



The University of Vermont

## **Application for In-State Status**

Updated October 2014

We at the University of Vermont realize that the outcome of a residency classification for tuition purposes is a critical factor for many students in their application and enrollment decisions. In this application, you will find several answers to frequently asked questions, a list of instructions, and an outline of the Residency process. Please take a moment to read the first three pages of the application before proceeding to complete the Application for In-State Status.

**Determination of Residency:** All students at, or applicants to, the University of Vermont are classified as either In-State or Out-of-State residents for tuition purposes under The University of Vermont Board of Trustees Residency Regulations. Students who are assigned an In-State classification, under the Regulations, pay a lower rate of tuition than those who are classified as Out-of-State students. The Residency Regulations are applied uniformly to all students throughout the University's colleges and schools.

The University of Vermont Board of Trustees, in accordance with Vermont State law, sets the criteria to differentiate between In-State and Out-of-State students for the purpose of tuition assessment. There is no federal legislation governing state tuition classification. Therefore, it is possible that a student may not qualify for In-State tuition status in any state. Your status at the University of Vermont is governed solely by Vermont law.

**Independent Classification:** Determinations of In-State status for the purpose of tuition assessment by the University of Vermont are independent of the criteria used by other state authorities, or institutions to determine residency for purposes such as income and property tax liability, driving, and voting. Those determinations may or may not be the same as the determination of your status for tuition purposes.

**Establishing Domicile and Reclassification:** You must establish that you are domiciled in Vermont, pursuant to UVM's Residency Regulations, before you will be entitled to pay In-State tuition rates. If the University questions your domicile as stated in Regulation 1, you will need to document your eligibility to be classified as an In-State student by filing the Application for In-State Status in a timely manner. In doing so, you must provide clear and convincing evidence that you have satisfied all Residency Regulations, and as a result are eligible for In-State status. All applicants for admission, as well as currently enrolled students, may be asked to complete an Application for In-State Status at the discretion of the University Residency Officer.

**Applicant Responsibilities:** You must answer all questions on the application and attach all relevant supporting documentation. Failure to provide complete and accurate information, or failing to submit supporting documentation, may delay the processing of your application and/or result in an Out-of-State classification. In addition to the types of supporting documentation mentioned in the Application, please include any additional information you feel will help support your Application for In-State Status.

**Instructions:** Read the directions carefully and review all the questions before completing the Application. Space is provided on the last page for you to elaborate on your reasons for seeking In-State classification for tuition purposes. Incomplete forms or lack of supporting documentation will delay processing.

**Provide Supporting Documentation:** Simply completing the Application for In-State Status is not sufficient to successfully demonstrate your eligibility for In-State tuition status. Please provide as much information and documentation as you can, and sign the Application on pages 4 and 10. A list of commonly submitted supporting documentation, which may be helpful to the University Residency Officer, has been provided at the end of this Application. Only non-stapled copies of supporting documentation should be submitted.

Common-law domicile, as outlined in Regulation 5, 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 Regulations.

**Deadline for Residency Application: Last day of ADD/DROP each semester.** An application may be submitted as early as 75 days in advance of the first day of classes for a semester, unless otherwise requested by the University Residency Officer. Applications are processed on a first-come, first-served basis. Due to the high volume in our office immediately before and during registration, we cannot guarantee that applications received by this deadline 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.** \*All applications received after the last day of the Add/Drop deadline will be considered for the following semester for which the student is enrolled.

**Mail or Deliver Your Completed Application:** Once your completed Application is received, the University Residency Officer will review the information within the context of the University's Residency Regulations. You will receive a decision letter (typically within 2-3 weeks) notifying you of your classification for tuition purposes. If your classification is Out-of-State, you will be given information regarding the University's residency appeal process. A student must first apply for, and be denied In-State tuition status, before attempting an appeal.

\*Please note that even though parent(s), guardian(s), or others may assist you in completing this Application, all communication will be with the student applicant directly.

