

# RESIDENCY CHECKLIST

Supporting documentation required with Residence Questionnaire. Students may apply for classification through the **30th calendar day of the quarter**.

➤ **Citizenship:** If you are not a U.S. citizen, but you hold temporary or permanent resident immigration status, you must provide your immigration document.

If you are not a permanent resident or U.S. citizen, you may be eligible for resident status if you have met one of the following conditions:

- Resided in Washington for three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school, **OR**
- Completed the equivalent of a high school diploma and resided in Washington State for three (3) years immediately before receiving the equivalent of the diploma, **AND**
- Continuously resided in the state since earning the high school diploma or its equivalent

If you are not a U.S. citizen and do not hold temporary or permanent resident immigration status, and you have met one of the above conditions, submit the Washington Higher Education Residency Affidavit/Declaration/Certification form to Enrollment Services along with an official high school transcript.

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➤ **Financially Independent or Dependent:** Submit the federal income tax form for the previous calendar year.

- **Financially Independent Student**

If the student is applying as a financially independent student, verification of financial independence must be documented by submitting the student's federal income tax return from the previous year. In addition, students 24 years of age and younger must submit their parent's/legal guardian's tax return for the previous year. From the parent's/guardian's return, provide only those pages that list the dependents claimed and the signature of the taxpayer. Disclosure of financial information is not required. If the student did not file taxes for the previous year, complete the Residency Income and Expense Report and submit it with documentation supporting income.

- **Financially Dependent Student**

If the student is applying as a financially dependent student, verification of dependent status must be documented by submitting the parent or legal guardian's federal income tax return for the previous year. Provide only those pages listing the dependents claimed and the signature of the taxpayer. Disclosure of financial information is not required.

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➤ **Establishment of domicile in Washington:** Submit three original items from the list below. A photocopy of each item will be made by Enrollment Services staff. Photocopies made by students are not acceptable. Mail received at an address (bills, statements, etc.) is not an acceptable form of verification. Documents from the list below must be dated 12 months prior to the first day of the quarter. *Please note: financially independent students submit their own documentation, and financially dependent students submit their parent/legal guardian's documents.*

- Washington driver's license or Washington ID card.
- Mortgage settlement document, lease/rental agreement, or rent receipts
- Washington motor vehicle registration (not title)
- Washington voter registration card.
- Evidence of full-time employment (employer statement noting hire date and full-time status)
- Evidence of checking or saving account in Washington state (that includes the date the account was opened)
- Address listed on selective service registration
- Membership in professional, business, civic or other organizations
- Receipt of benefits under public assistance programs
- Hunting or fishing license
- State in which a custodial parent has a child attending public school

## Washington Residence Questionnaire

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

### SECTION 1

Name (Last, First, MI)		Day Phone Number (   )		FOR OFFICE USE ONLY	
Address (Street, State, Zip)		Student ID Number		Type	
E-mail Address		Birth City, State, Country		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
		Birth Date		Age	
				Today's Date	
1. Last high school attended _____ State _____ Year Graduated _____				Effective Date	
2. For what term are you now seeking residence classification? Year 20___ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____					
Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional   School: _____				Residence Classification Officer	
3. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year:  Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____					
4. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<i>If yes to any of the above, you must present your Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)</i>			
5. Have you received financial assistance from a state governmental unit or agency during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
6. Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

### SECTION 2

<p>1. Are you applying for resident status as a <b>dependent student</b> whose parent or court -appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p><i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting your parent's or legal guardian's state and federal income tax return for the most recent tax year. 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.</i></p>
<p>2. Are you applying for resident status as a financially Independent student?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>2a. <b>Student's Sworn Statement:</b> 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 prior to 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 prior to the year in which this application is made.</p> <p style="text-align: center;"><b>Signature of Student</b> _____ <b>Date</b> _____</p>	<p><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></p>
<p>2b. <b>To further substantiate your financial Independence, you are required to submit appropriate documentation.</b></p> <ul style="list-style-type: none"> <li>• Your state and federal income tax return for the calendar year immediately prior to 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.</li> <li>• Your W2 form filed for the previous calendar year.</li> <li>• 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 the spouse of a married student.</li> <li>• If you are 24 or younger, provide the first page and the signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to 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.</li> </ul>	
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.

**SECTION 3**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington : Month: _____ Day _____ Year _____  Date you took action to officially declare Washington as your permanent, legal domicile: Month: _____ Day _____ Year _____	Purpose of moving to Washington:
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2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS			
Mo.	Day	Yr.	Mo.	Day	Yr.	Employer	Hrs/wk	Street	City	State

**Note:** You must provide proof of your physical presence in Washington the past 12 months (e.g. rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE		
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State

4. Have you ever registered to vote?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, present your current voter's card.</b>	<b>If yes, list date, city and state for your last two registrations.</b>  Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or <b>use</b> any motor vehicles, RV's, boats or mobile homes?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, give type of vehicle, license number, state and dates of registry. You must present your vehicle registration (not the title).</b> Type of vehicle _____ License Number _____ State _____ Date of Registry _____  Type of vehicle _____ License Number _____ State _____ Date of Registry _____
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6. Do you have a valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, present your current driver's license.</b>	<b>If yes, in what state:</b> _____	When did you first obtain a driver's license in that state? Date _____
	Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, in what state:</b> _____	When did you first obtain a driver's license in that state? Date _____

7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, present documentation of date you opened account.</b>	<b>If yes, since what date?</b> _____	Name of Bank _____ Branch _____  City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, date of last term _____</b> Name of Institution _____ Dates Attended: From _____ To _____	8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, where _____</b> Dates attended From _____ To _____
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9. Are you a US Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If no, present your Resident Alien Card, I-94 or other INS documentation.</b>
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10. List business or professional licenses (name & state of issue)	_____
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**Additional Comments:**

<p style="text-align: center;"><b>STATEMENT OF INTENT</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p><b>SIGNATURE OF PARENT (IF COMPLETING SECTION 3)</b> _____ <b>Date</b> _____</p> <p><b>Parent Address (Street, City, State)</b></p> <p>_____</p> <p>_____</p> <p><b>Signature of Student</b> _____ <b>Date</b> _____</p>
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