



# Applying for Utah Residency for Tuition Purposes

**Admissions Office**  
Taggart Student Center Room 102  
0160 Old Main Hill  
Logan UT 84322-0160  
Phone: 435.797.1079  
Fax: 435.797.3708

## Application Available:

Fall Semester ..... May - August

Spring Semester ..... October - December

If you wish to have your application evaluated by the time tuition is due, please submit your application & all supporting documentation by August 1 for fall semester, or December 1 for spring semester.

### Residency Application Checklist:

- Fill out the Online Residency Application** through your USU Access (Banner) account ([www.usu.edu/myusu](http://www.usu.edu/myusu)) under "Student" then "Student Records".
- Send copies of required documentation** to the Admissions Office, TSC Room 102, 0160 Old Main Hill, Logan UT 84322-0160, or fax it to 435.797.3708. Please include your A# on all documentation. *You will not receive any documentation back.* Please submit *copies* of all documentation.
- Check your residency status online frequently** to see if we require any further documentation.
- If your residency is approved, please **contact the Financial Aid Office** at 435.797.0173 to let them know of your change of resident status if you are receiving federal aid as an out-of-state student.

For more detailed information regarding residency requirements, please refer to [www.usu.edu/residency](http://www.usu.edu/residency) or contact the Admissions Office at 435.797.1079 or [residency@usu.edu](mailto:residency@usu.edu).

### You must provide the following documentation to qualify for residency:

- **You must be a Citizen or Permanent Resident of the United States and be admitted to Utah State University.**
- **You must obtain a Utah Driver's License, Voter Registration, and Vehicle Registration.** These three items must be obtained *at least 3 months before the start of the semester in which you are applying for residency.* For example, if you are applying for residency for the fall semester, you would need these items by May 1st. For spring semester, you must obtain these items by October 1st. If you are using a vehicle in Utah, even if it is in your parent's name, it must be registered in Utah.
- **You must live in Utah for 12 continuous months.** You cannot be absent from the state for more than a total of 30 days during this time frame (this includes Christmas Break, Spring Break, and summer). You must provide two different types of evidence as verification, which are:
  - o Verification of Housing in Utah: This must cover the full 12-month period. This can include rental agreements, letters from your landlord, or your mortgage statement and a current utility bill.
  - o Verification of Physical Presence in Utah: This must also cover the full 12-month period, and is verification of what you were doing in Utah. This can be your unofficial transcripts if you were a student, paystubs if you were working, letters from coaches or volunteer organizations, or bank statements showing transactions in Utah. If you are unable to provide any of these types of verifications, please contact our office regarding other options. You must be able to provide proof of your physical presence for the full 12-month period.

*A typical example would be a student who attended school fall and spring semesters but did not attend school in the summer and instead got a job. You would need to provide the rental contracts for the full 12 months to verify housing, unofficial transcripts to prove what activity you were involved in for fall and spring semesters, and paystubs for each month of the summer to verify you were physically present in Utah.*
- **You must be declared financially independent.** This means you cannot be claimed as a dependent on the most recent tax returns of anyone outside the state of Utah. For example, if you are applying for residency for the Fall 2012 semester, you must not be claimed as a dependent by anyone outside of Utah on taxes filed by April 2012 for the 2011 tax year. You will need to submit a copy of your 1040 Form as proof of this (the first 2 pages of your federal tax return). If you did not file taxes, we will accept your parents 1040 form showing you are not listed as a dependent.

**Note:** if you have participated in the Western Undergraduate Exchange program (WUE) or the Alumni Legacy Nonresident Waiver program, you cannot use any time spent in Utah while under either program toward gaining residency. Please contact our office if you have any questions.

**There are certain exceptions to the 12-month waiting period for residency. These are listed on the back of this handout. If you have any questions about the required documentation or if you think you might qualify for an exception, please contact the Admissions Office at 435.797.1079 or [residency@usu.edu](mailto:residency@usu.edu).**



### **Residency Exceptions and Required Supporting Documentation:**

Below is a list of some of the exceptions to the 12-month waiting period for residency and the required documentation. We may request more documentation at any time. Please see the application checklist on the reverse side of this document to apply for residency. Contact the Admissions Office at 435.797.1079 or [residency@usu.edu](mailto:residency@usu.edu) if you have any questions.

