federal tax return(s) for the tax year prior to the academic year for which you wish to qualify for resident tuition.
- Proof of physical presence in Utah for at least the 12 continuous months immediately prior to the first day of class for the academic term you wish to be considered a resident student.

**Acceptable documents include:**

- A transcript verifying you were enrolled in on-campus, term-length classes at a Utah college or university. Note: transcripts **only** can be used to verify dates classes were in session.
- Copies of pay stubs for the required time period or a letter from a Utah employer verifying physical presence for work inside the state of Utah (letter must be on company letterhead, dated, include from and to dates of employment and be signed by someone authorized to verify your employment).

**The following documents are not sufficient proof of physical presence:** utility bills, W-2 forms, rental agreements, or letters from friends. The burden of proof is on the applicant to provide written verification of their physical presence for the required twelve continuous months.

**Undergraduate Policy ("One Year Rule"): Twelve continuous months of physical presence in Utah and financial independence. (Incoming graduate students, including those in the Medical and Dental programs, may apply under this policy if they qualify prior to the start of their graduate studies.):**

- Evidence that you relinquished domiciliary ties (such as driver's license, vehicle registration, and voter registration) held in any other state and established them in Utah **by the domiciliary tie deadline**.
- Verification of financial independence showing that you are not claimed as a dependent on the federal tax return of any person who is not a resident of Utah.
  - 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 your parent(s) federal tax return(s) for the tax year prior to the academic year for which you wish to qualify for resident tuition.
- Proof of physical presence in Utah for at least the 12 continuous months immediately prior to the first day of class for the academic term you wish to be considered a resident student.

**Acceptable documents include:**

- A transcript verifying you were enrolled in on-campus, term-length classes at a Utah college or university. Note: transcripts **only** can be used to verify dates classes were in session.
- Copies of pay stubs for the required time period or a letter from a Utah employer verifying physical presence for work inside the state of Utah (letter must be on company letterhead, dated, include from and to dates of employment and be signed by someone authorized to verify your employment).

**The following documents are not sufficient proof of physical presence:** utility bills, W-2 forms, rental agreements, or letters from friends. The burden of proof is on the applicant to provide written verification of their physical presence for the required twelve continuous months.

**Marriage to a Utah resident:**

- Copy of marriage certificate verifying the date of the marriage.
- Copy of Utah spouse's Utah state income tax return for the tax year prior to the year of the marriage. If the spouse did not file a state tax return because his/her parent(s) claimed the individual as a tax dependent, provide a copy of the spouse's parent(s) federal and state tax return for the tax year prior to the year of your marriage.
- Utah spouse's Utah driver's license.
- If you are a foreign national, you must provide proof of your permanent resident, asylum, or refugee status.

**Dependent child with a parent domiciled in Utah for at least twelve continuous months:**

- Copy of federal tax return showing you as a tax dependent of one of your parents. (Does not need to be the Utah parent.)
- Copy of most recent Utah state tax return for the Utah parent.
- Copy of Utah driver's license for the Utah parent.
- Copy of Utah vehicle registration for the Utah parent.

The applicant is required to establish their own domiciliary ties once he/she makes the move to Utah in order to meet other Utah laws that govern driving in the state or operating a vehicle in the state of Utah, etc.

**Full-time permanent employment in Utah (including cases where the employment is for a spouse or parent):**

- Letter, on company letterhead, from the Utah employer, verifying the full-time employment, including hire date and verification of employer-requested job transfer or recruitment.
- If you are single and 23 years of age or younger, you must provide proof that you were not claimed as a tax dependent on your out-of-state parent(s) most recent federal tax return.
- For parent(s) employment, you must provide a copy of your parent's most recent federal tax return verifying you were claimed as a dependent. If your parents did not claim you as a tax dependent, provide a written statement from your parent(s) explaining what level of support they will provide to you upon your move to Utah.
- For parent(s) retirement, provide verification of retirement and a written explanation from your parent(s) verifying the reason for their move to Utah. Also, provide a copy of your parent(s) most recent federal tax return verifying you were claimed as a dependent. If your parents did not claim you as a tax dependent, provide a written statement from your parent(s) explaining what level of support they will provide to you upon your move to Utah.

