

## Application for In-State Tuition Based Upon Military Service Exceptions

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### Application Deadlines

Fall Semester: August 1

Spring Semester: December 1

### Instructions

This application should be completed by students trying to qualify for in-state (resident) tuition under one of the following exceptions:

- U.S. military service member assigned to active duty within Utah (Includes Utah National Guard and Active Reserves)
- Immediate family member of a U.S. military service member currently assigned to active duty within the state of Utah
- U.S. military veteran
- Immediate family member of a U.S. military veteran who has separated within the last five years
- Eligible 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
- An individual who maintains residency in Utah with an intent to return but who is serving on active duty in the US Armed Forces and is assigned outside of Utah (includes cases where the student is a spouse or dependent child).

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### You must take the following steps to apply for in-state (resident) tuition:

- You must be admitted to Utah State University.
- You must read these instruction pages and the Board of Regents Policy R512 found at <https://higheredutah.org/policies/r512-determination-of-resident-status/>.
- Download, print, complete and sign this application form. **Handwritten signatures are required.**
- Submit your application to [resdoc.usu.edu](https://resdoc.usu.edu), along with all required documents, on or before the appropriate semester deadline. If you fax or mail your materials to us, you should follow up to confirm we received them.
- Please do not submit tax document through email. It will not be accepted. Due to guidance from the Department of Education we can no longer accept tax documents via email.
- If you are unable to submit required documentation, you must provide a written statement, including your name, A-number and an explanation of why you are unable to provide the documentation. You should know that providing the written statement does not waive the required documentation.
- Check your preferred email regularly to be sure you receive any notifications for additional documentation in a timely manner.

## **Required Documentation**

Applicants seeking residency for tuition purposes must submit documentation verifying their eligibility. These instructions describe documentation required for each residency exception listed below.

### **U.S. military service member assigned to active duty within Utah (including Utah National Guard and Active Reserves)**

- Copy of the military orders placing you in Utah on active duty assignment
- Copy of your current military ID card

### **Immediate family member of a U.S. military service member currently assigned to active duty within the state of Utah**

- Copy of the military orders placing the service member in Utah on active duty assignment
- Copy of the military service member's military ID card
- Copy of your military privilege card

### **U.S. military veteran**

- Copy of Military DD-214, which includes proof of honorable or general discharge
- Signed written declaration that you have relinquished residency in any other state and do not maintain a residence elsewhere –found in the signature section of this application
- Objective evidence that you have demonstrated an intent to establish residency in Utah, which may include any one of the following:
  - Utah voter registration card
  - Utah driver's license or identification card
  - Utah vehicle registration
  - Evidence of employment in Utah
  - Rental agreement showing your name and a Utah address
  - Utility bills showing your name and Utah address

### **Immediate family member of a U.S. military veteran who has separated within the last five years**

- Copy of military veteran's DD-214, which includes proof of honorable or general discharge within the last five years.
- Signed written declaration that you have relinquished residency in any other state and do not maintain a residence elsewhere –found in the signature section of this application.
- If applicant is the dependent child of the U.S. military veteran, a copy of the military service member's most recent federal tax return verifying they claimed the applicant as a tax dependent.
- Objective evidence that you have demonstrated an intent to establish residency in Utah, which may include any one of the following:
  - Utah voter registration card
  - Utah driver's license or identification card
  - Utah vehicle registration
  - Evidence of employment in Utah
  - Rental agreement showing your name and a Utah address
  - Utility bills showing your name and Utah address

**Eligible 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**

- Evidence of eligibility under Title 38 U.S. Code Chapter 30, Montgomery G.I. Gill – Active Duty Educational Assistance Program, or Chapter 33, Post 9/11 Educational Assistance Program. Students may obtain verification through the Veteran Resource Office (TSC 314)
- Signed written declaration that you will utilize G.I. Bill benefits – found in the signature section of this application
- Objective evidence that you have demonstrated an intent to establish residency in Utah, which may include any one of the following:
  - Utah voter registration card
  - Utah driver's license or identification card
  - Utah vehicle registration
  - Evidence of employment in Utah
  - Rental agreement showing your name and a Utah address
  - Utility bills showing your name and Utah address

**An individual who maintains residency in Utah with an intent to return but who is serving on active duty in the US Armed Forces and is assigned outside of Utah (includes cases where the student is a spouse or dependent child):**

- A copy of the military service member's military identification card (if applicant is a dependent child or spouse, a copy of the applicant's military privilege card can be submitted instead).
- A copy of the military service member's most recent military orders.
- Objective evidence that the military service member has not relinquished residency ties to Utah, which may include any one of the following:
  - Utah voter registration card
  - Utah driver's license or identification card
  - Utah vehicle registration
  - Copy of a Utah income tax return, in the military service member's or a military service member's spouse's name, filed as a Utah resident
  - Proof that the military service member or military service member's spouse owns a home in Utah, including a property tax notice for property owned in Utah.
- If applicant is a dependent child, a copy of the military service member's most recent federal tax return verifying they claimed the applicant.

The applicant is required to establish his/her own domiciliary ties once he/she makes the move to Utah in order to meet other Utah laws that govern driving in the state or operating a vehicle in the state of Utah, etc.

## Application for In-State Tuition Based Upon Military Service Exceptions

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)

### Application Type Information

Seeking Resident Status

Year

Fall (August)

Spring (January)

Indicate how you are trying to qualify:

U.S. military service member assigned to active duty within Utah (Includes Utah National Guard and Active Reserves)

Immediate family member of a U.S. military service member currently assigned to active duty within the state of Utah

U.S. military veteran

Immediate family member of a U.S. military veteran who has separated within the last five years

Eligible 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

Utah resident prior to active duty deployment of self or parent/spouse

Student: Last name

First name

Middle name

A-Number

Other names under which your academic records may be listed

Are you a citizen of the  
United States?

