

**Application is available:**

Spring Semester 2017 from October to December  
Fall Semester 2017 from May to August

*In order to have your application evaluated by the time tuition is due, you must submit your application and all supporting documentation by August 1 for fall semester or December 1 for spring semester.*

**Admissions Office**  
Taggart Student Center, Room 102  
0160 Old Main Hill  
Logan, UT 84322-0160  
Phone: 435.797.1079  
Fax: 435.797.3708  
Email: [residency@usu.edu](mailto:residency@usu.edu)  
Website: [usu.edu/residency](http://usu.edu/residency)

**RESIDENCY APPLICATION CHECKLIST**

- Fill out the Online Residency Application** through your MyUSU account ([my.usu.edu](http://my.usu.edu)) under “Banner”, then “Main Menu”, then “Student” then “Student Records”. We encourage all students to apply early as it will take time to work through the residency process.
- Submit required documentation** by uploading it to the Online Residency Application. If you do not have the ability to scan documents, please fax it to 435.797.3708 or email it to [residency@usu.edu](mailto:residency@usu.edu). Hard copies of documentation will not be accepted.  
*Please include your A# on all documentation and remove any sensitive information, such as bank account numbers.*
- Check your residency status online** frequently to see if any further documentation is required.
- If you are receiving federal aid**, contact the Financial Aid Office at 435.797.0173 once your application is approved to inform them your residency status has changed.

**REQUIRED DOCUMENTATION TO QUALIFY FOR RESIDENCY UNDER THE 12-MONTH WAITING PERIOD**

- 1. You must be a Citizen or Permanent Resident of the United States, and be admitted to Utah State University.**
- 2. You must obtain a Utah Driver’s License, Voter Registration, and Vehicle Registration.**
  - o These three items must be obtained at least 3 months before the start of the semester in which you are applying for residency. Fall semester deadline to have these obtained is May 1st and spring semester deadline is October 1st
  - o If you are using a vehicle in Utah, even if it is in your parent’s name, by law it must be registered in Utah
- 3. You must live in Utah for 12 continuous months** with the exception of a total of 30 days during this time frame (including Christmas Break, Spring Break and summer). You must provide both types of evidence as verification:
  - o **Verification of Physical Presence** in Utah for a full 12-month period (ex. unofficial transcripts if you were a student, paystubs if you were employed, letters from coaches or volunteer organizations, or bank statements showing transactions in Utah)
  - o **Verification of Housing** in Utah for a full 12-month period (ex. rental agreements, letters from your landlord, or your mortgage statements with a current utility bill)
- 4. 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.
  - o For the fall 2017 semester, you must not be claimed as a dependent by anyone outside of Utah on taxes filed for the 2016 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

**Sample situation for a student using the 12-month law:**

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. Immediately after filling out the online application, this student would need to provide the rental contracts for the full 12 months to verify housing, unofficial transcripts for fall and spring semesters if they were attending another educational institution in Utah, paystubs for each month of the summer to verify you were physically present in Utah, and a copy of his or her 1040 tax form, or parents' 1040 tax form if this student did not file taxes in the current tax year.

**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.*

## RESIDENCY EXCEPTIONS AND REQUIRED SUPPORTING DOCUMENTATION:

Below are the most common exceptions to the 12-month waiting period for residency and the required documentation listed in the **Regents Policy 512, Determination of Residency Status**. For a complete list of exceptions, explanations and definitions, please visit our residency website for the link to the **R512** document on the Utah System of Higher Education's website. The exact section for each exception is listed next to it. Be aware we may request documentation other than what is listed at any time. All students must fill out the online residency application unless specifically indicated otherwise.

### A. Persons who marry a Utah resident (R512-4.6)

- 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. Persons with full-time employment in Utah (R512-11)

- 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 federal taxes to verify they were not claimed as a dependent

### C. Dependent children/spouses of those with full-time employment in Utah (R512-11)

- 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 federal taxes to verify dependent status or marriage certificate to verify marriage to spouse
- Note: The law is very specific on this exception. For spouse's full-time employment, we may require additional documentation depending on when the spouse started working and when the student started school. The student must prove they moved to Utah for the spouse's employment and not his or her own education

### D. Persons who have a parent who is a Utah resident (R512-10)

- 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 (i.e. housing agreements, mortgage statement, bank statements, state tax returns, etc.)
- Parent's federal 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

### E. Recipient of State Social Services Benefits (R512-4.8)

- 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. Veterans of the United States Armed Forces and their dependents (use military application on website; R512-6.1.3 & 6.1.4)

- Copy of DD-214 showing release from active-duty (within the last 5 years if exception used by dependent)
- Evidence of establishing or re-establishing Utah domicile (i.e. Utah drivers license)
- Spouse & dependents can also gain residence based on the veteran's residency. Please submit a marriage certificate or most recent federal taxes showing child's dependency

### G. Active-duty military servicemember and their dependents with current duty station in Utah (use military application on website; R512-6.1.1 & 6.1.2)

"Servicemember" means an individual who is serving on active duty in the United States Armed Forces within the state of Utah, or who is a member of a reserve component of the United State Armed Forces assigned in Utah, or who is a member of the Utah National Guard.

- Copy of military orders, DD form or enlistment papers verifying student is an active military servicemember with assignment in Utah
- For dependents, taxes are also required to verify they are a dependent of military personnel

### H. Person entitled to benefits under 38 U.S.C Chapter 30, Montgomery G.I. Bill - Active Duty Educational Assistance Program, or Chapter 33, Post 9/11 Educational Assistance Program (use military application on website; R512-6.1.5):

- Evidence of eligibility to receive benefits - can be obtained through the Veterans Resource Office, TSC Room 314
- Evidence of overt steps to establish domicile in Utah (i.e. Utah driver license, voter registration, vehicle registration, employment, etc.)

### I. Native Americans registered on tribal rolls of tribes whose lands border Utah (no residency application required; R512-7)

- A copy of the tribal card or a letter verifying student's membership of one of the following Tribes: Confederated Tribes of the Goshute Reservation, Navajo Nation (Diné), Northwestern Band of Shoshoni Nation of Utah (Washakie), Paiute Indian Tribe of Utah, Skull Valley Band of Goshute Indians of Utah, Ute Indian Tribe of the Uintah & Ouray Reservation, Hopi and Zuni

### J. Extenuating Circumstances (R512-12)

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