**Mailing:** University Residency Officer  
85 So. Prospect Street  
Waterman 360  
Burlington, VT 05405

**Delivery:** Student Service Center  
3<sup>rd</sup> Floor Waterman Building  
85 So. Prospect Street  
Burlington, VT 05405

If you have any questions regarding this application please feel free to contact the University Residency Officer at (802) 656 -8515 or email your questions to [regres@uvm.edu](mailto:regres@uvm.edu) attn.: University Residency Officer

**Please make a copy of this Application for your personal records.** All materials you submit become the property of the University of Vermont and will not be returned or forwarded. The information contained in the Application for In-State Status, as well as all supporting documentation, is confidential and used only by the Residency Office. Your file will be maintained in accordance with the University's Record Retention Policy, and will be kept confidential to the extent permitted by law.

# IN-STATE STATUS REGULATIONS

## **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. In addition to establishing domicile, an in-state status applicant must reside in Vermont continuously for one full year prior to the semester for which in-state status is sought.
3. A residence or domicile established for the purpose of attending UVM shall not qualify a student for in-state status.
4. An in-state status applicant who applies for admission or registers for class 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 other than UVM 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.

## **Residency Rules for Members of the Armed Forces and Their Family Members**

In compliance with the Higher Education Opportunity Act, the following rules and definitions apply for members of the armed forces, their spouses and dependent children:

1. A member of the armed forces who is on active duty for a period of more than 30 days and whose domicile or permanent duty station is in Vermont, or his or her spouse or dependent children, will be charged tuition at the in-state rate.
2. The member of the armed forces or his or her family member eligible for in-state tuition under this paragraph will continue to be eligible for in-state tuition as long as the individual is continuously enrolled, even if there is a

subsequent change in the permanent duty station of the member to a location outside of the State of Vermont.

3. For purposes of this Rule for members of the armed forces the following definitions apply:
  - a. "Armed Forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.
  - b. "Active duty for a period of more than 30 days" means active duty under a call or order that does not specify a period of 30 days or less.
  - c. "Active duty" means full-time duty in the active military service of the United States and includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

## **In-State Status Classification Documentation**

11. The student must submit with the Application for In-State Status all relevant information.
12. The classification decision shall be made by the Residency Officer 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. Additional documents and/or verifications 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 internal appeal at UVM.

## **In-State Status Reclassification**

17. A student who does not qualify for in-state status classification may reapply for such classification once each semester by submitting an Application for In-State Status to the Residency Officer.
18. In-state status reclassification becomes effective for the semester for which the successful application was made, provided that the Application for In-State Status was received on or before the last day to add/drop classes for that semester. An application may be submitted as early as 75 days in advance of the first day of classes for a semester. Approved residency reclassification will not be applied retroactively to previous terms.

## **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



## **Application for In-State Status**

Updated October 2014

**\*Please make a copy of this Application for your records. Please DO NOT include pages 1, 2, 3, 11, and 12 when submitting your completed Application. In addition, please DO NOT staple any supporting documentation together.**

### **Applicant Status**

Please indicate which status you believe to be applicable to your situation below, for consideration by the University's Residency Officer, in light of the Residency Regulations and the content of your Application.

**Dependent Student:** A dependent student's residency is based upon the residency of the person upon whom they are dependent, as follows:

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

I am 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

**If yes, you must sign the below statement and your parent(s) or legal guardian(s) must complete SECTIONS B and C and you must complete SECTIONS A and D.**

**Financially Independent Student:** One in his or her majority (18 years of age or older) or an emancipated minor, whose predominant source of income is his/her own earnings or income from employment, investments, or payments from grants, scholarships, or commercial loans.

I am applying for in-state status as a financially independent student?  YES  NO

I certify that 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.  YES  NO

I have not received, and will not receive, financial assistance in cash or in kind of any amount equal to or greater than that which I would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current calendar year and for the calendar year immediately before the year in which this application is made.  YES  NO

**If yes, you must sign the following statement and complete SECTIONS A, B, C and D of this form. If no, you need to have the person who provides your financial support complete SECTIONS B and C.**

**Statement:** I certify that all information provided and all statements made in all sections of this application are true and correct to the best of my knowledge.

