

# Undergraduate Policy

## Residency Reclassification General Timeline

- 1 Arrive in Utah to begin your 12 month timeline.**

This timeline starts on the first day of classes 12 months prior to the desired term of reclassification. For example, if you're requesting residency for Fall 2023 you would start your 12 month timeline on the first day of classes for Fall 2022.
- 2 Establish your demonstrable physical presence in Utah.**

This can be done through in-person, on-campus enrollment at the U or another Utah school; through consistent employment with a Utah employer; through Physical Presence Check-Ins at the Residency office; or through bank/credit card statements in your name showing purchases made in-person, in the state of Utah, and every six days or fewer.
- 3 Establish your domiciliary ties by the tie deadline.**

Acquire your Utah driver's license, Utah voter registration, and Utah vehicle registration as soon as possible and no later than the tie deadline for the desired term of reclassification.
- 4 File your federal taxes independently, or ensure that you're not claimed by out-of-state parents/guardians.**

If you are under the age of 24, ensure that you are not claimed as a dependent by out-of-state parents or guardians on their federal taxes (and on yours, if you file independently.) For example, if you are requesting Fall 2023 residency, make sure you're not claimed on 2022 federal taxes.
- 5 Submit your reclassification application and all required documentation by the specified deadline.**

Complete the reclassification application at [admissions.utah.edu/residency](https://admissions.utah.edu/residency) and attach the required documentation before submitting. You can still submit documents after the deadline up until the Friday prior to the start of term, but be sure to submit things as soon as possible.
- 6 Monitor your Umail for application updates and requests for more information.**

Our office communicates directly with you, the student, through your Umail. If we have an update, need more documentation, or have rendered a decision on your application, we will contact you via Umail.

**Questions? We can help!** [admissions.utah.edu/residency](https://admissions.utah.edu/residency) [residency@utah.edu](mailto:residency@utah.edu) 801-581-8761 Option 5

*This guide gives a general overview of the steps needed for residency reclassification using the Undergraduate Policy only. Note that residency is not guaranteed and requires application and required documentation submission and evaluation. Varying documentation may be required. Visit our site or contact our office for details on other policies and more information.*



# Undergraduate Policy Residency Reclassification Checklist

**Residency Reclassification Application**  
*Notes:*

**Utah Driver's License**  
*Notes:*

**Utah Voter Registration**  
*Notes:*

**Utah Vehicle Registration**  
*Notes:*

**Independence on Federal Taxes**  
*Notes:*

**Proof of Physical Presence**  
*Notes:*

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