

HOW TO FILE A RESIDENCY APPLICATION

READ ALL INSTRUCTIONS CAREFULLY

Keep this page for your records

Application Deadline for Fall 2009 is **September 15** and Spring 2010 is **January 29**

Applications received after the term deadline must include a letter of appeal requesting the application be processed late for the current term. The applicant must explain why it was beyond his/her ability to file the application by the term deadline. Applications received after the term deadline with no appeal letter attached, will be processed for the subsequent academic term. **No appeal requests will be considered for past academic terms.**

EVERY APPLICANT should submit a copy of all the following **relevant** documents:

- ✓ Utah Driver's License **required** (If you hold no valid driver's license from any other state and do not drive, provide a copy of Utah ID)
- ✓ Utah car registration (If you are operating a car under your name, your parent's or your spouse's name, provide a copy of the registration)
- ✓ Proof of Utah Voter Registration (Contact info at <http://elections.utah.gov/voterregistrationcard.htm>)
- ✓ If you are a resident alien you are **required** bring your permanent resident card to our office for verification.
- ✓ Tax return verifying you filed taxes as an independent student (Most recent copy)

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED BASED ON YOUR SITUATION:

- Letter from employer verifying full-time, permanent employment including hire date.
- Copy of parent's federal tax return verifying they claimed you as a tax dependent.
- Letter from out of state school verifying non-residency status at that institution.
- Copy of Utah High School diploma.
- Marriage Certificate
- If you are a foreign student, you must provide a copy of receipt from USCIS for filing the I-485 Application to Adjust Status
- Evidence that you (or your spouse) have resided in Utah for at least 12 continuous months prior to the first day of classes

Refer to the Residency Pamphlet for what to include for your type of application.

Submission of the above information in no way guarantees residency reclassification. Once a completed application with all supporting documentation is received in our office, we will evaluate your eligibility for residency. We reserve the right to request any additional documentation necessary to determine your eligibility. Please note that all materials submitted as supporting documentation with your application become a permanent part of your residency file and will not be returned. Therefore, you should submit photocopies of all supporting documentation.

If you are a Utah Resident returning from Military, Religious or Charitable service or you believe you qualify for Temporary Residency due to Military, Job Corp, American Indian, Rehabilitation or Social Services, or member of the Utah National Guard DO NOT complete this form. Contact the Residency Office for a "Temporary or Reinstating Utah Residency Application" form.

We will notify you by mail if additional information is required or when residency status is determined. Applications are processed in the order in which they are received. Please allow 2 weeks for applications to be processed. You may fax your application to (801) 957-4961

Submit the completed application and all supporting documentation to:

Salt Lake Community College Residency Office

PO Box 30808

Salt Lake City, UT 84130

**SALT LAKE COMMUNITY COLLEGE
APPLICATION FOR RESIDENT CLASSIFICATION**

Utah System of Higher Education

Today's Date _____ Semester for which application is submitted: _____

INSTRUCTIONS TO THE STUDENT

State laws governing higher education tuition require that non-resident tuition be paid by every student who does not meet prescribed rules pertaining to residency status for tuition purposes. Utah Code Ann. 2002, Section 53B-8-102. Your status can be determined only upon a complete statement of facts made by you. You may request a copy of the policy at Enrollment Services or on SLCC's Web site www.slcc.edu/enrollmentservices/misc/ResidencySub.asp. Supplement this material with any other information that will have a bearing upon your case. Allow 10 working days for action on your application. Residency decisions are reported by letter. **Residency requirements must be met before the end of the third week of the semester for which residency is sought; otherwise, the applicant will be considered for residency for the following semester. No appeal requests will be considered for past academic terms.**

| | |
|---------------------------|---|
| 1. Full Name: _____ | SS # or Student Number #: _____ |
| 2. Mailing Address: _____ | City: _____ State _____ Zip _____ |
| Telephone # _____ | Cell Phone # _____ |
| E-mail Address: _____ | <input type="checkbox"/> Please send correspondence by e-mail |

3. Your permanent address (if different) _____

4. Age in years and months _____ Date of birth ___/___/___ Place of birth _____

5. Since what date have you continuously lived in Utah? _____
Have you lived in Utah at other times for extended periods? _____ Give dates: _____

6. Where did you live before coming to Utah? _____ How long? _____

7. Is this your first application for resident classification at any Utah college? Yes No
If no, last applied _____ name used on previous application _____
Please list academic term, year granted and school attended: _____

...Continue on Next Page...

