

## APPLICATION FOR RESIDENT CLASSIFICATION

**DIRECTIONS:**

*This application must be completed and signed by the student making the appeal rather than by the student's parent or spouse.*

*This application is provided for those students who wish to appeal their current residence classification for fee-paying purposes at Indiana University. Students who have not applied for admission to the University should not complete this form; rather, please provide any relevant information supporting your claim to resident student status to the Office of Admissions on your campus.*

*The official Rules Determining Resident and Nonresident Student Status for Indiana University Fee Purposes attached to this application are for your reference. Please read and carefully consider each provision of these Rules prior to completing this application. If you have any questions, please contact the Registrar on your campus for clarification.*

*Please read and respond to each question on this form; applications with missing information will be returned to you. If a question is inapplicable to your situation, indicate this fact with the following notation: "N/A." If you require additional space for your answers to any of the questions, please attach clearly marked pages to this application.*

*The Office of the Registrar may request additional materials required to substantiate the facts and statements provided in this application. Please be advised that a student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided for by law.*

### SECTION I – IDENTIFYING DATA

TERM YOU WISH CLASSIFICATION TO BECOME EFFECTIVE: \_\_\_\_\_ , \_\_\_\_\_  
(term) (year)

NAME \_\_\_\_\_ UNIVERSITY I.D. NUMBER \_\_\_\_\_  
(last) (first) (middle)

CURRENT ADDRESS \_\_\_\_\_  
(number) (street) (apt. number)

\_\_\_\_\_ CURRENT TELEPHONE \_\_\_\_\_  
(city) (state) (zip code)

PERMANENT ADDRESS \_\_\_\_\_  
(number) (street) (apt. number)

\_\_\_\_\_ PERMANENT TELEPHONE \_\_\_\_\_  
(city) (state) (zip code)

EMAIL ADDRESS \_\_\_\_\_ CELL PHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ GENDER  Female  Male  
(month) (day) (year) (city) (state) (country)

DATE YOU FIRST ENROLLED AT I.U. \_\_\_\_\_ ARE YOU CURRENTLY ENROLLED AT I.U.?  Yes  No  
(month) (year)

HAVE YOU EVER ATTENDED ANOTHER I.U. CAMPUS?  Yes  No

CURRENT CLASS LEVEL:  Undergraduate  Master's  Doctoral  Professional  Non-Degree

ARE YOU A U.S. CITIZEN?  Yes  No IF NO, ARE YOU A U.S. PERMANENT RESIDENT?  Yes\*  No

If not a U.S. citizen or permanent resident, indicate the type of non-immigrant visa you currently hold and the issue date.\* \_\_\_\_\_  
 \*Provide copy of "green card" or non-immigrant visa or other documentation.

**FOR OFFICE USE ONLY—DO NOT WRITE IN THIS SPACE**

Classification: R NR Effective Term \_\_\_\_\_ Reason/Rule \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Comments:

## SECTION II – HISTORICAL RESIDENCE DATA

NAME OF PARENTS (Legal Guardian\*) \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS OF PARENTS (Legal Guardian\*) \_\_\_\_\_  
 \_\_\_\_\_ (number) \_\_\_\_\_ (street) \_\_\_\_\_ (apt. number)  
 \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (country) \_\_\_\_\_ (zip code)

IS YOUR PARENTS’/GUARDIANS’ RESIDENCE YOUR PERMANENT HOME?  Yes  No

If no, when did parents’/guardians’ residence cease to be your home? \_\_\_\_\_  
 \_\_\_\_\_ (month, year)

ARE YOU REGISTERED TO VOTE?  Yes  No If yes, where? \_\_\_\_\_  
 \_\_\_\_\_ (city) \_\_\_\_\_ (state)

WHEN DID YOU LAST VOTE? \_\_\_\_\_ WHERE? \_\_\_\_\_  
 \_\_\_\_\_ (city) \_\_\_\_\_ (state)

DO YOU HAVE A DRIVER’S LICENSE?  Yes  No If yes, from which state? \_\_\_\_\_

DO YOU OWN OR USE A MOTOR VEHICLE?  Yes  No If yes, from which state is the vehicle registered? \_\_\_\_\_

DO YOU OWN ANY REAL PROPERTY?  Yes  No If yes, what type? \_\_\_\_\_  
 \_\_\_\_\_ (residence, farm, etc.)