**Extenuating circumstances (such as divorce, death of spouse, long-term health care responsibilities of family members, or refugee placed directly in Utah):**

- Documentation of the extenuating circumstance. (Specific circumstances that qualify are listed in R512, Determination of Resident Status.) All relevant evidence concerning the motivation for the move shall be considered on a case-by-case basis.
- Refugees who were placed directly in Utah should submit proof of their refugee status (INS Document Number I-94) and written confirmation from the agency that assisted in their move to Utah, such as the International Rescue Committee or Catholic Community Services of Utah.

**Utah resident away for school, generally for the purpose of attending an out-of-state college/university:**

- Verification of your residency status at the out-of-state school and payment of non-resident tuition.
- A copy of your most recent Utah state tax return. If you were required to complete Form TC40-B, provide a copy of it.
- If you did not file a tax return and you are a tax dependent of Utah parents, provide a copy of your parent(s) most recent federal and state tax returns.

**Utah resident away for government volunteer service or ecclesiastical service:**

- Letter from appropriate organization verifying your dates of service. (Must include the beginning and end dates.)
- A copy of your most recent Utah state tax return.
- If you did not file a tax return and you are a tax dependent of Utah parents, provide a copy of your parent(s) most recent federal and state tax returns.

**Utah resident away for temporary employment:**

- Letter from the applicant explaining the nature of the temporary employment and reason for doing this employment out of Utah. (Based on your explanation, be aware that we may ask for additional documentation.)
- Copy of **all** state tax returns filed during the temporary absence from Utah. If you filed Form TC40-B with a Utah state tax return, include a copy of the TC40-B.



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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:

Graduate Policy, for all graduate students who have started their graduate programs, except those in the Medical or Dental Programs.

Undergraduate Policy ("One Year Rule"): Twelve continuous months of physical presence in Utah and financial independence. (Incoming graduate students, including those in the Medical and Dental programs, may apply under this policy if they qualify prior to the start of their graduate studies.)

Marriage to a Utah resident.

Dependent child with a parent domiciled in Utah for at least twelve continuous months.

Full-time permanent employment in Utah (including cases where the employment is for a spouse or parent).

Extenuating circumstances (such as divorce, death of spouse, long-term health care responsibilities of family members, or refugee placed directly in Utah).

Utah resident away for school, generally for the purpose of attending an out-of-state college/university.

Utah resident away for government volunteer service or ecclesiastical service.

Utah resident away for temporary employment.

Dependent child of Utah resident(s) away on active military duty.

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

Do you have a driver's license?	If yes, from what state?	Issue date
Yes		
No		

Do you have a motor vehicle that you operate in Utah?	Name(s) of registered owner(s)
Yes	
No	

In what state is it registered?	Month and year registration expires (mm/yyyy)
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Are you registered to vote? If no, explain

Yes

No

If yes, what date did you register? (mm/dd/yyyy)

In what state are you currently registered to vote?

Did anyone claim you as a dependent on a federal income tax return for the tax year prior to the academic year in which you wish to be considered a resident for tuition purposes?

Yes

No

Who?

Relationship to applicant

Have you filed state income tax returns in any state in the last four years?

Yes

No

If no, explain the reason(s) for not filing (500 character maximum)

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

Year of return	State you filed in	Resident classification*
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\* Part year, Full year, Non-resident

Did you come to Utah primarily to attend a college or university?

Yes

No

If no, explain (500 character maximum)

What date did you make your most recent move to Utah? (mm/dd/yyyy)

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.  
(500 character maximum)

List the name of the high school you graduated from                      Location (City and State)                      Year of graduation

List ALL colleges and universities you have attended (**including the University of Utah**) and your residency classification at each school.

Name of School	City and State	Dates Attended		Resident	Nonresident	Private School*	Total Number of Credit Hours Taken
		From	To				

\*with no differential tuition for residents versus non-residents

Have you participated in any of the following programs during the time you were enrolled at any Utah college or university?

			Name of School	Participation dates
Western Undergraduate Exchange/WICHE	Yes	No		
Western Regional Graduate Program/WICHE	Yes	No		
Professional Student Exchange/WICHE	Yes	No		
National Student Exchange	Yes	No		
International Student Exchange	Yes	No		
Alumni Legacy Non-resident Scholarship	Yes	No		
UofU Alumni Non-resident U Tradition Award	Yes	No		
Dixie State College Good Neighbor Tuition Waiver	Yes	No		
Idaho Contract (Medical Students)	Yes	No		



Where have you been during the past four years? (Be specific and account for all months in chronological order for the four year period. Separate school year attendance from summer activities. Activities may include school, work, homemaker, etc.)