FOR OFFICE USE ONLY

Initial Review:
 Resident Non-Resident Pending
R.O. _____ Date _____

Second Review: Resident Non-Resident
R.O. _____ Date _____

Effective _____ Term, 20 _____

Effective _____ Term, 20 _____

Missing documents requested on _____
 By mail By phone In person

Appeal Comm. Review: Resident Non-Resident
Date _____
Effective _____ Term, 20 _____

- Employer letter (self/spouse/parent)
- State/federal tax return (self/spouse/parent) Notes: _____
- Resident alien registration card
- DL, car reg, voter reg. _____
- Letter of release – not certificate _____
- Verification of non-resident status at _____
- Other: _____

8. Are you a citizen of the United States? _____ If not, have you made formal application as a permanent resident of the United States? _____ If so, state when and where _____

What VISA type do you hold? (student, visitor, immigrant, etc.) _____
 Immigration Number _____ Date Issued _____

Please attach verification of your permanent residence/immigration number.

9. Are you currently registered to vote in Utah? Yes (**attach copy of voter registration card**) No

10. Do you have a Utah driver's license? Yes (**attach copy**) No If not, why not? _____

11. Do you have an automobile here in Utah? _____ Who is the legal owner? _____

Relationship to you? _____ In what state is it registered? _____ (**attach copy**)

What is the license number? _____ In what state is the automobile insured? _____

12. List the name of the high school you graduated from _____

Location (City and State) _____ Year of Graduation _____

13. Have you participated in the Western Undergraduate Exchange Program? Yes No

List School and Year _____

14. List colleges or universities you have attended (including SLCC).

| Name of School and City/State Location | Dates Attended | | Resident | Non-Resident | Neither | Number of Credit Hours Completed |
|--|----------------|----|----------|--------------|---------|----------------------------------|
| | From | To | | | | |
| | | | | | | |
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15. Have you served in the U.S. armed forces? Yes No

Date enlisted or inducted _____ Date released from active duty _____

Have you ever been stationed in Utah on active duty? Yes No

When? From _____ to _____ Where? _____ Full-time or Part-time? _____

Where was your legal residence prior to entering military service? _____

What was listed on your military record as your home of record? _____

16. Where have you been during the past three years? Be specific and account for every month.

| Dates (Month/Year) | | Location (City and State) | Activity (work, school, etc) |
|--------------------|--|---------------------------|------------------------------|
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17. Where have you worked during the past three years? Omit military service.

| Dates (Month/Year) From To | | Employer | Duties/Job Title | Location (City and State) | Full or Part-Time |
|-------------------------------|--|----------|------------------|---------------------------|-------------------|
| | | | | | |
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18. Did anyone other than yourself claim you as a dependent on their income tax last year? Yes No
Who? _____

Have you filed Utah State Income Tax returns? Yes (**attach most recent copy**) No

| Year of Return | State You Filed In | Resident Classification (Part yr., Full yr., Non-resident) |
|----------------|--------------------|--|
| | | |
| | | |
| | | |

19. Applicant's parents: (List names even if deceased)

Father's name: _____

Mother's name _____

Father's address: _____

Mother's address: _____

City, State, Zip: _____

City, State, Zip _____

Number of years as resident of state above? _____

Number of years resident of state above? _____

Occupation _____

Occupation _____

If both parents are deceased, who is guardian or nearest relative?

Name: _____

Address: _____