I understand that if I provide false information or withhold relevant information in order to obtain the resident tuition rate, UVM may revoke its determination of eligibility for the in-state tuition rate and that I will owe out-of-state tuition to the University for each semester or session that I have attended under these circumstances. I also may be subject to disciplinary action through the Center for Student Ethics and Standards.

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Name (Print)

Signature

Date

***Date Vermont became your permanent home:*** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Please provide documentation supporting this date, see pages 11 and 12)

# SECTION A – Applicant Identification Information

To be completed by **ALL** Applicants

## 1) Identification

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Student ID Number (95#)

\_\_\_\_\_  
College

\_\_\_\_\_  
Major/Minor

\_\_\_\_\_  
Anticipated Graduation Date

SEMESTER SEEKING IN-STATE STATUS:     Fall    Spring    Summer   Year: \_\_\_\_\_

**Applications are due by the last day of the Add/Drop period for the semester you are seeking reclassification**

I am:

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

In:

- An Undergraduate College or School
- The Graduate College
- The College of Medicine
- Continuing and Distance Education (Non-Degree)
- Continuing and Distance Education (Certificate Student)

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

Fall    Spring    Summer   Year: \_\_\_\_\_   Were there any breaks in your enrollment?    YES    NO

Have you previously applied for admission to The University of Vermont?

YES    NO   When? \_\_\_\_\_

Have you previously submitted an Application for In-State status at UVM?    YES    NO   When? \_\_\_\_\_

\_\_\_\_\_  
Address for Reply (Street, City, State & ZIP Code)

\_\_\_\_\_  
Permanent Address (Street, City, State & ZIP Code)

\_\_\_\_\_  
Parent/ Legal Guardian #1 Address  
(Name, Street, City, State & ZIP Code)

\_\_\_\_\_  
Parent/ Legal Guardian #2 Address  
(Name, Street, City, State & ZIP Code)

\_\_\_\_\_  
Local Phone Number

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Age

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Place of Birth

Person(s) with whom you live: (please specify) \_\_\_\_\_

Are your parent's divorced?    YES    NO   If Yes, who is the custodial parent/guardian? (Please attach Divorce Decree)

Are you a Citizen of the United States?    YES    NO

If you are not a U.S. Citizen, what is your VISA type? \_\_\_\_\_ VISA # \_\_\_\_\_ Date of issue \_\_\_\_\_

Do you hold permanent or temporary resident immigration status?    YES    NO   (Please attach documents)

## SECTION B – Student Financial Information

To be completed by **ALL** Applicants or by the Parent(s) or Legal Guardian on the students behalf.

### Income and Expenses (Student)

- 1) Have you received, or anticipate receiving, financial aid?  YES  NO
- 2) Do you receive financial support from family members?  YES  NO
- 3) When is the last tax year you were claimed as a dependent on your parent(s) tax returns? \_\_\_\_\_

For the section below, fill out the dollar amounts to the best of your ability.

A. List your sources of income (in dollars) for the <u>previous calendar year</u>	<u>Total Amounts Received</u>
Parent(s) or Legal Guardian(s)	
Other Relatives	
Earnings (Wages)	
Personal Savings (list sources)	
Trust/ Educational Savings (list sources)	
Financial Aid Awards	
Other (Specify)	

**Grand Total Income:** \$ \_\_\_\_\_

B. List your anticipated expenses (in dollars) for the <u>upcoming/ or current academic year</u>	<u>Total Amounts of Anticipated Expenses</u>
Tuition and Fees	
Books and Supplies	
Living Expenses (Rent, Food, etc.)	
Transportation	
Insurance (Car and Health)	
Miscellaneous (Specify)	

**Grand Total of Estimated Expenses:** \$ \_\_\_\_\_

C. List your estimated sources of income (in dollars) for the <u>current calendar year</u>	<u>Total Amounts of Estimated Sources of Income</u>
Parent(s) or Legal guardian(s)	
Other Relatives	
Earnings (Wages)	
Personal Savings (list sources)	
Trust/ Educational Savings (list sources)	
Financial Aid Awards	
Other (Specify)	

**Grand Total of Estimated Income:** \$ \_\_\_\_\_

# SECTION C – Proof of Eligibility


To be completed by the Student and/or Parent(s) or Legal Guardian.

