



Application For Reclassification Of Residency

A student's residency status affects several considerations, including tuition and financial assistance. The Office of Admissions Review and Processing determines residency status from evidence furnished on the application for admission to the University. If such evidence is not sufficient or if records establish that the student does not meet the requirements for resident status, the non-resident status is assigned.

This application packet is available to students currently attending SIUE as non-residents who have now satisfied the residency requirements established by the University and wish to be considered for reclassification. Students may obtain this packet in the Service Center, Rendleman Hall 1309 (618-650-2080). The forms and instructions are also available on the Registrar's web site at www.siu.edu/registrar.

In order to be considered for reclassification of residency, please follow the instructions listed below:

1. Read the residency policy statement on page 3 thoroughly.
2. Complete the Application for Reclassification of Residency form, including signature and date on Page 2.
3. Provide the appropriate documentation indicated on the application.
4. Return your application and supporting documentation to the Service Center, Rendleman Hall 1309 and have it reviewed by the Manager.
5. Deadline for submission of this application is Monday of the 7th week of the semester in which you are requesting residency. Applications received after the deadline will be considered for the following term.

Completed applications with supporting documents can also be mailed to the following address:

Service Center
Box 1080
SIUE
Edwardsville, IL 62026-1080

Application For Reclassification Of Residency

(Please print or type.)

BIOGRAPHIC INFORMATION

1. Name _____ Telephone _____
Last First Middle
2. Student Identification Number (or SSN) _____ Date of Birth _____
3. Permanent address _____ Illinois _____
Number. and Street City State Zip Code
4. Mailing address _____ Illinois _____
Number and Street City State Zip Code
5. Is your parent an Illinois resident? Yes ___ No ___
6. Are you married? Yes ___ No ___ If yes, is your spouse an Illinois resident? Yes ___ No ___
7. If your parent or spouse is an Illinois resident, provide the following information:
 - a) Name _____ b) Relationship: Parent ___ Spouse ___
 - c) Address _____
Number and Street City State Zip Code
 - d) Length of time parent/spouse has resided at the above address? _____
8. If you, your parent(s), or your spouse are currently in the military, provide the following information:
 - a) Self ___ Parent ___ Spouse ___ b) Name of parent/spouse _____
9. Do you drive? Yes ___ No ___ If no, have you ever had a driver's license from another state? Yes ___ No ___
10. Semester and year for which you are requesting the change of residency: Semester _____ Year _____
11. Check one: U.S. citizen ___ U.S. Permanent Resident status ___ International ___

Reason for Requesting a Change of Residency

Please check the appropriate category and note the required documentation. Document categories are listed on page 2.

- _____ Classified as out-of-state resident, but have now resided in the state of Illinois as an adult (18 years of age) for six consecutive months prior to the term for which the change is requested. **(Documents A and B are mandatory.** Documents C through F may be requested if needed.)
- _____ Military Exception (1). This category includes a non-resident actively serving in the armed forces who is stationed and living in Illinois and/or that person's spouse and/or dependent children. **(Only Document H is needed.)**
- _____ Military Exception (2). This category includes a legal resident of Illinois actively serving in the armed forces and stationed outside of Illinois and/or that person's spouse and/or dependent children. **(Only document I is needed.)**
- _____ Parent(s) is legal resident of the state of Illinois. **(Document B from you and your parent and Document A from your parent are mandatory.** Documents C through F may be requested if needed.)
- _____ Married an Illinois resident and am now living in Illinois. **(Documents A from your spouse, Document B from you and your spouse, and Document G are mandatory.** Documents C through F may be requested if needed.)
- _____ Other - Please Explain. **(Documents A and B are mandatory.** Documents C through F may be requested if needed.)

Documents Used To Determine Residency

- A. Purchase agreement for property owned in Illinois or lease agreement for property leased in Illinois. Individuals who do not have a purchase or lease agreement must have the attached "Bona Fide Residency Statement" completed by their landlord or the individual with whom they are living. Students living at Cougar Village Apartments, Bluff Hall, Prairie Hall, Woodland Hall, or Evergreen Hall must provide a copy of their contract.
- B. Illinois Driver's License (copy front and back) This is required if you drive and/or have previously held a driver's license in another state.
- C. Voter's Registration Card
- D. Automobile Registration
- E. Last Illinois State Income Tax Return
- F. Statement of employment from your current employer
- G. Marriage certificate
- H. Copy of military orders indicating current assignment or duty station
- I. Most recent leave and earnings statement

List any other information you believe may be relevant in considering your application:

Certification

This application must be signed and dated by the applicant before action can be taken.

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the university or subject to dismissal. I certify that the statements I have made on this application are correct and complete. I understand that if in the future I change my permanent address to an out-of-state address, my residency will be changed to out-of-state.

