




The UNIVERSITY of VERMONT

Application for In-State Status

Residency criteria for tuition purposes are required by Vermont State law. Please read The University of Vermont Board of Trustees Residency Regulations on page 2 of this application.

Instructions: Read directions carefully and review all the questions before completing the application. Space is provided on the last page for you to elaborate further on your reasons for seeking in-state classification for tuition purposes. Incomplete forms or lack of acceptable documentation will delay the processing of your application. **Please print legibly.**

 **Provide the supporting documentation requested under each section to support your claim to be a Vermont resident.** Simply completing the Application for In-State Status is not sufficient to prove your residency in Vermont. Documentation is not only crucial, **it is required.** Failure to provide complete and accurate information or failure to submit the required documentation with your application will result in a nonresident classification. Please provide as much information and documentation as you can and sign the application on page 8. All documentation you provide becomes the property of the University and cannot be forwarded or returned.

Common-law domicile is itself not sufficient to establish eligibility for in-state status at the University of Vermont. It is the responsibility of each individual applicant to demonstrate compliance with the University's in-state residency requirements.

Mail or deliver your completed application to: Residency Officer, The University of Vermont, Office of the Registrar, 360 Waterman, 85 South Prospect Street, Burlington, VT 05405. After your completed application and documentation are received, the Residency Officer will review the information within the context of the University's Residency Regulations. You will receive a letter (usually within 2 weeks) notifying you of your residency classification for tuition purposes. If your classification is out-of-state, you will be given information about the appeal process. A student must first apply for and be denied residency before attempting an appeal. **Make a copy of this application for your personal records.**

Priority date for residency applications: 14 days before the last day to register for the semester. Due to the high volume in our office immediately before and during registration, we cannot guarantee that applications received or completed after the priority date will be processed before the tuition payment due date. If your residency status has not been resolved before your payment due date, you must contact Student Financial Services regarding payment of your bill. Late applications will be processed on a first-come, first-served basis. If your application is received after the last day of registration, it will be considered for the next semester.

For Office Use Only

Initial Decision		Appeal Decision	
Status:	Date:	Status:	Date:
Effective:	Semester:	Effective:	Semester:
Change status date:		Change status date:	
Notified:		Notified:	

IN-STATE STATUS REGULATIONS

The Vermont Legislature has established a lower rate of tuition for students who are Vermont residents. These regulations define eligibility requirements for in-state status classification. All students at The University of Vermont and State Agricultural College (UVM) shall be assigned an in-state or out-of-state status classification consistent with these regulations. Vermont domicile must be established for a student to be eligible for in-state status.

In-State Classification Rules

1. Domicile shall mean a person's true, fixed, and permanent home. It is the place at which one intends to remain indefinitely and to which one intends to return when absent.
2. As one element of domicile, a student must reside in Vermont continuously for one year prior to the semester for which in-state status is sought.
3. A residence established for the purpose of attending UVM shall not by itself constitute domicile.
4. An applicant becoming a student within one year of first moving to the state shall have created a rebuttable presumption that residency in Vermont is for the purpose of attending UVM and/or acquiring in-state status for tuition purposes.
5. A domicile or residency classification assigned by a public or private authority neither qualifies nor disqualifies a student for UVM in-state status. Such classification may be taken into consideration, however, in determining the student's status at UVM.
6. It shall be presumed that a student who has not reached the age of majority (18) holds the domicile of his/her parents or legal guardian(s).
7. Receipt of financial support by a student from his/her family shall create a rebuttable presumption that the student's domicile is with his/her family, regardless of whether the student has reached the age of 18.
8. A student who has not reached the age of 18 whose parents are legally separated or divorced shall be rebuttably presumed to hold the domicile of the parent with legal custody.
9. A student of parents legally separated or divorced may be granted in-state status if a noncustodial or joint custodial parent is domiciled in Vermont and has contributed more than 50 percent of financial support for at least one year prior to the semester for which in-state status is sought.
10. The burden of proof as to eligibility for in-state status rests with the student. Eligibility must be established by clear and convincing evidence.

In-State Status Classification Documentation

11. The student must submit with the application form all relevant information.
12. The classification decision shall be based upon information furnished by the student, information requested of the student, and other relevant information available consistent with University policies and procedures and legal guidelines.
13. Testimony, written documents, affidavits, verifications, and/or other evidence may be requested.
14. The student's failure to produce information requested may adversely affect the decision for in-state status.
15. A student or others furnishing information may request the deletion from documents of irrelevant private data.