This section is being completed by: \_\_\_\_\_  
 Full legal name of person(s) completing this section.

Applicant

AND/OR CHOOSE FROM THE FOLLOWING:

- Biological or adoptive Father(s) who claims applicant as a dependent
- Biological or adoptive Mother(s) who claims applicant as a dependent
- Legal Guardian(s)
- 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 and your financial contributions must be documented and submitted with this completed application.  
 (For example; legal custody agreement, child support, guardianship/divorce decrees or agreements, etc.)


**Date Vermont became your permanent home:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## 1) Education (Student)

Did you (student) come to Vermont to attend school?  YES  NO

Did you (student) graduate from a Vermont high school?  YES  NO

Name and Location of your High School (City & State): \_\_\_\_\_

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
	mm/dd/yyyy	mm/dd/yyyy	
	From:	To:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Private Institution
	From:	To:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Private Institution
	From:	To:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Private Institution

## 2) Employment - Student and Parent(s)/Legal Guardian(s)

List chronologically your employment and physical residence for the last three years. If you were not employed, list your physical residence and how you were financially supported yourself during those times. Attach additional page if necessary.				
<u>Dates of Employment</u> (Student)		<u>Occupation</u>		<u>Physical Residence</u>
mm/dd/yy	mm/dd/yy	Employer	Job Title, Job Description	City, State
From:	To:			
From:	To:			
From:	To:			

List chronologically your parent(s) employment and physical residence for the last five years. If you were not employed, list your physical residence and how you financially supported yourself during those times. **To be completed if the student is 24 or younger.**

<u>Dates of Employment</u> <b>(Parent/ Legal Guardian #1)</b>		<u>Occupation</u>		<u>Physical Residence</u>
mm/dd/yy	mm/dd/yy	Employer	Job Title, Job Description	City, State
From:	To:			
From:	To:			
From:	To:			

List chronologically your parent(s) employment and physical residence for the last five years. If you were not employed, list your physical residence and how you financially supported yourself during those times. **To be completed if the student is 24 or younger.**

<u>Dates of Employment</u> <b>(Parent/ Legal Guardian #2)</b>		<u>Occupation</u>		<u>Physical Residence</u>
mm/dd/yy	mm/dd/yy	Employer	Job Title, Job Description	City, State
From:	To:			
From:	To:			
From:	To:			

Were you or your parent(s)/legal guardian(s) and/or their partner/spouse transferred to Vermont or 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 dates.

Did you or your parent(s)/legal guardian(s) come to Vermont primarily to work full-time, practice a profession or conduct full-time business?  YES  NO

**3) Absences from the State of Vermont - Student (if Independent) or Parent(s)/ Legal Guardian (if Dependent)**

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. (Include vacations, education, employment, military absence, etc.)

Dates of Absence		Location		Purpose of Absence
mm/dd/yy	mm/dd/yy	City	State	
From	To			
From	To			

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

- Provide documented evidence that you have remained a Vermont resident
- \*Please see the last page of the Application for a list of documentation that should be provided



**4) Residential Property - Student (if Independent) or Parent(s)/ Legal Guardian (if Dependent)**

Do you own a primary 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 Deed
Do you maintain a non-primary residence in Vermont or another state? (including vacation homes) <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 Deed

Are any of the above aforementioned properties non-residential (secondary/vacation) homes?  YES  NO

Do you rent/lease your home/apartment?  YES  NO

If yes, how long have you lived there? \_\_\_\_\_ years \_\_\_\_\_ months Starting \_\_\_\_/\_\_\_\_/\_\_\_\_

**5) Income Tax Returns (Student)**

For the past 4 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 for not doing so.**

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"/>

**\*If you are 24 or younger, provide a true and correct copy of the first and signature pages of the state and federal tax return of your parent(s), legally appointed guardian(s) or person(s) who had legal custody of you for the calendar year immediately before the year in which this application is made.**

**Please provide a true and correct copy of your first and signature page of all State(s) and Federal Tax Returns.**

When is the last tax year you were claimed as a dependent on your parent(s)/legal guardian(s) tax returns? \_\_\_\_\_

**6) Documentation (See last 2 pages)**

Do you have a Vermont driver's license or valid Vermont Identification Card (for non-drivers)?  YES  NO

📄 If YES, Attach a photocopy of your motor vehicle operator's license or identification card with evidence of the date of issue.

