Residency Application Information

Please read the Kansas Board of Regents Residency Rules & Regulations carefully. ([https://kansasregents.org/about/rules-regulations/residency-rules-regulations](https://kansasregents.org/about/rules-regulations/residency-rules-regulations))

If, after reading the information, you feel that you are able to document that you meet 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.

The completed application with all supporting documentation should be returned to the Office of the University Registrar. Incomplete applications will not be accepted.

Drop off or mail the completed application and supporting documentation to these locations:
KU Visitor Center – 1502 Iowa St., Lawrence, KS 66045
KU Med Center Enrollment Services, Mail Stop 4005, 3901 Rainbow Blvd., Kansas City, KS 66160
KU Edwards Campus – 12600 Quivira Road, Welcome Center, Regents Center 1st Floor, Overland Park, KS 66213

Fax the completed application and supporting documents to:
785-864-3900 – University Registrar in Lawrence

Email the completed application and supporting documents to:
registrar@ku.edu - University Registrar in Lawrence OR kumc.registrar@kumc.edu - KUMC Registrar

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:

Spring 2022:
- November 04, 2021: First day to apply for the semester
- January 1, 2022: Priority date for correct billing
- February 17, 2022: Last day to apply for the semester

Summer 2022:
- March 24, 2022: First day to apply for the semester
- May 1, 2022: Priority date for correct billing
- July 7, 2022: Last day to apply for the semester

Fall 2022:
- June 8, 2022: First day to apply for the semester
- August 1, 2022: Priority date for correct billing
- September 21, 2022: 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.

*I have read and understand that I must pay tuition of non-resident rates by the payment deadline

Name
Student signature
Date
**Classification Procedures:**

The Kansas Board of Regents governs tuition classification. Determining 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). 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.

*I have read and understand the classification procedures:

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<th>Student signature</th>
<th>Date</th>
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**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 the KU Visitor Center at 1502 Iowa St, Lawrence, KS 66045. 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.

*I have read and understand the appeal process:
Required Documentation

1. 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. 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.
KANSAS BOARD OF REGENTS
APPLICATION FOR RESIDENT CLASSIFICATION FOR FEE PURPOSES. READ CAREFULLY AND ANSWER COMPLETELY:
Incomplete applications will not be accepted
**If more space is needed for any answers, please use an additional sheet of paper.

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 NO, have you been granted Immigrant or Permanent Resident status by the U.S. Citizenship and Immigration Services?
     ☐ Yes ☐ No
   If YES, attach a copy of your Alien Registration card.
   If NO, what is your current immigration status? ______________________________________________
   *What is your VISA status? _________________

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)
   CITY/STATE/COUNTRY from ______________ to ______________ MONTH/YEAR
   CITY/STATE/COUNTRY from ______________ to ______________ 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 _________________________
       Area Code and Phone Number
    **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
    **If yes, documentation required**

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>
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<tr>
<th>Institution</th>
<th>From: month/year</th>
<th>To: month/year</th>
<th>Credit Hours Earned</th>
<th>Fee Status</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</th>
<th>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: From: To:</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? _________________________________________________

   Year and State

   *(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 ________

   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?

20. Provide information concerning the present license plate on the vehicle you own or drive and provide documentation.

<table>
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<tr>
<th>State</th>
<th>License Plate Number</th>
<th>Date Plate Obtained</th>
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<td>___________</td>
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Vehicle owned by whom?

21. What state issued your current driver’s license? _________ License No.__________ Date Issued________

**Provide a copy of your driver’s license if issued in Kansas**

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?

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

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_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

_______________________________________________________________________________________________________

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:
Office of the University Registrar
University of Kansas
1502 Iowa St.
Lawrence, KS 66045

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