Date from (mm/dd/yyyy)	Date to (mm/dd/yyyy)	Location (City and State)	Activities
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Where have you worked during the past four years? Omit military service.

Date from (mm/dd/yyyy)	Date to (mm/dd/yyyy)	Employer	Full or Part-Time	Location (City and State)
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If you moved to Utah for employment reasons, please answer the following questions.

Is your Utah employment full-time permanent?

- Yes
- No

What is your hire date? (mm/dd/yyyy)

Did your employer require/request your transfer to Utah?

- Yes
- No

Did you request a transfer to Utah?

- Yes
- No

If you requested a transfer, explain the reason for your request to transfer to Utah. (500 character maximum)

If you are self-employed, explain the reason for moving your business to Utah. (500 character maximum)

If married, list name of spouse

Date of marriage (mm/dd/yyyy)

Location of marriage (City/State)

List spouse's state of legal residence

How long has spouse lived in the state listed?

Is spouse a citizen of the United States?

If no, what is your spouse's resident status

Yes

Permanent Resident

No

Temporary Resident

If spouse is a temporary resident, what visa type does your spouse hold?

Has spouse attended the UofU?

If yes, list spouse's U of U ID# or Date of Birth

Yes

No

List spouse's activities for the last three years. (Be specific and account for all months in chronological order. Separate school year attendance from summer activities. Activities may include school, work, homemaker, etc.)

Date from (mm/dd/yyyy)	Date to (mm/dd/yyyy)	Location (City and State)	Activities
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Is your spouse employed?

Name of spouse's employer

Hire date (mm/dd/yyyy)

Yes

No

Is spouse's Utah employment full-time, permanent?

Did spouse's employer require/request a job transfer to Utah?

Did spouse request a job transfer to Utah?

Yes

Yes

Yes

No

No

No

If spouse requested the transfer, explain the reason for your spouse's request to transfer to Utah. (500 character maximum)

Are you a Utah resident currently on active military duty assignment outside the state of Utah?

Yes

No

If yes, when were you enlisted or inducted? (mm/dd/yyyy)

What is your current station location?

What state is listed as your Home of Record?

What state was your state of legal residence prior to entering the military?

What is your current state of legal residence with the military?

Prior to entering military service, in what state did you file a state income tax return?

In what state did you file your most recent state income tax return?

Did you file as a:

Full-year Utah resident

Part-year Utah resident and part-year resident in another state

Non-resident of Utah, identifying another U.S. state as your state of legal residence.

If non-resident, list state

Are you an immediate family member of a military service member that is a Utah resident currently on active military duty assignment outside the state of Utah?

Yes

No

If yes, what date was the service member enlisted or inducted? (mm/dd/yyyy)

What is the service member's current station location?

What state is listed as the service member's Home of Record?

What state was the service member's state of legal residence prior to entering the military?

What is the service member's current state of legal residence with the military?

Prior to entering military service, in what state did the service member file a state income tax return?

In what state did the service member file their most current state income tax return?

Did the service member file as a:

Full-year Utah resident

Part-year Utah resident and part-year resident in another state

Non-resident of Utah, identifying another U.S. state as their state of legal residence.

If service member is non-resident, list state

Father's name

Street address

City

State

Zipcode

Current state of legal residence

For how long?

Deceased

Mother's name

Street address

City

State

Zipcode

Current state of legal residence

For how long?

Deceased

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

List below any extenuating circumstances you want considered or additional comments you want to make (500 character maximum). If you need additional space, please attach a separate sheet of paper.

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### Declaration of Financial Independence Status

All applicants applying for residency based on the Graduate Policy or Undergraduate Policy ("One Year Rule") must sign a declaration swearing that they are financially independent.

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 (mm/dd/yyyy)

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### 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.

Applicant Signature \_\_\_\_\_

Date (mm/dd/yyyy)

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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 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 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.

Applicant Signature \_\_\_\_\_

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 application.

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.

Applicant Signature \_\_\_\_\_

Date (mm/dd/yyyy)

Parent or Guardian Signature \_\_\_\_\_  
(if applicant is under 18)

Date (mm/dd/yyyy)

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Updated: 10/14/2016