LOCATION OF PROPERTY \_\_\_\_\_  
 \_\_\_\_\_ (city) \_\_\_\_\_ (state/country)

WHEN DID YOU FIRST RESIDE IN INDIANA? \_\_\_\_\_  
 \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)

IF YOU LEFT INDIANA FOR EMPLOYMENT OR SCHOOL, WHEN DID YOU RETURN ON A PERMANENT BASIS? \_\_\_\_\_  
 \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year)

LIST ALL ADDRESSES WHERE YOU HAVE RESIDED IN THE PAST FOUR YEARS.

Dates (month/year)		Street	City	State
From	To			

## SECTION III – MARITAL DATA

WHAT IS YOUR MARITAL STATUS?  Single  Married

DATE OF MARRIAGE \_\_\_\_\_ PLACE OF MARRIAGE \_\_\_\_\_  
 \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_ (year) \_\_\_\_\_ (city) \_\_\_\_\_ (state)

NAME OF SPOUSE \_\_\_\_\_  
 \_\_\_\_\_ (first) \_\_\_\_\_ (middle) \_\_\_\_\_ (last) \_\_\_\_\_ (former name)

IS SPOUSE CURRENTLY ENROLLED AT I.U.?  Yes  No PREVIOUSLY ENROLLED?  Yes  No If yes, which campus? \_\_\_\_\_

SPOUSE’S UNIVERSITY IDENTIFICATION NUMBER \_\_\_\_\_

SPOUSE’S ENROLLED NAME, IF DIFFERENT THAN ABOVE \_\_\_\_\_

IS SPOUSE ENROLLED AT ANY OTHER INSTITUTION?  Yes  No If yes, \_\_\_\_\_  
 \_\_\_\_\_ (institution) \_\_\_\_\_ (location)

IS SPOUSE CURRENTLY EMPLOYED?  Yes  No If yes, is spouse employed in Indiana?  Yes  No

Beginning date (month/year)	Employer	City	State	Full- or Part-time

\*Requires legal proof of guardianship.

## SECTION IV – EDUCATION AND EMPLOYMENT DATA

WHAT IS YOUR PRESENT/FUTURE CAREER OBJECTIVE? \_\_\_\_\_

LIST DATES OF ATTENDANCE, ADDRESSES, AND DEGREES RECEIVED (IF APPLICABLE) FROM ALL HIGH SCHOOLS, COLLEGES OR UNIVERSITIES YOU HAVE ATTENDED:

Dates (month/year)		Institution	City	State	Degree
From	To				

DID YOU PAY RESIDENT FEES AT ANY OF THE COLLEGES OR UNIVERSITIES LISTED ABOVE?  Yes  No

If yes, at which institutions? \_\_\_\_\_

LIST ALL DATES OF EMPLOYMENT (INCLUDING MILITARY SERVICE) AND EMPLOYERS' ADDRESSES FOR THE LAST FOUR YEARS:

Dates (month/year)		Employer	City	State	Full- or Part-time (Hours per week)
From	To				

## SECTION V – FINANCIAL DATA

LIST SOURCES, DATES, AND AMOUNTS OF ALL MONIES (e.g., income from employment, parents, other relatives, student financial assistance, gifts, loans, trust funds, etc.) RECEIVED BY YOU AND/OR YOUR SPOUSE WITHIN THE PAST TWO YEARS. IN ADDITION, INDICATE THE RECIPIENT OF SUCH MONIES (SELF OR SPOUSE):

Source	Dates (month/year)		Amount	Recipient
	From	To		

If you are under 24 and consider yourself financially emancipated,\* give emancipation date \_\_\_\_\_ and provide notarized statements from your parents indicating the level of financial support provided to you and the date when your parents last claimed you as a dependant on their federal income tax returns.

\*Financial emancipation means you must provide evidence of sufficient income to be self-supporting beyond any funds received from family or primarily because you are in a student status, i.e., student loans, grants, etc.

## **SECTION VI — PERSONAL STATEMENT (Required)**

This statement should detail your claim to resident student status.

