

## Residency Application Information

Please read the enclosed Board of Regents Articles carefully. If, after reading the articles, you feel that you are able to document that you have met the criteria, please complete the enclosed application, attach all documentation and information you wish to be considered in the decision and submit the packet (see Documentation and Submissions sections below).

### **Submission Process**

The notarized, completed application with all supporting documentation should be returned to the Office of the University Registrar, The University of Kansas, 121 Strong Hall, Lawrence, KS 66045. The application will generally be reviewed within 14 business days. After review, the student will be emailed or mailed notification of the decision. When submitting your application, please pay attention to the following timetables:

#### Summer 2014:

March 21, 2014	First day to apply for the Summer 2014 semester
May 5, 2014	Priority date for correct Summer 2014 billing
July 3, 2014	Last day to apply for the Summer 2014 semester

#### Fall 2014:

June 12, 2014	First day to apply for the Fall 2014 semester
July 5, 2013	Priority date for correct Fall 2014 billing
September 25, 2014	Last day to apply for the Fall 2014 semester

#### Spring 2015:

November 6, 2014	First day to apply for the Spring 2015 semester
December 5, 2014	Priority date for correct Spring 2015 billing
February 19, 2015	Last day to apply for the Spring 2015 semester

### **Payment of Tuition and Fees**

The student is responsible for the payment of non-resident rates if the application has not been approved by the student's fee payment deadline. If resident classification is granted after tuition and fees have been paid, a refund will be generated automatically.

### **Required Documentation**

Please see the following information:

- Question 6: If not a United States citizen, documentation of immigration status is required.
- Question 7: Documentation is required to verify physical residence for the 365 calendar days prior to the first day of classes for the semester you are requesting residency reclassification. Leases, housing contracts and/or rental agreements are not sufficient documentation. Examples of appropriate documentation are: statements from landlords, copies of each month's cancelled rent checks, copies of titles or deed, etc. If you have previously lived in Kansas and were a resident for tuition purposes and returned to Kansas within 60 months, you may be eligible for resident rates. If this is your situation, please complete the application and include documents verifying the time you previously lived in Kansas.
- Question 11(f): Documentation is required for this question if you are single and under 18 years of age OR are still claimed as a dependent on your parent's tax return.
- Question 12: Documentation required if question is answered yes.
- Question 13: Documentation required if you are registered in Kansas.

- Question 16: Twelve months refers to the 365-day period prior to the first day of classes for the semester in which you are applying. Documentation of all income listed is required. Include a copy of your most recent pay stub or W-2.
- Question 17: Documentation of last state and federal tax returns required.
- Question 18: Documentation required if the question is answered yes.
- Question 20(a): Documentation required.
- Question 21: Documentation required if issued in Kansas.

**Classification Procedures:**

The Kansas Board of Regents governs tuition classification. Classification is a complex process, which can require extensive documentation. Please read the application carefully. Be certain to answer all questions and to attach all requested documentation (see Documentation section above). Failure to complete the application properly can delay a decision in your case, result in an inaccurate decision and may invalidate your application. In reviewing the application, the Office of the University Registrar considers the individual situation as presented on the application, and assesses it in relation to the Board of Regents articles. The burden of proof, as represented in documentation attached to the application, lies upon the student. This burden includes provision of convincing evidence of intent to remain in Kansas indefinitely after attendance at the University of Kansas. A decision will generally be reached within 14 business days after an application has been submitted. The student will be notified via email or mail when a decision has been reached.

**Appeal Procedures:**

If the application is denied, the student has 30 days from the date of the denial letter to submit an appeal to the Residence Appeal Committee. An appeal form will be provided with the denial letter. The committee is made up of 3-5 staff and faculty members of the University who meet periodically to review outstanding appeals. The Committee follows Kansas Board of Regents residency regulations. Appeal dates can be determined by contacting the Fees Specialist in the Office of the University Registrar and appeals should be submitted to the Office of the University Registrar in 121 Strong Hall. The Committee meeting is an open public meeting and the student who submits an appeal to the committee will be notified of the time and date of the appeals meeting. The decision reached by the Residence Appeals committee is the final determination made by the University of Kansas. If the appeal is denied, the student has 30 days from the date the denial letter is received to file an appeal with District Court.

**For complete details, please see the Residency Brochure.**

**If you have questions, please contact:**

Residency and Fees  
Office of the University Registrar  
1450 Jayhawk Blvd., 121 Strong Hall  
Lawrence, Kansas 66045-1910  
(785) 864-4472

## **Required Documentation Checklist** ***For residency applications***

1. Documentation of your physical residence in Kansas for the preceding 365 days.

Include **ONE** of the following:

- a) letter from landlord(s)
- b) copies of rent checks/receipts for the past 12 months
- c) copy of deed/mortgage

### **A lease is NOT sufficient**

2. Include documentation for **ALL** of the income you listed on Question 16a. For example: you may include copies of paychecks, W2's, financial aid award letters or financial aid transcripts.