In-State Status Classification Appeals

16. The decision of the Residency Officer must be appealed in writing to the Residency Appellate Officer within thirty (30) calendar days of the date of the Residency Officer's written decision. Appeal to the Residency Appellate Officer is the final appeal at UVM.

In-State Status Reclassification

17. A student who does not qualify for in-state status classification may reapply for such classification each subsequent semester.
18. In-state status classification becomes effective the first semester following the date of successful application.

Re-Examination of Classification Status

19. Classification status may be re-examined upon the initiative of the Residency Officer in the exercise of sound discretion. Circumstances such as periodic enrollment may be cause for re-examination.

SECTION 1 – APPLICANT IDENTIFICATION INFORMATION

TO BE COMPLETED BY ALL APPLICANTS

IDENTIFICATION

STUDENT'S NAME (LAST, FIRST, MIDDLE) _____

SOCIAL SECURITY NUMBER _____

For what term are you now seeking in-state status? Fall Spring Summer / Year _____

I am:

- A New Student
- A Continuing Student
- A Returning Student
- An Applicant
- Registered for a class

In:

- An Undergraduate College or School
- The Graduate College
- The College of Medicine
- Continuing Education
- The Post-Baccalaureate Pre-Medical Program
- The Post-Baccalaureate Teacher Preparation Program
- A Continuing Education Certificate Program

If you are a continuing or former student, when did you first enroll at The University of Vermont?

Fall Spring Summer / Year _____

If you are not a continuing or former student, have you previously applied for admission to The University of Vermont? YES NO

If yes, what was the semester of your most recent application? Fall Spring Summer / Year _____

Have you previously applied for in-state status at The University of Vermont? YES NO

If yes, what was the semester of your most recent application? Fall Spring Summer / Year _____

ADDRESS FOR REPLY (STREET, CITY, STATE & ZIP)

PERMANENT ADDRESS (STREET, CITY, STATE & ZIP)

LOCAL PHONE NUMBER _____

AGE _____ BIRTHDATE _____ PLACE OF BIRTH _____

Person(s) with whom you live: (check one)

father and mother father only mother only spouse/partner in civil union other (specify)

ARE YOU A CITIZEN OF THE UNITED STATES? YES NO

If you are not a U.S. citizen, what is your visa type? _____ Date of issue _____

Do you hold permanent or temporary resident immigration status? YES NO

Do you hold "Refugee-Parolee," "Conditional Entrant," or "PRUCOL" status? YES NO

If you are not a U.S. citizen but hold permanent resident immigration status, temporary resident status, or refugee status, attach a copy of both sides of your Resident Alien Card, Form I-94, Temporary Resident Card or other verification of your status with the Immigration and Naturalization Service (INS).

EDUCATION

Did you graduate from a Vermont high school? YES NO

IF YES, NAME AND LOCATION OF HIGH SCHOOL: _____

PLEASE LIST ALL INSTITUTIONS OF HIGHER EDUCATION YOU HAVE ATTENDED IN CHRONOLOGICAL ORDER.			
INSTITUTION (S)	DATES ATTENDED		Were you assessed in-state tuition? PROVIDE DOCUMENTATION
	From mm/dd/yy	To mm/dd/yy	
	From	To	<input type="checkbox"/> YES <input type="checkbox"/> NO
	From	To	<input type="checkbox"/> YES <input type="checkbox"/> NO
	From	To	<input type="checkbox"/> YES <input type="checkbox"/> NO

If you have been out of Vermont to attend a private high school or a college or university, the following must be submitted with the residency application:

1. Verification that you resided in Vermont for a minimum of one year before leaving the state to attend school.
2. Verification from the out-of-state college or university that you were enrolled as a nonresident and you paid nonresident tuition. (If enrolled in a private school, provide verification of enrollment).
3. Proof that you maintained ties with Vermont (such as driver's license, vehicle registration, bank accounts, voter registration, maintenance of personal belongings) and that you did not take steps to establish a domicile in another state.

APPLICANT STATUS

Are you applying for in-state status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Vermont for at least one year? YES NO

If yes, you do not need to complete SECTION 2 of this form. Your parent or legal guardian must complete SECTION 3 and you must complete SECTIONS 1 and 4.