Please provide the following information:

1. Any indication of your purpose for coming to Indiana and your reason(s) for remaining in the state.
2. Any unusual or special circumstances regarding your request for reclassification.
3. Any other relevant information not included in any of the above categories.

Please attach additional, clearly marked pages if the space provided is insufficient for your needs.

## **SECTION VII — CERTIFICATION (Unsigned applications will be returned.)**

Upon request, I will provide additional materials required to substantiate all facts and statements contained in this application. I understand that a student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided by law.

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(Student's signature)

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(date)

# Rules Determining Resident and Nonresident Student Status for Indiana University Fee-Paying Purposes

## Scope

This policy applies to all students at Indiana University (IU) for the purposes of classifying students as *residents* or *non-residents* for tuition and fee purposes. This policy also has implications for all IU officials who provide guidance to students on the residency classification process as well as those who are authorized to make residency decisions

## Policy Statement

The State of Indiana has delegated to IU and its Trustees the ability to set and collect on tuition, fees, and other charges pursuant to I.C. 21-14-2-1, and to clearly define residency requirements for tuition- and fee-paying purposes. Because Indiana residents make significant tax contributions to support both IU and other public state entities, IU recognizes the importance of establishing clear parameters to differentiate between *resident* and *non-resident* students when it comes to tuition and fees. These distinctions also allow IU to attract, enroll, educate, and graduate the next generation of Hoosiers who will have a positive impact on the State of Indiana for many years to come.

The policy outlined below establishes specific criteria students must meet to be considered a *resident* for tuition- and fee-paying purposes. These criteria may differ from the criteria set forth by the State of Indiana to establish residency within the state, the State of Indiana to receive state-based financial aid, and/or the federal government to receive federal-based financial aid.

## Procedures

### Residency Classification

#### Dependent Student

A *dependent student* shall be classified as a *resident* for tuition- and fee-paying purposes if the student meets the following criteria:

- The student must be a *citizen or eligible non-citizen*
- The *permanent residence* of the student's parent(s) or legal guardian(s) was established in the State of Indiana for a *predominant purpose* other than to establish residency in the State of Indiana for in-state tuition and fees at least 12 consecutive months preceding the first day of the full semester in which the student attends classes at IU

*Note: The 12-month rule may be waived if the student's parent(s) or legal guardian(s) moved to the State of Indiana less than 12 months preceding the first day of the full semester in which the student attends classes at IU and established residence for a predominant purpose other than to establish residency in the State of Indiana for in-state tuition and fees*

#### Independent Student

An *independent student* shall be classified as a *resident* for tuition- and fee-paying purposes if the student meets the following criteria:

- The student must be a *citizen or eligible non-citizen*
- The student's *permanent residence* was established in the State of Indiana for a *predominant purpose* other than to establish residency in the State of Indiana for in-state tuition and fees at least 12 consecutive months preceding the first day of the full semester in which the student attends classes at IU

Note: The 12-month rule may be waived if the student moved to the State of Indiana less than 12 months preceding the first day of the full semester in which the student attends classes at IU and established residence for a predominant purpose other than to establish residency in the State of Indiana for in-state tuition and fees

### Reciprocal County

A student from a *reciprocal county* will be classified as a *non-resident* but will be eligible to pay in-state tuition and fees if the student meets the following criteria:

- The student must be a *citizen or eligible non-citizen*
- The student's *permanent residence* was established in a *reciprocal county*
- The *permanent residence* of a *dependent student* will be that of the student's *parent(s) or legal guardian(s)* while the *permanent residence* of an *independent student* would be that of the student

### Indiana Partner

A student who is an eligible *Indiana Partner* will be classified as a *non-resident* but will receive a discounted tuition rate if the student meets the following criteria:

- The student must be a *citizen or eligible non-citizen*
- The student's *permanent residence* was established in an eligible *Indiana Partner* state or territory
- The *permanent residence* of a *dependent student* will be that of the student's *parent(s) or legal guardian(s)* while the *permanent residence* of an *independent student* would be that of the student

### Veterans, Military Members, and GI Bill® Recipients

The guidelines to determine residency status for tuition- and fee-paying purposes are outlined in VPSO-08 for veterans, military members, and GI Bill® recipients.