3. Include copies of your

- A.** Kansas driver's license
- B.** Car registration
- C.** Voter Registration
- D.** Most recent state and federal income tax
- E.** Resident Alien Card OR Visa and I-94 (non-US citizens only)

- Please do NOT submit original supporting documentation. Please include copies of supporting documentation. We will NOT return any portion of your application. Your application will remain on file in our office. Your application will be kept confidential and will be destroyed in 5 years.
- Please fill out the form COMPLETELY. Be sure to fill out Questions 16a and 16b COMPLETELY.
- Be sure and have the form NOTARIZED on the back of the last page. Notaries are available in Strong Hall and can also be found at local banks. Please call 785-864-4472 if you would like assistance in finding a notary public.
- Feel free to include any additional documentation you feel will help support your application for Kansas residency.
- Please make a photocopy of your entire application and keep it for your records. We will not return your application.

**KANSAS BOARD OF REGENTS**

**APPLICATION FOR RESIDENT CLASSIFICATION FOR FEE PURPOSES**

READ CAREFULLY AND ANSWER FULLY:

If more space is needed for any answers, please use an additional sheet of paper.

1. Full legal name \_\_\_\_\_  
Last Name First Middle KUID/EMPLID  
Social Sec # \_\_\_\_\_

Other Names, if any, under which you have been enrolled or employed: \_\_\_\_\_

2. Current Address \_\_\_\_\_  
(while attending this institution) STREET AND NUMBER or RURAL ROUTE (a P.O. BOX IS NOT SUFFICIENT) PHONE  
CITY STATE ZIP

3. Permanent Address \_\_\_\_\_  
STREET AND NUMBER or RURAL ROUTE CITY STATE ZIP

4. For which semester are you applying for residency? \_\_\_\_\_  
SEMESTER YEAR

Have you previously applied for residency at a Kansas Regents institution?  Yes  No

If Yes, indicate institution and year you applied. \_\_\_\_\_

Have you read the accompanying regulations pertaining to Residence for Fee Purposes?  Yes  No

5. Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_  
Month Date Year State or Country

6. Are you a CITIZEN of the United States?  Yes  No  
If NO, have you been granted Immigrant or Permanent Resident status by the U.S. Immigration & Naturalization Service?  
 Yes  No

If NO, indicate type of VISA \_\_\_\_\_ If YES, attach a copy of your Alien Registration card.

7. When did your current period of physical presence in Kansas begin? \_\_\_\_\_  
Month Day Year

Have you lived in Kansas continuously since this date?  Yes  No

8. Where did you live before moving to Kansas (before the date above)?

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
CITY/STATE/COUNTRY MONTH/YEAR MONTH/YEAR

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
CITY/STATE/COUNTRY MONTH/YEAR MONTH/YEAR

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
CITY/STATE/COUNTRY MONTH/YEAR MONTH/YEAR

9. Where did you spend the previous summer (June thru August-provide specific dates)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
CITY/STATE/COUNTRY MONTH/YEAR MONTH/YEAR

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
CITY/STATE/COUNTRY MONTH/YEAR MONTH/YEAR

10. Marital Status: \_\_\_\_\_ If married, provide the following:  
Date of marriage \_\_\_\_\_ Legal name of spouse \_\_\_\_\_  
Month Date Year Last Maiden/Birth First Middle

Complete CURRENT address and telephone number of spouse \_\_\_\_\_  
Area Code and Phone Number

Street/Number/Apt/Rural Route City/State/Zip Code

*You may be required to provide a copy of your marriage certificate*

11. **PARENTAL INFORMATION:** (Required if you are single and under 18 years of age OR are still claimed as a dependent on your parent's tax return, recommended if you are single and one or more of your parents reside in Kansas)

- a. Father's full legal name \_\_\_\_\_ Address (city, state, country) \_\_\_\_\_
- b. Mother's full legal name \_\_\_\_\_ Address (city, state, country) \_\_\_\_\_
- c. If your parents are divorced, which parent had legal custody of you? \_\_\_\_\_
- d. From which parent do you receive the preponderance of your support? \_\_\_\_\_
- e. If neither parent is living, or if you have a guardian, give the full name and address of guardian \_\_\_\_\_

*If requested, a certified copy of the court order establishing custody or guardianship must be presented. Guardianships established for the sole or main purpose of qualifying the ward for resident fees will not be honored.*

- f. Did your parents or guardian file a Kansas State Resident Income tax return for the last year?  Yes  No
12. Have you been licensed or certified to practice a profession in Kansas? (doctor, lawyer, nurse, teacher, etc)  
 Yes (identify which one) \_\_\_\_\_  No
13. Where are you currently registered to vote? (city and state) \_\_\_\_\_  
 When did you last register to vote in Kansas? \_\_\_\_\_

14. List all colleges you have attended in the last five years, with dates of attendance, credit hours earned, and student resident status (for fees) at each institution:

Institution	From: month/year	To: month/year	Credit Hours Earned	Fee Status Resident or Non Resident
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

15. **EMPLOYMENT RECORD:** List all employment since your latest period of residence in Kansas began (latest employment first, list periods of full-time and part-time employment with the same company separately):

Company Name	Address (street & no., city, state)	Dates:		Number of hours per week?
		from:	to:	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**16. FINANCIAL SUPPORT and EXPENSES**

a. Financial Support: List all financial support for the past twelve months. Include scholarships, loans, grants, employment, personal savings, interest, governmental benefits, monetary gifts, spousal contribution, etc.