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

📄 If YES, Attach a copy of your Voter Registration from your Town Clerk documenting the date of registration.

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 hold any professional license(s)? (physician, nurse, teacher, engineer etc.)  YES  NO

📄 If YES, Attach a photocopy of the professional license(s)

Have you been married in the state of Vermont?  YES  NO

📄 If YES, Attach a photocopy of your marriage certificate(s).

## SECTION D – Applicant’s Statement

To be completed by **ALL** Applicants

- 1) Why do you feel you qualify as an in-state student for tuition purposes? What was your reason for first moving to Vermont? Has this changed? If so, when and how?
- 2) Using The University of Vermont Board of Trustees Residency Regulations, please discuss those regulations that apply to your specific situation.

-Please also provide detailed information about your previous history in Vermont, family ties, and any special circumstances that may exist. Attach additional pages if needed

**\*PLEASE ATTACH YOUR RESPONSES TO THE BACK OF YOUR COMPLETED APPLICATION FOR IN-STATE STATUS**

**Statement:** I certify that all information provided and all statements made in all sections of this application are true and correct to the best of my knowledge. I acknowledge that The University of Vermont will verify the information provided within this Application for In-State Status and that any willfully false statements, or information omitted and/or altered, within this Application are considered a serious offence of fraud against the University, punishable in accordance with the Code of Student Rights and Responsibilities, the laws of the State of Vermont, or both.

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

\_\_\_\_\_  
Date Signature of Parent(s) or Legal Guardian Completing this form (if appropriate)

\_\_\_\_\_  
Date Signature of Parent(s) or Legal Guardian Completing this form (if appropriate)

If you have any questions regarding this application please feel free to call the University Residency Officer at (802) 656 -8515 or email your questions to [regres@uvm.edu](mailto:regres@uvm.edu)

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**OFFICIAL USE ONLY:** to be completed by the University Residency Officer at the University of Vermont.

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Date Entered into Database: \_\_\_\_\_

SFAREGS: \_\_\_\_\_ SGASTDN: \_\_\_\_\_ SAAADMS: \_\_\_\_\_ Notes/App: \_\_\_\_\_

Access: \_\_\_\_\_ Spreadsheet: \_\_\_\_\_ Scan: \_\_\_\_\_ Process Complete: \_\_\_\_\_

## Supporting Documentation

The documentation listed below may be helpful to the University Residency Officer and/or required when evaluating your Application for In-State Status. You are encouraged to submit clear copies of as many of the documents listed below, if applicable to your situation. The burden of proof as to eligibility for in-state status rests with the student. Eligibility must be established by clear and convincing evidence. The column on the left indicates the type of supporting documentation and the columns on the right indicate who should supply them. \*Please do not submit these last 2 pages with your completed Application.