## **Residency Classification Process**

A change in residency status can only be assessed for the current or a future term. The process by which a student's residency status is determined is as follows:

- **Admission Application:** The details provided by the student on the admission application are used to derive a student's residency status.
- **Campus Registrar:** A student who is classified as a *non-resident* based on the information entered on the admission application can be considered for *resident* status by submitting the *Application for Resident Classification* to the student's campus Registrar. This form is standardized across all IU campuses and requires at least 2 forms of documentation as well as a written statement and attestation. Additional documentation may be requested upon submission of the application. Once received, the campus Registrar is empowered to classify the student as a *resident* if the student's situation presents unusual circumstances, so long as the Registrar's decision is still within the general scope of this policy, and so long as the student meets the specified criteria to be considered a *citizen or eligible non-citizen*. The campus Registrar will notify the student via email with a residency determination.
- **Committee Appeal:** A student who remains classified as a *non-resident* after submitting the *Application for Resident Classification* to the campus Registrar can appeal the campus' decision to the Standing Committee on Residence (SCOR) by submitting the *Residency Appeal Form*. This form provides the student with an opportunity to submit additional documentation that supports the student's residency claim, including a written statement and an attestation, which will be reviewed by SCOR along with all previously submitted information. Additional documentation may be requested upon submission of the appeal. Once the appeal is submitted, the student will be slated for a personal hearing with the SCOR members via Zoom, and the student will be permitted to be joined by parents, counsel, or other representatives of their choosing so long as the student has provided any additional attendees with 3rd Party Access to the student's account. The SCOR is empowered to classify the student as a resident if the student's situation presents unusual circumstances, so long as the SCOR's decision is still within the general scope of this policy, and so long as the student meets the specified criteria to be considered a *citizen or eligible non-citizen*. The student will receive a decision from SCOR via email within 5 business days from the student's hearing.

The SCOR will be made up of at least 3 members of University Administration to include representatives from the Office of the Vice President for Strategic Operations, the Office of the Vice President for Student Success, and other University Administration units. Each member should be at the equivalent of the Associate Director level or above. The SCOR members will meet at least weekly to hear appeals, and they will designate a Chair for each set of hearings. Administrative support from University Enrollment Services will assist the Chair with arranging hearings, consolidating documentation, and communicating with students. Membership will be determined by the Associate Vice President for University Enrollment Services.

It is the student's responsibility to provide clear and accurate documentation at the time of the request to support any residency petition.

## **Continued Eligibility**

Once classified as a *resident*, a student will maintain *resident* status as long as the student continues to lawfully reside in the United States and to remain continuously enrolled at IU until the student earns a degree. If the student does not remain continuously enrolled and, as a result is required to re-apply to IU, the student's residency status will be re-evaluated based on the information entered in their new application. A student's residency status will also be re-evaluated if the student earns a degree and applies to another program at IU. A student who is classified as a *non-resident* will remain classified as *non-resident* for the extent of the student's degree program unless the student moves to the State of Indiana for a *predominant purpose* and meets all other eligibility criteria to be considered for resident status. To be considered, the student would need to submit the *Application for Resident Classification* to the student's campus Registrar.

## **Accuracy of Information and Student Conduct**

A student who knowingly provides false, incomplete, or misleading information to be classified as a *resident* shall be subject to IU disciplinary action up to and including expulsion, as well as such other penalties provided for by law, and shall be subject to repaying any tuition and fees that would otherwise been assessed in the current and prior semesters. The university reserves the right to reclassify the residency status for any student upon receipt of evidence that the student is not eligible for *resident* status.

## **Definitions**

Terms defined in this section are italicized throughout this policy.

### Citizen

A legal *citizen* is a person born or naturalized in the United States, and who is subject to the jurisdiction thereof.

### Dependent Student

A student who is under the age of 24 on the first day of the full semester in which the student attends classes at IU and who is enrolled in an undergraduate program is considered a *dependent student*. In general, this is a student who is financially reliant on a *parent(s) or legal guardian(s)* and who can be claimed as a dependent by a *parent(s) or legal guardian(s)* on federal taxes. The residency determination for a *dependent student* is based on the *permanent residence* of the *parent(s) or legal guardian(s)*.