Yes

No

If no, what is your status?

Permanent Resident

Authorized Alien #

Date Issued  
(mm/dd/yyyy)

Asylum

Refugee placed directly in Utah

Refugee placed in another state

Temporary Resident

Visa Type

Other

If other, please specify

**If you are not a U.S. citizen, attach verification of your status.** You must be a U.S. citizen or have permanent resident, asylum, or refugee status in order to be eligible for residency for tuition purposes.

Mailing address

City

State

Zipcode

Email

Phone

Date of Birth (mm/dd/yyyy)

Age

Is this your first residency application at any Utah school of higher education?

Yes

No

If no, at which Utah school did you last apply for residency?

Were you granted residency?

Yes

No

If yes, what term/year were you granted residency?

Are you a U.S. military service member assigned to active duty within Utah?

Yes

No

If yes, list dates of military assignment in Utah (mm/dd/yyyy):

From  To

Assignment location

Are you the immediate family member (spouse or dependent child) of a U.S. military service member assigned to active duty within Utah?

Yes

No

If yes, what is the military service member's name?

What is your relationship to the service member?

Spouse

Dependent Child

List dates of military assignment in Utah (mm/dd/yyyy):

From  To

Assignment location

Are you a military veteran that has separated from military service?

Yes

No

If yes, what date did you separate from the military? (mm/dd/yyyy)

What type of discharge were you granted?

Which best describes your military service at time of separation:

Full-time active duty in the U.S. Armed Forces, for at least 180 consecutive days, separated or retired with an honorable or general discharge.

Incurred an actual service related injury or disability in the line of duty regardless of whether you completed 180 days of active duty.

Member of a reserve component separated or retired with an honorable or general discharge.

Member of the National Guard separated or retired with an honorable or general discharge.

Are you the immediate family member (spouse or dependent child) of a military veteran?

Yes If yes, what is the veteran's name?  
 No

What is your relationship to the veteran?

Spouse  
 Dependent Child

What date did the military veteran separate from the military? (mm/dd/yyyy)

What type of discharge was the military veteran granted?

Which best describes the veteran's military service:

- Full-time active duty in the U.S. Armed Forces, for at least 180 consecutive days, separated or retired with an honorable or general discharge.
- Incurred an actual service related injury or disability in the line of duty regardless of whether they completed 180 days of active duty.
- Member of a reserve component separated or retired with an honorable or general discharge.
- Member of the National Guard separated or retired with an honorable or general discharge.

Are you entitled to benefits under Title 38 U.S. Code Chapter 30, Montgomery G.I. Bill—Active Duty Educational Assistance Program, or Chapter 33, Post 9/11 Educational Assistance Program?

Yes  
 No

If yes, do you intend to utilize G.I. Bill benefits?

Yes  
 No

What term will you begin using G.I. Bill benefits?

### Declaration of Intent to Establish Permanent Residence in Utah

**All applicants applying for residency under the exceptions for U.S. military veterans, immediate family members of U.S. military veterans, or eligible persons entitled to G.I. Bill benefits must sign a declaration of intent to establish permanent residence in Utah.**

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the State of Utah and I further certify that I have established a bona fide domicile or residence in the State of Utah with the intent of making Utah my true, final and permanent home and place of habitation, having clearly abandoned any former domicile or residence and having no intent to make any other location outside the State of Utah my home and habitation.

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy)

### Declaration of Intent to Utilize G.I. Bill Benefits

**All applicants applying for residency under the exception for eligible persons entitled to G.I. Bill benefits must sign a declaration of intent to utilize those benefits.**

I hereby declare that I intend to utilize G.I. Bill benefits starting with the following term/year:

Signature of Applicant \_\_\_\_\_ Date (mm/dd/yyyy)

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## Declaration of True and Accurate Information

**I, the undersigned, declare under penalty of perjury that the information I have provided on this application form is true and accurate.** I understand that this information will be used to determine my eligibility for residency tuition. I further understand that if any of the above information is found to be false, I will be liable for payment of all non-resident charges from which I was exempted and may be subject to disciplinary action by the institution. I also understand that making a false or misleading statement may be grounds for revoking my residency status and is a Class B misdemeanor punishable pursuant to Utah Code Annotated, Section 76-8-504 or other applicable provisions of the Utah Criminal Code.

Signature of Applicant \_\_\_\_\_

Date (mm/dd/yyyy)

Parent or Guardian Signature \_\_\_\_\_  
(if applicant is under 18)

Date (mm/dd/yyyy)

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## Declaration of Applicant Responsibilities

Be aware that by signing below you truthfully acknowledge having read and understood the residency policies and the procedures for applying for reclassification.

**I, the undersigned, declare under penalty of perjury that I have read:**

- The Utah State University Institutional Policy;
- The Board of Regents Policy R512; and
- The instruction sheets attached to this application form.

I acknowledge my obligation to submit a complete residency application with all required documents, as outlined in the instructions, by the appropriate term deadline. I have provided written statements of explanation for any required documentation that has not been submitted with my application. I understand that such written explanations do not waive the requirement to provide all required documentation and may, in fact, cause my request for reclassification to be denied.

Signature of Applicant \_\_\_\_\_

Date (mm/dd/yyyy)

Parent or Guardian Signature \_\_\_\_\_  
(if applicant is under 18)

Date (mm/dd/yyyy)

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Updated: 3/15/2019

### For Office Use Only

Date Request Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date of Application Decision: \_\_\_\_\_

Notes: \_\_\_\_\_