<b><u>SUPPORTING DOCUMENTS</u></b>	<b>DEPENDENT STUDENTS Documents should come from:</b>	<b>INDEPENDENT STUDENTS Documents should come from:</b>
<b>Proof of Citizenship or Permanent Residency</b> Any ONE of the following is acceptable: <ul style="list-style-type: none"> <li>- U.S. Birth Certificate</li> <li>- U.S. Passport (must be signed and unexpired)</li> <li>- Certificate of Naturalization/ Citizenship</li> <li>- Alien Registration Receipt Card with Picture</li> </ul>	Student	Student
<b>Non- U.S. Citizen</b> <ul style="list-style-type: none"> <li>- Copy of VISA (Must not be expired)</li> </ul>	Student AND Parent(s)/ Legal Guardian(s)	Student
<b>Driver's License or Vermont Identification Card (for non-drivers)</b> <ul style="list-style-type: none"> <li>- Copy of Driver's License or Vermont Identification Card</li> </ul>	Student AND Parent(s)/ Legal Guardian(s)	Student
<b>Income Taxes Filed</b> <ul style="list-style-type: none"> <li>- A copy of the first and last page of Form 1040A U.S. Individual Income Tax Return for the previous fiscal year, signed and dated</li> <li>- A copy of the first and last page of all State Income Tax Return(s) for the previous fiscal year, signed and dated</li> </ul>	Student AND Parent(s)/ Legal Guardian(s)	Student AND Parent(s)/ Legal Guardian(s)
<b>Proof of Housing (Reflecting 12 consecutive months prior to start of semester)</b> <ul style="list-style-type: none"> <li>- Copy of signed lease agreement (name should be listed on the lease)</li> <li>- *If lease expires before the start of the semester please include a copy of the renewal, extension, or new lease</li> <li>- If no lease, a notarized letter from the landlord</li> <li>- Copy of deed to house or proof of home ownership</li> <li>- Most recent copy of Property Tax Bill</li> </ul>	Parent(s) / Legal Guardian(s)	Student
<b>Proof of Established Utilities/ Services</b> If applicable, you may provide copies for several of the following types of services for your Vermont residence. For each service selected, it is helpful to submit a copy of your first AND most current statement, with any additional explanations necessary. <ul style="list-style-type: none"> <li>- Electric Bill</li> <li>- Gas/Heating Bill</li> <li>- Water Bill</li> <li>- Telephone Bill (Cellphone or Landline)</li> <li>- Credit Card Statement</li> <li>- Home/Auto Insurance</li> <li>- Bank Account Statements</li> </ul>	Parent(s) / Legal Guardian(s)	Student
<b>Miscellaneous</b> If applicable, you may wish to provide a copy of the following: <ul style="list-style-type: none"> <li>- Vehicle registration</li> <li>- Voter registration</li> <li>- W-2 Form(s) (from the previous tax year)</li> </ul>	Student AND Parent(s)/ Legal Guardian(s)	Student

<b><u>SUPPLEMENTAL DOCUMENTATION (Where applicable)</u></b>	<b>DEPENDENT STUDENTS Documents should come from:</b>	<b>INDEPENDENT STUDENTS Documents should come from:</b>
<b>Graduate Students</b> <ul style="list-style-type: none"> <li>- TA/RA/GA/Fellow – copy of Graduate Tuition Remission/Scholarship Verification Form or department appointment letter for the academic year.</li> </ul>	Student	Student
<b>Noncustodial or Joint Custodial Parents</b> <ul style="list-style-type: none"> <li>- Copy of parent(s) Divorce Decree</li> </ul>	Parent(s) / Legal Guardian(s)	Parent(s) / Legal Guardian(s)
<b>Full time active members of the Armed Forces and Their Family Members</b>  Evidence of service if you have been absent from the state for a period of more than 30 days and; <ul style="list-style-type: none"> <li>- Official military travel orders assigning you, while serving on active duty, to a permanent duty station in Vermont.</li> <li>- Evidence that Vermont was your Home of Record, and evidence of your current residence when entering service. (provide LES)</li> </ul>	Student <b>OR</b> Parent(s) / Legal Guardian(s)	Student
<b>Employment Relocation to Vermont</b> <ul style="list-style-type: none"> <li>- Employment – proof of change in employment that required relocation to Vermont, including start dates.</li> </ul>	Parent(s) and/or their Partner/Spouse	Student

If you are unable to supply supporting documentation, please feel free to include a cover letter explaining any extraordinary circumstances and/or reasons for not supplying such documentation, which may be considered by the University Residency Officer.

If you have any questions regarding this application, please feel free to contact the University Residency Officer at (802) 656 -8515 or email your questions to [regres@uvm.edu](mailto:regres@uvm.edu) attn: University Residency Officer