### Eligible Non-Citizen

A person who is granted lawful permanent resident status or an eligible immigration status by the Office of U.S. Citizenship and Immigration Services (USCIS) or the Department of Homeland Security (DHS) that would permit the person to establish a *permanent residence* within the United States. One of the following visas would qualify a person to be classified as an *eligible non-citizen*: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, H-1B, H-4, I, L-1, L-2, O-1, O-3, V-1, V-2, and V-3. This definition does not affect other definitions or requirements that may be contained in the Immigration and Nationality Act (INA) or other regulations and laws. Continued eligibility to remain classified as an *eligible non-citizen* depends upon the continued maintenance of such lawful presence.

### Indiana Partner

A *non-resident* student who attends any IU campus except Bloomington and who has a *permanent residence* in a qualifying state may be eligible for a discounted tuition rate through the Indiana Partners program. It is important to note this discount only applies to specific academic programs on each of these campuses and a student may be required to meet specific admission criteria.

### Independent Student

A student who is or will be 24 years old on the first day of the full semester in which the student attends classes at IU, or a student who is enrolled in a graduate or graduate professional program, regardless of age, is considered an *independent student*. A student may also be classified as an *independent student* if the student is married, claims a dependent(s) on federal taxes, is an orphan, is a ward of the court, is legally emancipated, is an unaccompanied youth, or was raised in foster care. In general, this is a student who cannot be claimed as a dependent by a *parent(s)* or *legal guardian(s)* on federal taxes. The residency determination for an *independent student* is based on the *permanent residence* of the *independent student*.

### Non-Resident

A student who does not meet the residency criteria and thus will be charged non-resident tuition and fees.

### Parent(s) or Legal Guardian(s)

A person or persons (e.g., parents) who a *dependent student* lives with the majority of the time. This person may be a legal guardian or any individual who stands *in loco parentis* of the *dependent student* (e.g., aunt, uncle, grandparent, etc.).

### Permanent Residence

The place where an individual establishes a permanent home with the intention to remain in such place for an indefinite period. It is the location the individual lives the majority of the time and is the location the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes. An individual has but one *permanent residence* at any time, and a *permanent residence* cannot be lost until another is gained.

A student who is experiencing homelessness with no fixed residence may still establish a *permanent residence* within a state by providing appropriate documentation regarding their living arrangements, even if such arrangements may be varied.

### Predominant Purpose

The reason a student established a *permanent residence* within the State of Indiana was for a primary purpose other than to establish residency in the State of Indiana for the purpose of attending a higher education institution and paying in-state tuition and fees.

Being a resident in the State of Indiana precedes enrollment in a higher education institution out-of-state. For example, A *dependent student* or *independent student* who established a *permanent residence* in the State of Indiana and who chooses to attend a higher education institution outside the State of Indiana shall be considered a *resident* if the student unenrolls or graduates from that institution, returns to Indiana, and enrolls at IU so long as the student meets the residency criteria listed below. Likewise, a *dependent student* whose *parent(s)* or *legal guardian(s)* moved to Indiana for a *predominant purpose* other than to obtain in-state tuition and fee rates while the student was enrolled in a higher education institution outside the State of Indiana shall be considered a *resident* if the student unenrolls or graduates from that institution, returns to Indiana, and enrolls at IU so long as the student meets the residency criteria listed below, even if the student transitions to *independent student* status.

### Reciprocal County

Several IU campuses have agreements with counties in Ohio (OH) and/or Kentucky (KY) to charge residents of those counties in-state tuition and fee rates. It is important to note that applicable counties vary by participating IU campuses. Thus, a student who is granted *reciprocal county* status at one IU campus may not be granted the same *reciprocal county* status at another campus.

### Resident

A student who meets the residency criteria and will be charged in-state tuition and fees.



## Documentation Needed for Application for Resident Classification

Students seeking residency for fee-paying purposes must submit the completed residency application with photocopies of the following documents:

- State income tax filings for the previous 2 years.
- Mortgage, lease, or rental agreements for the past 2 years.
- State identification card or driver's license.
- Permanent Residency Card if not a U.S. citizen.

If one or more documents cannot be provided, students should provide a detailed explanation on page 4 of this application or attach a separate statement.

The Office of the Registrar will review completed applications within 5 business days. Should further information be needed, the Office of the Registrar will contact students using their **university email address**.

**The Office of the Registrar will use the student's university email address to communicate decisions on residency.**