Are you applying for in-state status as the child of a noncustodial or joint custodial parent who has maintained a bona fide domicile in the State of Vermont for at least one year? YES NO

Has this parent contributed more than 50 percent of your financial support for at least one year prior to the semester for which in-state status is sought? YES NO

If yes, you do not need to complete SECTION 2 of this form. Your parent or legal guardian must complete SECTION 3 and you must complete SECTIONS 1 and 4.

Are you applying for in-state status as a financially independent student? YES NO

If yes, you must sign the following statement and complete SECTIONS 1, 2, 3 and 4 of this form. If no, you need to have the person who provides your financial support complete SECTION 3.

I have not been and will not be claimed as an exemption for federal income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately before the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately before the year in which this application is made.

 Signature Date City State

SECTION 2 – INDEPENDENT STUDENT INFORMATION

TO BE COMPLETED BY APPLICANTS CLAIMING FINANCIAL INDEPENDENCE

INTENT

1. Did you come to Vermont primarily to attend school? YES NO
2. Were you transferred to Vermont or did you come to Vermont to accept an offer of full-time employment? YES NO
 IF YES, ATTACH A PHOTOCOPY OF CONTRACT OR OTHER PROOF OF EMPLOYMENT EFFECTIVE DATE
3. Did you come to Vermont primarily to work full-time, practice a profession or conduct a full-time business? YES NO

How are you financing the cost of your education and living expenses? List all sources of financial support received during the 12-month period preceding enrollment (employment, spouse/partner in civil union's employment, parents, loans, savings, etc.) You should show your plan to continue independently financing your education.		
Sources of Income	Amount Previous Calendar Year Jan-Dec _____	Amount Current Calendar Year Jan-Dec _____
Your earnings		
Your savings		
From father		
From mother		
From guardian		
From other relatives		
Trust/educational fund		
Financial Aid awards		
Other (Specify)		

To substantiate your financial independence, you are required to submit appropriate documentation. It is to your benefit to include as many of the following documents as possible:

1. A true and correct copy of your state and federal income tax return for the calendar year immediately before the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.
2. A true and correct copy of all W2 forms filed for the previous calendar year.
3. Other documented financial resources. Such other resources may include, but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of your spouse/partner in civil union.
4. If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardian(s), or person or persons who had legal custody of you for the calendar year immediately before the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.
5. If you are 24 or younger and married or partner in a civil union, provide proof of your marriage or civil union.

SECTION 3 – PROOF OF ELIGIBILITY

TO BE COMPLETED BY THE STUDENT IF CLAIMING FINANCIAL INDEPENDENCE. IF AN APPLICANT IS CLAIMING ELIGIBILITY FOR IN-STATE STATUS BASED ON THE PRESENCE IN VERMONT OF A FAMILY MEMBER OR LEGAL GUARDIAN, THAT PERSON MUST COMPLETE THIS SECTION.


This section is being completed by: _____

Full legal name of person(s) completing this section.

APPLICANT

OR CHOOSE FROM THE FOLLOWING:


- BIOLOGICAL OR ADOPTIVE FATHER WHO CLAIMS APPLICANT AS A DEPENDENT
- BIOLOGICAL OR ADOPTIVE MOTHER WHO CLAIMS APPLICANT AS A DEPENDENT
- LEGAL GUARDIAN
- BIOLOGICAL OR ADOPTIVE FATHER WHO IS A NONCUSTODIAL OR JOINT CUSTODIAL PARENT
- BIOLOGICAL OR ADOPTIVE MOTHER WHO IS A NONCUSTODIAL OR JOINT CUSTODIAL PARENT
- OTHER _____ (please describe)

 Verification of the student's dependent status or your contribution of financial support must be documented (custody, support, guardianship decrees or agreements, etc.).

Date Vermont became your permanent home: ____ / ____ / ____


List chronologically your employment and physical residence for the last five years. If you were not employed, list your physical residence. Attach additional page if necessary.

DATES OF EMPLOYMENT		OCCUPATION		PHYSICAL RESIDENCE
mm/dd/yy	mm/dd/yy	Employer	Job Title, Job Description	City, State
From	To			
From	To			
From	To			

 Provide proof of your presence in Vermont for the past 12 months (for example, lease or home purchase agreements, cancelled rent checks, rent receipts, letters from landlords).

