

# Application for Residency Reclassification



Alabama, like other states, restricts resident tuition to persons who have been residing in Alabama for purposes other than to obtain an education, and who are able to demonstrate contacts with the State of Alabama indicating an intent to remain in this state. Resident tuition status is determined by the University, with regard to Alabama law, and the policies of the Board of Trustees of the University of North Alabama. This application, which must be completed in its entirety, will help UNA assess whether the applicant may qualify for residency status for tuition purposes.

## Alabama Code and UNA policies declare that a resident student is one who:

1. at the time of initial registration, is not a minor (below the age of 19) and is a resident of the state of Alabama and has been residing in the state (for purposes other than to obtain an education) for at least one year immediately preceding the date of registration;

or

2. is a minor and whose supporting person(s) is a resident of the state of Alabama and has been a resident of the state for at least one year immediately preceding the date of initial registration.

Classification of students as non-resident or resident shall be made at the time of admission and shall continue unchanged through all subsequent registrations at the institution until satisfactory evidence to the contrary is submitted for consideration.

## Before making an application for resident student classification, please be aware of the following:

- Guidelines for determining residency for tuition purposes are independent of other regulations used by state authorities to determine residency in the state of Alabama. For example, having an Alabama driver's license, an Alabama car tag, hunting/fishing license, and/or voter registration will not necessarily demonstrate residency for tuition purposes.
- Attending UNA or another institution of higher learning in Alabama does not establish in-state residency for tuition purposes. Residency in Alabama is residing in the State with the intent of remaining indefinitely.
- **If a person is in Alabama primarily for the purpose of obtaining an education, that person will generally be considered a nonresident student.**
- Documents supporting this reclassification application should be dated, issued, or filed twelve (12) months before the first day of the semester for which reclassification is sought.
- To be considered for in-state tuition, you must be a U.S. citizen, permanent resident alien, or a legal alien granted indefinite stay by the Immigration and Naturalization Service.
- If you are 19 years of age or older, you must establish residency based on your own circumstances and not that of your parent(s) or guardian.

***Please Note: All information provided in your response will become part of your student record and will not be used for any other purpose, except as required by law.***

# Application for Residency Classification

## Application Deadlines:

Entering Fall Semester: August 1  
Entering Spring Semester: December 1  
Entering Summer: May 1

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

L Number: L00 \_\_\_\_\_ E-Mail: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Term applying for reclassification:  Fall  Spring  Summer

Year: \_\_\_\_\_

## Certificate of Residency

I declare or affirm that I am a resident of the state of Alabama as defined by the University of North Alabama and by signing the following statement certify and attest to the following:

- The following is my physical address and location within the state of Alabama and is my residence.
- I intend to remain at this address indefinitely, and it is my intent to, and has been my intent, to be a resident of the state of Alabama.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permanent Physical Street Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

## Submission Options:

1. **Mailing Address:** UNA Box 5044, Florence, AL 35632-0001
2. **In-Person (Monday -Friday, 8:00 a.m. – 4:30 p.m.):** One Stop Commons Building First Floor
3. **E-Mail:** Complete the form, print, sign, scan, and submit to registrar@una.edu.

*Complete the subsequent pages of this document carefully. Read the directions closely to determine which sections to complete.*

# Documentation of Residency

For each section below, mark the appropriate boxes to indicate the documentation you will submit as proof of Alabama residency. **Ensure that you submit documentation for each item.** Minors who are applying for Alabama residency need to submit documentation from their parents/guardians.

## Part A: Do you meet any of the following requirements?

(If so, please provide appropriate documentation.)

- 1. Yes, I am a full-time employee (not temporary) in Alabama. **Stop here.**
- 2. Yes, I am the spouse or minor child of a full-time employee (not temporary) in Alabama. **Proceed to Part C.**
- 3. Yes, I am a member (or the spouse and/or minor child of a member) of the United States military on full-time active duty, stationed in Alabama and under orders for duties other than attending school. **Proceed to Part C, if applicable.**
- 4. Yes, I am employed by UNA as a graduate assistant or fellow. (If approved, this status is applicable only to the period of time of employment at UNA as a graduate assistant or fellow.) **Stop here.**
- 5. No, I do not satisfy any of the above. **Proceed to Parts B1 & B2 (and Part C, if applicable).** UNA will then make an assessment after review of this information.

## Part B1: Proof of 12 months of continuous residence in Alabama (for purposes other than obtaining an education) prior to enrolling at UNA.

**Complete only if you checked #5 in Part A.**

**Required:**  Alabama driver's license or official Alabama non-driver's identification card.

**And one of the following:**

- Selective Service Registration
- Auto Title Registration
- Insurance Policies
- Last Will and Testament
- Hunting/Fishing License
- Stock and Bond Registration
- Annuities/Retirement Plans
- Lease

## Part B2: Proof of substantial connections to Alabama (must submit evidence supporting three of the following, with at least one from each category):

### Category 1

- Graduation from an Alabama high school or GED taken in Alabama
- Previous periods of residency in the state, continuing for one year or more
- Possession of state or local license to do business or practice a profession in the state
- Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts
- Current membership in religious, professional, business, civic, or social organizations in the state.

### Category 2

- Ownership of personal property in the state and payment of state taxes thereon (e.g., automobile, boat, etc.) and possession of state license plates
- Ownership of a residence or other real property in the state and payment of state ad valorem taxes thereon
- History of payment of Alabama state Income taxes as a resident

## Part C: Additional Documentation for Minors and Spouses

If submitting additional documentation from a spouse or minor's parent/guardian, please complete the following page. (Minors are 18 or under)

The following documentation is for my:

Mother       Father       Legal Guardian       Spouse

Name: \_\_\_\_\_

Permanent Physical Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Employer: \_\_\_\_\_ Employed Full Time?:  Yes       No

If you are a minor, are your parents divorced?       Yes       No

If yes, who has legal/primary custody? \_\_\_\_\_

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### Please provide the following required pieces of documentation:

1. Provide a letter on company stationary that verifies the employment, including effective date, of your parent, guardian, or spouse.
2. If you are a minor, provide a copy of an Alabama tax return that shows you were claimed as a dependent.
3. If you are married, provide a copy of an Alabama tax return for your spouse.
4. If you are married, provide a copy of your marriage license.
5. Provide any additional documentation that supports the residency of your parent, guardian, or spouse.
6. Provide documentation from Part B2 on the previous page.