Residency Application Information

Please read the Kansas Board of Regents Residency brochure (http://registrar.ku.edu/residency-brochure) carefully. If, after reading the brochure, you feel that you are able to document that you have met the criteria, please complete this application. Attach all documentation and information you wish to be considered in the decision and submit the application file to the Office of the University Registrar (see Documentation and Submissions sections below).

Submission Process
The completed application with all supporting documentation should be returned to the Office of the University Registrar. The application file can be dropped off in person at any of these locations:
KU Visitor Center – 1502 Iowa St., Lawrence, Kansas
Enrollment Management Services – 121 Strong Hall, 1450 Jayhawk Blvd., Lawrence, KS
KU Med Center Enrollment Services, MS4005, 3901 Rainbow Blvd., Kansas City, KS 66160
KU Edwards Campus – 12600 Quivira Road, Welcome Center, Regents Center 1st Floor, Overland Park, KS 66213

Or, you can mail your residency application file to:
Residency, Tuition and Fees
Office of the University Registrar – University of Kansas
1502 Iowa St.
Lawrence, KS 66045

The application will generally be reviewed within 14 business days. After review, the student will be emailed notification of the decision. When submitting your application, please pay attention to the following deadlines:

Fall 2018:
- June 6, 2018 First day to apply for the semester
- August 1, 2018 Priority date for correct billing
- September 19, 2018 Last day to apply for the semester

Spring 2019:
- November 8, 2017 First day to apply for the semester
- January 1, 2019 Priority date for correct billing
- February 21, 2019 Last day to apply for the semester

Summer 2019:
- March 21, 2019 First day to apply for the semester
- May 1, 2019 Priority date for correct billing
- July 5, 2019 Last day to apply for the semester

Payment of Tuition and Fees
You are responsible for the payment of non-resident rates if the application has not been approved by the payment deadline. If resident classification is granted after tuition and fees have been paid, a credit will be applied to your account and a refund generated if there are no outstanding balances.

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 when a decision has been reached.

Appeal Procedures:
If the application is denied, the student has 30 days from the date of the denial notification to submit an appeal to the Residence Appeal Committee. An appeal form will be provided with the denial notification. 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 Office of the University Registrar and appeals should be submitted to the Office of the University Registrar in 121 Strong Hall or the KU Visitor Center. 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 sent 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
1502 Iowa, KU Visitor Center
Lawrence, Kansas 66045-1910
(785) 864-4423
Required Documentation
For residency applications

1. Documentation of your physical residence in Kansas for the preceding 365 days.
   Include ONE of the following:
   - Letter from landlord(s)
   - Copies of rent checks/receipts for the past 12 months
   - 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.
   - Paycheck Stub
   - W2's
   - Financial Aid
   - Parental Support
   - Other income

3. Include copies of your:
   - Kansas driver's license
   - Car registration
   - Voter Registration
   - Most recent state and federal income tax
   - 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.
- 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.
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 YES, attach a copy of your Alien Registration card.
   If NO, indicate type of VISA _____________________
   If NO, have you been granted Immigrant or Permanent Resident status by the U.S. Immigration & Naturalization Service?      ☐ Yes      ☐ No

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

**Documentation required of physical residency for 365 period prior to the start of the semester for which you are applying.

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
   ____________________________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 ________________________________________________

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? ______________________________________________________

   **Provide copy of Kansas Voter Registration**

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>From: month/year</th>
<th>To: month/year</th>
<th>Credit Hours Earned</th>
<th>Fee Status Resident or Non Resident</th>
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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):

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address (street &amp; no., city, state)</th>
<th>Dates: from: to:</th>
<th>Number of hours per week?</th>
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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.

<table>
<thead>
<tr>
<th>Source of Support</th>
<th>Address</th>
<th>Dates:</th>
<th>Total Dollar Amount</th>
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   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 $______________________

17. With what state did you file your last STATE income tax return? _________________________________________________
   (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
   a. □ No          b. □ Yes  If yes, what year? _________
   c. □ No vehicle in my possession.
   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 ________________________________________________

Return to:
University Registrar
University of Kansas
1502 Iowa St.
Lawrence, KS 66045