*Provide documentation of **all** support listed below: current Kansas income tax returns, bank statements, current pay stubs, financial aid offers, trust, stock, mutual fund documents, statement of support by friends, family or relatives, etc.*

Source of Support	Address	Dates:	Total Dollar Amount
_____	_____	From: _____ To: _____	_____
_____	_____	From: _____ To: _____	_____
_____	_____	From: _____ To: _____	_____
_____	_____	From: _____ To: _____	_____
_____	_____	From: _____ To: _____	_____
_____	_____	From: _____ To: _____	_____

**TOTAL INCOME \$** \_\_\_\_\_

b. Expenses: list all expenses for the past twelve months:

Note: If you share expenses, list only your portion of these expenses.

Housing per month _____	Total for past 12 months \$ _____
Food costs per month _____	Total for past 12 months \$ _____
Phone/electric/gas etc. per month _____	Total for past 12 months \$ _____
Health care/ insurance per month _____	Total for past 12 months \$ _____
Vehicle and transportation per month _____	Total for past 12 months \$ _____
Clothing/laundry/entertainment per month _____	Total for past 12 months \$ _____
Tuition and fees per term: Summer _____ Fall: _____ Spring: _____ Total: _____	
Books & supplies per term: Summer _____ Fall: _____ Spring: _____ Total: _____	

*You may be required to provide documentation to substantiate all listed expenses.*

**TOTAL EXPENSES \$** \_\_\_\_\_

c. Do you have health insurance?  Yes  No

If YES, who pays the cost? \_\_\_\_\_

If NO, who pays the cost of your health care? \_\_\_\_\_

*You may be required to provide documentation to substantiate all listed expenses.*

17. With what state did you file your last STATE income tax return? \_\_\_\_\_

Year and State

*(Submit a copy of your last federal and state income tax returns)*

18. Were you claimed as a dependent on another person's last federal income tax return?  Yes \_\_\_\_\_  No  
Year

Who (name) \_\_\_\_\_ Relationship to you \_\_\_\_\_

Complete Address \_\_\_\_\_

*(Submit a copy of page 1 of this person's last federal and state income tax returns)*

19. Was Kansas personal property tax paid on the vehicle you currently own or drive?

a.  No    b.  Yes    If yes, what year? \_\_\_\_\_    c.  No vehicle in my possession.

20. Provide information concerning the present license plate on the vehicle you own or drive.

a. \_\_\_\_\_  
State License Plate Number Date Plate Obtained

b. \_\_\_\_\_  
Vehicle owned by whom? c.  No vehicle in my possession

21. What state issued your current driver's license? \_\_\_\_\_ License No. \_\_\_\_\_ Date Issued \_\_\_\_\_

22. Why did you come/return to Kansas?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23. Other than being physically present in Kansas, what relationships or obligations connect you to the state, making it your permanent home? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24. How long do you plan to remain in Kansas? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. What are your vocational plans after your academic work here is completed? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you feel that there are other pertinent facts not covered by any of the previous questions/answers, please write them on a separate sheet of paper and attach it to this form.**

I CERTIFY THAT THE INFORMATION GIVEN ON THIS APPLICATION IS CORRECT. I UNDERSTAND THAT FALSIFIED INFORMATION CAN RESULT IN FINANCIAL OBLIGATION (NON-RESIDENT FEES) TO, AND DISMISSAL FROM, THIS INSTITUTION AND THAT MAKING A FALSE WRITING IS A FELONY UNDER KANSAS LAW (K.S.A 21-3711). I ALSO UNDERSTAND THAT INFORMATION FROM MY APPLICATION FOR ADMISSION AND OTHER UNIVERSITY RECORDS WILL BE CONSIDERED A PART OF THIS APPLICATION.

Date: \_\_\_\_\_ Signature \_\_\_\_\_  
(IN THE PRESENCE OF A NOTARY PUBLIC)

NOTARIZATION:

Subscribed and sworn to/affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_  
City

Notary Signature \_\_\_\_\_ MY APPOINTMENT EXPIRES: \_\_\_\_\_

**Return to: University Registrar-University of Kansas, 1450 Jayhawk Blvd, Room 121 Strong Hall, Lawrence, KS 66045-7535**