



HOW TO FILE FOR RESIDENCY RECLASSIFICATION

Application Deadline:

All applications for residency reclassification must be postmarked by the 15th day of the semester in which the student is applying for consideration.

Please return a complete "Application for Residency Reclassification" to either of the following offices:
WSU Admissions Office, 1137 University Circle, Ogden, Utah 84408 – Fax 801-626-6747 or
WSU Davis Enrollment Services, 2750 North University Park Blvd. MC 122, Layton, Utah 84041 – Fax 801-395-3538

Residency classification is determined based on information provided upon admission, or re-admission, to Weber State University. If you believe that you may qualify for resident tuition you are asked to: (1) become familiar with Utah State law concerning residency and policies established by the Utah State Board of Regents, (2) submit a formal application for reclassification and (3) provide appropriate proof of residency.

Before applying for reclassification, you must be admitted to Weber State University. Residency qualifications must be met prior to the 15th day of the semester in which consideration is requested and reclassification cannot be granted for previous semesters. *Application for Residency Reclassification* and supporting documents received after the 15th day of the semester may not be considered and applications are processed in the order in which they are received. **Submitting an application does not guarantee resident tuition will be granted.**

WSU reserves the right to request additional documentation necessary in determining eligibility, if further documentation is needed you will be notified via e-mail. Submitted applications and associated documentation become part of your official university record and cannot be returned.

****PLEASE READ BOARD OF REGENTS POLICY AND PROCEDURES R512 TO DETERMINE HOW YOU MAY QUALIFY FOR RESIDENCY****

The following items are generally needed in determining residency reclassification:

- A complete *Application for Residency Reclassification*** submitted by the applicable deadline
- You must be a U.S. citizen or have Permanent Resident Status (R512.7.3)**
- Utah Driver's License*** – If you do not have a valid driver's license from any other state and do not drive, please provide a copy of your Utah ID card. For more information on how to obtain a Utah drivers license or ID card visit <http://www.publicsafety.utah.gov/dld/index.html>
- Utah Vehicle Registration*** – If you are operating a vehicle in Utah, provide a copy of the registration even if your name is not on the registration. <http://www.tax.utah.gov/forms/pubs/pub-09.pdf>
- Utah Voter Registration*** –to register to vote please visit <http://www.elections.utah.gov/VoterRegistrationForm.pdf>

**Must be issued 90 days prior to the first day of class of the term for which you are applying.*

You will be asked under which provision of the law you believe you may qualify for residency. Please read the following provision descriptions and be prepared to provide appropriate evidence of applicability.

Provision 1: Have lived 12 continuous months in Utah, intend to reside permanently in Utah and are financially independent (R512.4.3)

- Verification of physical presence in Utah for at least 12 continuous months:** Acceptable verification include; proof of enrollment in a USHE institution, a letter from a Utah employer (must be on letterhead, include dates of employment and signed by someone authorized to verify employment), rental agreements with occupancy dates specified. **We cannot accept letters from friends or family, W-2 forms, or utility bills as verification of physical presence in Utah.**
- Proof of financial independents:** If you are under 25 years old, please provide a copy of the first two pages of your parents' most recent federal tax return to verify you are not claimed as a dependant on their taxes.
- Intent to reside permanently:** Provide rental/mortgage information, bank statements, utility bills or other pertinent documents which validate your intention to live and work permanently in Utah.

Provision 2: Utah residents who have been away for temporary employment, education or charitable service. (R512.4.5.a)

- Statement explaining the nature of temporary absence from Utah (absence must be two years or less)
- Verification of payment of non-resident tuition paid at out-of-state college/university
- Letter from organization verifying temporary volunteer/charitable service including dates of service (LDS missionaries may submit mission call and mission release)
- Copy of Utah state tax return filed during temporary absence from the state.

Provision 3: Utah resident away from state less than 12 continuous months (R512.4.5.b)

- Utah High School diploma
- Verification that applicant was absent from Utah less than 12 months.

Provision 4: United States Armed Forces personnel who were Utah residents prior to active duty assignment or deployment outside of Utah (R512.5.2)

- Copy of DD-214
- Verification of Utah residency prior to deployment/assignment (e.g. copy of your last Utah tax return)

Provision 5: Marriage to a Utah resident (R512.5.3)

- State marriage license or certificate
- Spouse's Utah drivers license or State ID
- Evidence to validate spouse is a Utah resident
- If you are foreign student, you must provide a copy of your I-485

Provision 6: Full-time permanent employment in Utah due to job transfer/recruitment (R512.5.4.)

- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date and verification of employer requested job transfer or recruitment
- If you are 23 years old or younger, proof you are not claimed in the last tax year as a dependant of a non-Utah resident
- Applicant for admission to school must **not** be prior to working in Utah for at least 4 months.

Provision 7: Parent's/Spouse's full-time, permanent employment in Utah (R512.5.5)

- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date.
- Copy of parent's federal tax return verifying you were claimed as a dependent.
- Utah driver's license, vehicle registration and voter registration of parent/spouse.

Provision 8: Dependent student who has at least one parent who has been domiciled in Utah for at least 12 continuous months (R512.5.6)

- Most recent Utah state tax return for parent
- Utah driver's license, vehicle registration and voter registration of parent.

Provision 9: Extenuating Circumstances (R512.5.7)

- Specific circumstances for qualification are listed under section 5.7 in the Utah Board of Regents Policies and Procedures document R512. All relevant evidence concerning the motivation for the move to Utah will be considered on a case-by-case basis.

Provision 10: Immigrant placed in Utah as a political refugee (R512.5.9)

- Letter from refugee placement services such as International Rescue Committee, verifying direct placement in Utah from refugee's home country.

If you believe you may qualify for courtesy residency based on one of the following Policy Exceptions listed below, please complete the "*Application for Courtesy Resident Classification*" form available at www.weber.edu/residency.

- Job Corps students
- Olympic Training Athletes
- Membership in American Indian Tribe (not all tribes may qualify)
- Membership in the Utah National Guard
- Active Duty Military stationed in Utah
- Recipient of State Social Services Benefits for educational expenses.