Residency Appeal Packet/Checklist

ALABAMA RESIDENT EMPLOYED-OUT OF-STATE

(Eligible 12 months after move to state with documents below provided.)

✓ Application/Checklist Coversheet (click here)
✓ Brief letter explaining basis for appeal
✓ Certification Statement - signed/dated by student, parent and/or spouse (if applicable) (click here)
✓ Letter of employment verification – must include starting date, signature of employer and contact information.
✓ Copy of most recent Alabama Form 40 state tax return showing student claimed as dependent. (Two main pages)
✓ Copy of Federal 1040 tax Return (Two main pages)
✓ Copy of lease or deed showing residency in Alabama (one year old)
✓ Personal checking account banking documents demonstrating physical presence in Alabama.
✓ Copy of Alabama driver’s license.
✓ Copy of vehicle registration – Alabama
✓ Copy of voter's registration - