



THE
UNIVERSITY
OF UTAH

Residency Important Links

Residency for Tuition Purposes home webpage:



<https://admissions.utah.edu/information-resources/residency/>

Helpful Residency Resources webpage:



<https://admissions.utah.edu/information-resources/residency/helpful-residency-resources/>

University of Utah Registrar Academic Calendars:



<https://registrar.utah.edu/academic-calendars/>

University of Utah Online FERPA Consent To Release Form:



<https://registrar.utah.edu/handbook/ferpa-consent.php>

Proof of Physical Presence Requirements:



<https://admissions.utah.edu/information-resources/residency/helpful-residency-resources/residency-for-tuition-purposes-publications/residency-for-tuition-purposes-proof-of-physical-presence/>

One Year Rule Reclassification Guide handout (see attached PDF in this packet):



https://admissions.utah.edu/wp-content/uploads/sites/6/2024/06/One-Year-Rule-Checklist_Editable.pdf

Utah Voter website:



<https://vote.utah.gov/>

Utah Driver's License Division website:



<https://dld.utah.gov/>



Required documents to obtain a Utah license or identification card (see attached PDF in this packet):

<https://dld.utah.gov/wp-content/uploads/sites/17/2023/04/DLD-335-English-REV-4.23-.pdf>



University of Utah **free** on-site tax filing services for students:

<https://financialwellness.utah.edu/taxes.php>

ONE YEAR RULE

Undergraduate Residency

Term Year: _____ Application Opens: _____ Closes: _____

- Residency Reclassification Application**
admissions.utah.edu/secure/residency-reclassification-application/
- Post Submission Form: used to submit additional requested documents**
(i.e. driver's license, Federal Taxes, etc.)
- Utah Driver's License** Spring _____ Summer _____ Fall _____
For non-drivers, a Utah state ID will suffice.
- Utah Voter Registration** Spring _____ Summer _____ Fall _____
- Utah Vehicle Registration** Spring _____ Summer _____ Fall _____
Required for all vehicle owners.
- Independence on Federal Taxes** Parent Tax Year _____ Student Tax Year _____
For all students younger than 24 years old.
- Proof of Physical Presence**
 - Transcripts
 - Paystubs
 - Bank/Credit card statements
 - Gym records
 - Office checkins every seven days or less
 - Other: _____

This guide gives a general overview of the steps needed for residency reclassification using the Undergraduate One Year Rule policy only. This document reflects current law and policy effective as of 1/1/2024. The information in this document is provided for educational purposes only and may not reflect subsequent changes in applicable state law, Utah Board of Higher Education policies, and University of Utah policies. For the most updated information, please contact Residency at the below email address and/or phone number. Note that residency is not guaranteed and requires an application and required documentation submission and evaluation. Varying documentation may be required. Visit our site or contact our office for details and information on other polices.

CONTACT US

Phone: 801-581-8761

Email: residency@utah.edu

Scan QR code
to learn more



Required documents to obtain a Utah license or identification card

Utah Department of Public Safety
Driver License Division



Jess Anderson, Commissioner
Christopher Caras, Director

- ✓ Any document not in English must be translated by a certified translator approved by the division and accompanied by the original.
- ✓ ****Any name variation from your identity document must be accompanied by legal documentation authorizing the name change (marriage, divorce, or court order.)**
- ✓ In some cases, document approval may not occur on the same day and may require an additional visit.
- ✓ All documents provided to the division will be imaged and stored in a secure database and will be returned to the applicant.
- ✓ Applicants 21 or over may request a "Veteran" indicator be added to their certificate by providing their DD214 or for WWII Veterans, a Record/Notice of Separation indication of an honorable discharge.
- ✓ Double check that you have **all** the correct documentation before visiting a Driver License office.
- ✓ Documents must be an original or a copy certified by the issuing agency.
- ✓ Faxed or photocopied documents will **NOT** be accepted.
- ✓ Documents are subject to departmental review and approval. Additional information may be required.

If you have any questions regarding fees or appropriate documentation, please contact the Utah Driver License Division at 801.965.4437 or toll-free 888.353.4224 for assistance or visit dld.utah.gov.

If you are a U.S. Citizen, U.S. National, or Permanent Resident Alien, you must provide the following documentation to obtain an **original** Utah License, Learner Permit, Identification Card, or Commercial Driver License.

IDENTITY LEGAL/LAWFUL STATUS VERIFICATION

(must provide one)

- Valid, unexpired U.S. passport or passport card; **or**
- Certified copy of a birth certificate filed with the State Office of Vital Statistics or equivalent agency in the individual's state of birth (small laminated birth certificates or hospital certificates will not be accepted); **or**
- Consular Report of Birth Abroad (CRBA) issued by the U.S. Department of State, Form FS-240, DS-1350, or FS- 545; **or**
- Valid, unexpired Permanent Resident Card, Conditional Permanent Resident Card, Form I-551; **or**
- Certificate of Naturalization issued by DHS, Form N-550 or Form N-570; **or**
- Certificate of Citizenship, Form N-560 or Form N-561, issued by DHS.

****Any name variation from your identity document must be accompanied by legal documentation authorizing the name change (marriage, divorce, or court order.)**

- AND -

UTAH RESIDENCY/MAILING VERIFICATION if different than current Utah driver license record

(must provide two)

Must display the applicant's name and principal Utah residence address which may include:

- Bank statement
- Court documents
- Current mortgage or rental contract
- Major credit card bill
- Property tax notice
- School transcript
- Utility bill
- Vehicle title

Residency/mailing verification dated over 90 days may be reviewed by the division prior to acceptance.

