

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 KUMC, Office of the Registrar, 3901 Rainbow Blvd, MS 4029, Kansas City, KS 66160. The application will generally be reviewed within 14 working days. After review, the student will be mailed a written notification of the decision. When submitting your application, please pay attention to the following timetables:

Summer 2009:

March 26, 2009 First day to apply for the Summer semester
April 6, 2009 Priority date for correct Summer billing
July 9, 2009 Last day to apply for the Summer semester

Fall 2009:

June 5, 2009 First day to apply for the Fall semester
July 3, 2009 Priority date for correct Fall billing
September 21, 2009 Last day to apply for the Fall semester

Spring 2010:

October 30, 2009 First day to apply for the Spring semester
December 1, 2009 Priority date for correct Spring billing
February 15, 2010 Last day to apply for the Spring 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 U.S. citizen required documentation of immigration status.

Question 7: Documentation of your physical residence for the 365 days prior to the first day of classes for the semester you are requesting the change is required. 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.

Questions 11(f): Documentation is required for this question if you are single and under 18 year 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. Tax returns are not sufficient documentation.

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 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 working days after an application has been submitted. The student will be notified in writing 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 member of the University who meet periodically to review the outstanding appeals for the Committee. Appeal dates can be determined by contacting the Registrar. Personal appearance before the Committee is not permitted, as the decision must be based on the submitted written information and documentation. 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 was received to file an appeal with District Court.

If you have questions, please contact:

Chris Meiers, Registrar
3901 Rainbow Blvd, MS 4029
Kansas City, Kansas 66160
(913) 588-1231

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 16 a and 16 b COMPLETELY.
- Be sure and have the form NOTARIZED on the back of the last page. There is a notary in the Registrar's Office. Notaries can also be found at local banks.
- 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.