



## HOW TO FILE FOR UTAH RESIDENT STATUS

### Application Deadline:

All applications and supporting documentation must be submitted by the 15<sup>th</sup> day of the semester in which the student is applying for consideration. Applications received after that deadline will be considered for the following semester. *Submitting an application does not guarantee resident status will be approved.*

If additional documentation is needed you will be notified via your WSU e-mail account. Once the application and all required documentation are submitted, the review process may take up to two weeks.

Weber State University, as a part of the Utah System of Higher Education, is a state-supported university. As such, WSU receives some of its funding from the state of Utah, which receives its funding from the taxpayers of Utah. That is why residents of Utah receive a lower, or subsidized, resident tuition rate.

Because of this, WSU has the responsibility to classify each admitted student as either a resident or nonresident for tuition purposes. WSU asks questions on the admissions application to collect information in order to make that determination. If students do not meet the state's definition of a resident OR do not accurately answer those questions, they may be classified as a nonresident. Nonresident students will be assessed the full nonresident tuition and may be ineligible for certain WSU tuition waivers.

Students seeking to change their status from nonresident to resident must fill out and submit the Residency Reclassification form online at [www.weber.edu/utahresident](http://www.weber.edu/utahresident). In order to access that form, students must be admitted to WSU and must have set up their eWeber portal. Instructions for setting up that portal are found online at [www.weber.edu/whatsnext](http://www.weber.edu/whatsnext). A student must log in to their eWeber portal in order to access the Residency Reclassification form.

The Residency Reclassification form will ask a series of questions to determine if the student fits the definition of a Utah resident as set by Utah state law. Students must then upload the required supporting documentation. Students may also email documents to [admissions@weber.edu](mailto:admissions@weber.edu), fax them to (801) 626-6747 or bring them to the Admissions Office.

Once the application is complete and all requested documentation has been submitted, the application is ready for review. The review process can take up to two weeks. After a decision has been made, the student will receive an email to their WSU email account notifying them of the decision.

### **The following items are generally required in determining residency reclassification:**

- A complete *Application for Residency Reclassification*** submitted online by the applicable deadline
- You must be a U.S. citizen or have Permanent Resident Status and be admitted to Weber State University**
- Utah Driver's License\*** – If you do not have a valid driver's license from any state and do not drive, you must provide a copy of your Utah ID card. For more information on how to obtain a Utah drivers license or ID card visit [www.dld.utah.gov](http://www.dld.utah.gov)
- 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. [www.dmv.utah.gov](http://www.dmv.utah.gov)
- Utah Voter Registration\*** –to register to vote please visit [www.vote.utah.gov](http://www.vote.utah.gov)
- Permanent Resident Alien card** (green card) if applicable

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

Please read the following provision descriptions and be prepared to provide appropriate evidence of residency.

**Provision 1: Have lived at least 12 continuous months in Utah immediately prior to the semester for which you are applying for resident status, intend to reside permanently in Utah and be financially independent**

- Verification of physical presence in Utah for at least the last 12 months: Acceptable documents include a letter from a Utah employer (on letterhead, include dates of employment and signed by someone authorized to verify employment) or a rental agreement/mortgage statement with occupancy dates specified. **We will generally not accept letters from friends/family, W-2 forms, or utility bills as proof of 12 months physical presence in Utah.**
- Proof of financial independence: If you are single and under 24 years old, you must provide a copy of the **first two pages** of your parents' most recent federal tax return to verify you are not claimed as a dependent on their taxes.
- Intent to reside permanently: Provide a Utah drivers license or ID, vehicle registration, voter registration, letter of employment or other documents which validate your intention to live permanently in Utah.

**Provision 2: Utah residents who have been away less than 12 months for temporary employment**

- Must not have established residency in any other state (state taxes, drivers license, etc.)
- Copy of Utah state tax returns filed during temporary absence from the state
- Letter from employer with employment dates, describing the temporary nature of the employment

**Provision 3: Utah resident temporarily away from state for education**

- Verification of non-resident tuition charges or non-resident status at out-of-state college/university or proof of status on the Western Undergraduate exchange program
- Copy of Utah state tax return filed during temporary absence from the state if filed

**Provision 4: Utah resident away for ecclesiastical or volunteer/charitable service**

- Letter from organization verifying temporary volunteer/charitable service including dates of service (LDS missionaries may submit copies of their mission call and mission release)
- Copy of Utah state tax return filed during temporary absence from the state if filed

**Provision 5: United States Armed Forces personnel who were Utah residents prior to active duty assignment**

- Copy of DD-214
- At least one item of documentation establishing Utah as permanent residence (rental agreement, mortgage statement, Utah driver's license, Utah tax return, letter from an employer, etc.)
- Military ID

**Provision 5: US Active Duty military personnel or spouse/dependents of active duty military stationed in Utah**

- Copy of military orders or military paperwork for reservists or Utah National Guard members
- Military ID (if you are a dependent include Military Privilege card)

**Provision 6: Military veteran relocating to Utah or spouse/dependent of military veteran**

- Copy of DD-214
- Military ID (if applying for a dependent please include Military Privilege card)
- Proof of establishing residency in Utah (drivers license, vehicle registration, rental agreement, etc.)

**Provision 7: Dependent of military personnel with eligible military educational benefits**

- Evidence of eligibility 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. Students may obtain verification through the Veteran Affairs Office.
- Signed written declaration that you will utilize G.I. Bill benefits
- At least one item of documentation establishing Utah as permanent residence (rental agreement, mortgage statement, Utah driver's license, Utah tax return, letter from an employer, etc.)

**Provision 8: Marriage to a Utah resident**

- Marriage license or certificate
- Spouse's Utah drivers license or State ID
- Most recent Utah tax return to validate spouse is a Utah resident
- If you are not a US citizen, you must provide a copy of your I-485 or permanent resident alien card

**Provision 9: Full-time permanent employment in Utah due to job transfer/recruitment**

- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date
- If you are younger than 24, proof you were not claimed as a dependent in the last tax year by a non-Utah resident (parent's federal tax return)
- Must have lived at least 4 months in Utah prior to applying for admission to school

**Provision 10: Guardian/Spouse's full-time, permanent employment in Utah (including new employment/job transfer)**

- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date.
- Copy of parent's federal tax return verifying dependent status OR marriage license/certificate if the employed person is the student's spouse

**Provision 11: Dependent student with at least one parent domiciled in Utah for at least the previous 12 months**

- Parent's most recent Utah state tax return & federal tax return
- Parent's Utah driver's license, vehicle registration and voter registration
- May also need student's birth certificate

**Provision 12: Extenuating Circumstances (R512.12)**

- Specific circumstances for qualification are listed under section 12 in the Utah Board of Regents Policies and Procedures R512. All relevant evidence concerning the motivation for the move to Utah will be considered on a case-by-case basis

**Provision 13: Immigrant placed in Utah as a political refugee**

- Letter from refugee placement services such as International Rescue Committee, Homeland Security or State Department, 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 residency application online at [www.weber.edu/utahresident](http://www.weber.edu/utahresident).**

- Job Corps students
- Olympic Training Athletes
- Membership in American Indian Tribe (Eligible tribes: Tribes: Confederated Tribes of the Goshute Reservation, Navajo Nation (Diné), Northwestern Band of Shoshoni, Nation of Utah (Washakie), Paiute Indian Tribe of Utah, Skull Valley Band of Goshute Indians of Utah, Ute Indian, Tribe of the Uintah & Ouray Reservation, Hopi and Zuni.
- Recipient of State Social Services in paying the full costs of tuition and fees