- AND -

SOCIAL SECURITY VERIFICATION

(must provide one)

- Social security card issued by the U.S. government that has been signed (stub will not be accepted); **or**
- If the social security card is not available, the applicant may present one of the following documents **which contain the applicant's name and full social security number**:
 - W-2 form;
 - SSA-1099 form;
 - Non SSA-1099 form;
 - Pay stub showing the applicant's name and full social security number; **or**
- Letter from the Social Security Administration indicating ineligibility to obtain a social security number as a result of legal/lawful presence **status**.

- AND -

PROOF OF DRIVING EXPERIENCE (required for first-time Utah driver license not required when obtaining a learner permit)

- Evidence of completion of a course in driver training; **or**
- Evidence of a driving privilege issued in another state or country.

See the reverse side for specific information regarding Limited-Term License/Identification Card or Driving Privilege Card (DPC)

If you are in the United States with a lawful status but not a U.S. Citizen, U.S. National or Permanent Resident Alien, you must provide the following documentation to obtain a Limited-Term Driver License, Limited-Term Learner Permit, Limited-Term Identification Card, or Limited-Term Commercial Driver License.

If you are legally allowed to be in the U.S. as a Parolee or another legal status that is not eligible for REAL ID, or if you are an undocumented immigrant in the U.S., you must provide the following documentation to obtain or renew a DPC or learner permit.

IDENTITY

(must provide one)

Unexpired Employment Authorization Document (EAD) issued by DHS, Form I-766 or Form I-688B; verified by the Systematic Alien Verification for Entitlements system (SAVE); **or**

Unexpired foreign passport with a valid visa and I-94 verified through SAVE.

- AND -

PROOF OF LEGAL/LAWFUL PRESENCE

(must provide one)

A document issued by the U.S. Federal Government that establishes **proof of one of the below statuses** providing evidence of lawful entrance into the United States of America verified through SAVE:

- Unexpired immigrant or nonimmigrant visa status for admission into the United States issued by the U.S. Federal Government;
- Pending or approved application for asylum in the United States;
- Admission into the United States as a refugee;
- Pending or approved application for temporary protected status in the United States;
- Approved deferred action status;
- Pending application for adjustment of status to legal permanent resident; **or**
- Covered humanitarian parolee.

- AND -

SOCIAL SECURITY VERIFICATION

(must provide one)

Social security card issued by the U.S. government that has been signed, (stub will not be accepted); **or**

If the social security card is not available, the applicant may present one of the following documents **which contain the applicant's name and full social security number:**

- W-2 form;
- SSA-1099 form;
- Non SSA-1099 form;
- Pay stub showing the applicant's name and full social security number; **or**
- Letter from the Social Security Administration indicating ineligibility to obtain a social security number as a result of legal/lawful presence status.

- AND -

UTAH RESIDENCY/MAILING VERIFICATION

if different than current Utah Driver License record

(must provide two)

Must display the applicant's name and principal Utah residence address which may include:

- Bank statement
- Court documents
- Current mortgage or rental contract
- Major credit card bill
- Property tax
- School transcript
- Utility bill
- Vehicle title

Residency/ mailing verification dated over 90 days may be reviewed by the division prior to acceptance.

- AND -

PROOF OF DRIVING EXPERIENCE

(required for first-time Utah driver license not required when obtaining a learner permit)

- Evidence of completion of a course in driver training; **or**
- Evidence of a driving privilege issued in another state or country.

Identity Verification

- Foreign birth certificate or unexpired foreign passport, including a certified translation if the document is not in English.
- Unexpired Employment Authorization Document (EAD) issued by DHS.

- AND ONE OF THE FOLLOWING -

Church records, court records, driver license, employee ID, insurance ID card, Matricular Consular Card (issued in Utah), Mexican voter registration card, school records, Utah DPC, and other evidence considered acceptable by the division director or designee.

- AND -

Social Security Verification OR Individual Tax Identification Number (ITIN)

(must provide one)

- Social security card issued by the U.S. government that has been signed; **or**
- If the social security card is not available, the applicant may present one of the following documents **which contain the applicant's name and full social security number:**
 - W-2 form;
 - SSA-1099 form;
 - Non SSA-1099 form;
 - Pay stub showing the applicant's name and full social security number; **or**
- Individual Tax Identification Number (ITIN) issued by the Internal Revenue Service (IRS); **or**
- Document or letter from the IRS verifying the ITIN.

- AND -

Utah Residency/Mailing Verification

if different than current Utah driver license record *(must provide two)*

Must display the applicant's name and principal Utah residence address which may include a bank statement, court documents, current mortgage or rental contract, major credit card bill, property tax notice statement or receipt, school transcript, utility bill, or vehicle title.

Residency/ mailing verification dated over 90 days may be reviewed by the division prior to acceptance.

- AND -

Fingerprint Card & Photo (additional fee required)

Must be obtained and placed into a sealed envelope at the Bureau of Criminal Identification (BCI) or a participating law enforcement agency. Required only once for renewal or original application on or after July 1, 2011.

- AND -

Proof of Driving Experience

(required for first-time Utah driver license not required when obtaining a learner permit)

- Evidence of completion of a course in driver training; **or**
- Evidence of a driving privilege issued in another state or country.