Over the past three years have you been absent from the state for a period of more than 30 days? YES NO
If yes, list the dates and reason(s) for such absences.

DATES OF ABSENCE		LOCATION		PURPOSE OF ABSENCE
mm/dd/yy	mm/dd/yy	City	State	
From	To			
From	To			
From	To			

 Military/Civil Service Personnel Who Have Been Out of State:

- Provide documented evidence that you resided in Vermont for a minimum of one year before leaving the state for military or civil service assignment and that you are currently in the military or civil service. Include military home of record and/or state of legal residence certification.
- Provide evidence that Vermont is your tax state and that you have not established resident status in any other state or the District of Columbia.
- Provide verification that you have maintained some ties with Vermont while out of state (for example, proof of voter registration, driver's license, vehicle registration, bank accounts, or property ownership).

Do you own residential property in Vermont? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF PURCHASE (mm/dd/yy)	ADDRESS OF PROPERTY	ATTACH COPY OF MOST RECENT PROPERTY TAX BILL AND/OR DEED
Do you maintain a home(s) in another state? <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST STATE (S)		

For the past 5 years, list the State income tax returns YOU have filed. Include ONLY if tax return was actually filed for those years and states. IF YOU DID NOT FILE IN VERMONT IN THE PAST 12 MONTHS, PLEASE STATE THE REASONS.				
Income Tax Year	State(s) filed to	Filed as		Did not file for this year
		Resident	Non-Resident	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submit a signed and dated copy of your federal and state income tax returns for the most recent year filed.

Are you registered to vote in the state of Vermont? YES NO

IF YES, ATTACH A COPY OF YOUR REGISTRATION FROM YOUR TOWN CLERK DOCUMENTING THE DATE OF REGISTRATION. IF YOUR VOTER REGISTRATION IS NOTED ON YOUR VERMONT DRIVER'S LICENSE, A COPY OF THAT LICENSE WILL BE SUFFICIENT DOCUMENTATION.

Do you own or use any motor vehicle registered in the state of Vermont? YES NO

IF YES, ATTACH A PHOTOCOPY OF YOUR LATEST MOTOR VEHICLE REGISTRATION (NOT THE TITLE).

Do you have a Vermont driver's license? YES NO

IF YES, ATTACH A PHOTOCOPY OF YOUR MOTOR VEHICLE OPERATOR'S LICENSE AND EVIDENCE OF THE DATE OF ISSUE.

Mark "yes" for the items you have had for the entire preceding 12 months.		
Have you had any of the following for the entire preceding 12 months:	YES	NO
• a valid Vermont Identification Card? (issued by DMV for non-drivers)	<input type="checkbox"/>	<input type="checkbox"/>
• a checking account with a financial institution in Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a savings account with a financial institution in Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a professional license(s) in Vermont (physician, nurse, engineer, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

You must attach a photocopy of each item in the above question that you have had for less than one year.

Mark "yes" for the items you have had at any time during the preceding 12 months.		
Have you had any of the following at any time during the preceding 12 months?	YES	NO
• a valid driver's license outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a valid state Identification card outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a motor vehicle registered outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a voter registration outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a checking account with a financial institution outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a savings account with a financial institution outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>
• a professional license(s) valid outside the State of Vermont?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "yes" to any of the items in the question above, attach a written explanation stating whether this item is currently maintained outside of Vermont and, if so, why it is not maintained within Vermont.

SECTION 4 – APPLICANT’S STATEMENT

TO BE COMPLETED BY ALL APPLICANTS

Why do you feel you are eligible to pay tuition at The University of Vermont at the in-state rate? What was your reason for first moving to Vermont? Has this changed? If so, when and how? Using The University of Vermont Board of Trustees regulations on page 2 of this application, please discuss those regulations that apply to your specific situation. You should provide detailed information about your previous history in Vermont, family ties, and any special circumstances that may exist. Attach additional pages if needed.

I certify that all information I have included in this application is true to the best of my knowledge.

I acknowledge that The University of Vermont may verify the information I have given in this application.

NOTE: Any willfully false statements made in this application are considered a serious offense of fraud against the University, punishable in accordance with the rights and responsibilities sections of The University of Vermont *Cat’s Tale*, the laws of the State of Vermont, or both.

DATE

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT OR GUARDIAN COMPLETING THIS FORM (IF APPROPRIATE)