Signature _____ Date _____

OFFICE USE ONLY
DO NOT WRITE BELOW THIS LINE

Final Action: _____ Approved: _____ Denied _____ Date _____

Effective Term _____ Authorized Signature _____

Notes:

Definitions and Conditions

Adults, to be considered residents for purposes of tuition, must have been bona fide residents of the state of Illinois for a period of at least six consecutive months immediately preceding the beginning of any term at the University and must continue to maintain a bona fide residence in the state. Adult students who have a parent or both parents maintaining bona fide residence in the state and who reside in the parental home or elsewhere in the state are considered resident students.

Minors are considered to be persons under eighteen years of age. The residence of minors shall be considered to be and to change with that of the parent (s) or legal or natural guardian (s). Parents or legal or natural guardians will not be considered residents of the state unless they maintain a bona fide and permanent place of abode within the state.

If minors are emancipated, are completely self-supporting, and actually reside in the state, those individuals shall be considered residents even though the parents or guardians may reside outside the state. Marriage or active military service shall be regarded as effecting the emancipation of minors for the purpose of this regulation.

The term **bona fide residence** refers to the true, fixed, and permanent home and place of habitation to which individuals intend to return after a temporary absence. Evidence used to determine bona fide residence includes such items as voter registration, place of filing tax returns, proof of property ownership or year-around residence, driver's license, automobile registration, or place of employment.

Nonresident students married to residents of the state may be classified as residents while residing in the state. The spouses though whom students claim residence must demonstrate resident status in compliance with the requirements applicable to all students seeking resident status.

Students who are not citizens of the United States of America, to be considered residents for tuition purposes, must either be married to residents or must have permanent resident status with the United States Immigration and Naturalization Service, and must also meet and comply with all other applicable regulations to establish resident status. Students considered residents for tuition purposes may need to meet additional criteria in order to be eligible for federal student financial assistance.

Persons actively serving in one of the armed forces of the United States, stationed and present in the state in connection with that service, and submitting evidence of such service and station, shall be treated as residents while stationed and present in Illinois. If the spouses or dependent children of such members of the armed forces also live in the state, similar treatment shall be granted to them.

Persons actively serving outside the state in one of the armed forces of the United States are considered residents only on the basis of having been residents of the state at the time of entry into military service. Those separated from active military service are considered residents of Illinois immediately upon separation on the basis of (1) having been residents of the state at the time of entry into military service, or (2) having been treated as residents while in the military by attending school at the University while stationed within the state, or (3) having resided within the state for a period of six months after separation.

Persons incarcerated in a state or federal place of detention within the state of Illinois will be treated as residents for tuition assessment purposes while remaining in that place of detention. If bona fide residence is established in Illinois upon release from detention, the duration of residence shall be deemed to include the prior period of detention.

The spouses and dependent children of all employees on appointment with the University are considered resident students for purposes of tuition assessment during the term of such appointment.

Students may have their residency status reclassified on the basis of additional or changed information by filing a written request for review with the Office of the Registrar. The written request for review must be filed within 30 school days from the day on which classes begin for the term for which a residency change is requested.

A student seeking reclassification from non-resident to resident status is liable for the tuition and fees assessed but, if granted, the change of residency and accompanying tuition change shall apply for the term in which reclassification occurs. In the case of a student classified as a resident who is reclassified as a non-resident, the change to non-resident status and adjustment of tuition shall apply for the term following the reclassification. If the University has classified a student as a resident on the basis of false or falsified documents furnished by the student, the reclassification to non-resident status shall be retroactive to the first term during which residence status was based on these incorrect documents. The student also may be subject to sanctions under the Student Conduct and Student Grievance guidelines.

SIUE has adopted the optional residency status tuition policy for graduate students who are Missouri residents. Under this policy, Missouri residents may enroll for up to six hours per semester and be assessed tuition and fees at in-state rates. This policy does not apply to students of the School of Dental Medicine.

Appeal of Residency Review Decisions

A student who is dissatisfied with the ruling in response to a written request for review of his/her residency status may appeal the ruling to the Office of the Vice Chancellor for Student Affairs by filing a written request with that office within 20 days of the notice of the first ruling.

Bona Fide Residency Statement

Name of Student/Tenant _____

The Office of the Registrar at Southern Illinois University Edwardsville as evidence in determining residency status of the student/tenant named above will use this statement. The student/tenant was unable to provide a purchase or lease agreement and has been asked to provide this document in support of their request for reclassification of residency by the University. **Landlord in this document refers to the individual who owns or is responsible for the dwelling at which the student resides.**

Student/Tenant Address: _____
No. and Street City State Zip Code

Please indicate the date the student/tenant became a resident at the address listed above ____ / ____ / ____.
mo day year

Is the individual currently residing at this address? Yes ____ No ____.

If NO, please indicate the last date of residence ____ / ____ / ____.
mo day year

Name Of Landlord _____

Landlord Information :

No. and Street City State Zip Code

Phone _____

Note: The landlord must sign this form in the presence of a notary public.

I certify that the information that I have given on this statement is correct and complete.

Notarized Signature Of Landlord _____ Date _____

Notary Public Verification of Landlord Signature

State of _____

County of _____

Signed before me on the _____ day of _____, _____.

Signature of Notary Public

Notary Seal