

University of Utah - Residency Division

Proof of Physical Presence Policy Update 05/02/2022

The following update applies to all residency reclassification policies that require demonstration of at least 12 continuous months of physical presence in Utah immediately prior to the requested term of reclassification. For more information on all residency policies, exceptions, requirements and deadlines, please visit <https://admissions.utah.edu/residency> or reach out to a member of the Residency team.

Effective on Monday 05/02/2022, we are introducing a **new additional method of proof of physical presence, the *Physical Presence Check-In***. With this demonstration method, students can visit the Office of Admissions Residency Division with two accepted forms of ID and present themselves as present in Utah, once every six days or fewer for the period they are trying to prove. This additional method of demonstrating physical presence in Utah does not require students to spend money or to leave campus when trying to prove presence.

This method does not replace other accepted methods of proof of physical presence; it is a new and additional method that can be used in combination with other demonstration methods. All accepted demonstration methods of proof of physical presence can be found under the Undergraduate and Graduate policies at <https://admissions.utah.edu/residency>.

To utilize the check-in method for proof of physical presence in Utah, the student requesting residency must meet all of the following requirements:

- They must be admitted to the University of Utah and eligible to enroll in classes
- They must possess a valid UCard with their name, their photo, and their UNID
- They must provide a secondary accepted method of identification
- They must visit the Office of Admissions in person during posted office hours of operation (no proxies permitted; no after business hours check-ins permitted)
- They must submit a Residency Reclassification Application and all other required documentation by the specified deadline for the requested term of residency

How to complete a Physical Presence Check-In:

1. The student requesting residency comes in person to the Residency window in the Office of Admissions, during business hours and bringing their two forms of ID.
2. The student requests a Physical Presence Check-In, providing residency staff with their UCard and their second form of ID to verify their identity.
3. Residency staff will record the student's presence in Utah for that day.
4. The student checks in at the Residency office every six days or fewer for the period of time that they want to prove using check-ins.
5. When the student applies for residency reclassification, their check-ins will be utilized towards their proof of physical presence requirements.

Accepted forms of identification:

Students utilizing Physical Presence Check-Ins must provide two forms of identification.

The first form of identification must be the student's UCard. There are no exceptions to this requirement.

The second form of identification must be one of the following:

- Valid and unexpired driver's license
- Valid and unexpired state ID
- Valid and unexpired passport
- Valid and unexpired Permanent Resident card

Physical Presence Check-In examples:

In the June 2022 example below, a student visits the Residency window in the Office of Admissions (in person, during business hours and bringing their two forms of ID) every six days for a Physical Presence Check-In. By coming to the office in person every Wednesday, they can ensure that their presence in Utah is recorded from June 1st, 2022 through June 29th, 2022 (and onwards, if they keep the same visit pattern of every six days or fewer).

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 	2	3	4
5	6	7	8 	9	10	11
12	13	14	15 	16	17	18
19	20	21	22 	23	24	25
26	27	28	29 	30		

In the June 2022 example below, a student visits the Residency window in the Office of Admissions (in person, during business hours and bringing their two forms of ID) every six days or fewer for a Physical Presence Check-In. While they do not have a consistent pattern, they visit frequently enough that they can ensure that their presence in Utah is recorded from June 1st, 2022 through June 30th, 2022 (and onwards, if they continue to check in every six days or fewer).

June 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 ✓	2	3	4
5	6 ✓	7	8	9	10 ✓	11
12	13	14	15 ✓	16	17	18
19	20	21 ✓	22	23 ✓	24	25
26	27	28	29	30 ✓		

FAQ

Q: How does the check-in method work?

A: Each time you visit the Residency window and request a Physical Presence Check-In, our staff will review your two forms of ID and record the timestamp of your visit in an internal log. When you submit your Residency Reclassification Application, we will utilize your check-in records towards your proof of physical presence requirements.

Q: Where do I go to do a Physical Presence Check-In?

A: The Residency Division is located in the Office of Admissions, on the second floor of the Student Services Building (SSB). You can walk up to our Residency window, ring the bell and request a Physical Presence Check-In with a member of Residency staff. The SSB is conveniently located across from the Ray Olpin Student Union. The address for SSB is 201 S 1460 E, Room 250 S, Salt Lake City, UT 84112. Use the campus map to locate SSB: <https://map.utah.edu/>.

Q: Is this the only way to prove my presence in Utah?

A: No! We have a number of accepted methods for proof of physical presence. These include enrollment at the University of Utah or another Utah institution; employment with a Utah employer; bank or credit

card statements showing purchases made in-person and in the state of Utah every six days or fewer. The complete list of accepted methods can be found at the Undergraduate Policy and the Graduate Policy at <https://admissions.utah.edu/residency>. A combination of accepted methods can be used.

Q: Can I use this method if I have not yet been admitted, or if I do not have a UCard?

A: No. Admission provides you with a UNID, which allows us to connect your Physical Presence Check-Ins with your name and student profile. Without the UNID, we are unable to accurately link your check-in to your student profile. Your UCard provides a primary method of identification, as it has your name, UNID and photo.

Q: Does my driver's license or state ID need to be from Utah?

A: For the purposes of the Physical Presence Check-In only, the driver's license or state ID can be from any location as long as it is valid and unexpired and identifies the student requesting residency. Keep in mind that this does NOT apply to residency reclassification requirements – for residency reclassification, students will still need to procure a UT driver's license if they possess a driver's license from another state/location.

Q: Can I check in on a holiday/University closure day/weekend/after business hours?

A: No. Physical Presence Check-Ins cannot be completed after or before business hours, on weekends, or on any days during which the Office of Admissions is closed. If a University closure day falls on a date when you were planning to come in for a check-in, please plan to come in on a day when the office is open and adjust your check-in pattern accordingly.

Q: Can I send a friend or other person with my identification to check in for me?

A: No. If you are the student requesting resident status for tuition purposes, you must show up in person to request a Physical Presence Check-In with your own identification.

Q: Does the Physical Presence Check-In method replace any of the other requirements for residency reclassification?

A: No. Physical Presence Check-Ins can only be utilized towards proof of physical presence requirements. Students must still fulfill all requirements specified by the policy or exception they are using to request residency, such as financial independence on federal tax returns and establishment of Utah domiciliary ties.