#### **A. Persons who marry a Utah resident**

- Student's Utah Driver's License, Utah Voter Registration, and Utah Vehicle Registration
- Spouse's Utah Driver's License
- Marriage Certificate
- Note: The spouse must be a Utah resident prior to the marriage. If the spouse is not a student at USU, we may require additional documentation of their residential status (i.e. 2 years state tax returns, employment verification, mortgage statement, etc.).

#### **B. Dependent children and spouses of those with full-time employment in Utah**

- Parent or spouse's Utah Driver's License, Utah Voter Registration, and Utah Vehicle Registration
- Letter from the parent or spouse's employer verifying date of hire and that they are a full-time employee
- Parent's taxes to verify dependent status or marriage certificate to verify marriage to spouse
- Spouse's full-time employment: we may require additional documentation depending on when the spouse started working and when the student started school. The law is very specific on this exception. You must prove you moved to Utah for your spouse's employment, not your education.

#### **C. Persons who have a parent who is a Utah resident**

- Parent or spouse's Utah Driver's License, Utah Voter Registration, and Utah Vehicle Registration
- Proof that the parent has lived in Utah for at least 12 months and it is their primary domicile (housing agreements, mortgage statement, bank statements, state tax returns, etc.)
- Parent's taxes to verify the student is claimed as a dependent (not necessarily by the parent in Utah, but must be claimed as a dependent by one of their parents). If the parent in Utah did not claim the student, we require the student's birth certificate to link the student to the parent in Utah.

#### **D. Persons recruited or transferred to Utah for full-time employment**

- Student's Utah Driver's License, Utah Voter Registration, and Utah Vehicle Registration
- Letter from student's employer verifying hire date and that they were recruited or transferred to work in Utah as a full-time employee – the student must reside in Utah for at least 4 months *before* they apply for admission to USU
- Student's taxes to verify they were not claimed as a dependent

#### **E. Recipient of State Social Services Benefit**

- Student's Utah Driver's License, Utah Voter Registration, and Utah Vehicle Registration
- Letter from State Social Service program verifying your participation in the program (this includes Workforce Services & Vocational Rehabilitation)

#### **F. Military personnel and their dependents who were Utah residents prior to active-duty deployment**

- Evidence of Utah domicile prior to active duty deployment (i.e. Driver's License, tax returns, etc.)
- Copy of student's enlistment papers to verify Utah as home of record at entry into the military
- Verification of deployment and re-establishing residency within 90 days
- For dependents, taxes are also required to verify they are a dependent of military personnel

#### **G. Active-duty military personnel and their dependents with current duty station in Utah (no residency application required)**

- Copy of Military Orders assignment to active duty in Utah
- For dependents, taxes are also required to verify they are a dependant of military personnel

#### **H. Native Americans registered on tribal rolls of Tribes whose lands border Utah (no residency application required)**

- Proof that the student is listed on the tribal rolls of one of the following Tribes: Goshute, Navajo, Shoshoni, Paiute, Ute, Hopi, Zuni, and Shoshone-Bannock. This can be a copy of your tribal card or a letter verifying your membership.

#### **I. Members of the Utah National Guard (no residency application required)**

- Copy of DD form or enlistment papers verifying student is a member of the Utah National Guard
- Note: Students must re-verify each year to prove they are still active in the Utah National Guard. However, their time in Utah counts toward obtaining residency, so they may apply for residency after 12 continuous months in Utah.

#### **J. Extenuating Circumstances**

- This may include child care obligations or extenuating financial or health reasons related to the student's divorce, the death of a spouse, or long-term health care needs or responsibilities of the student or immediate family member (spouse, parent, sibling, or child). All relevant evidence concerning the motivation for the move shall be considered.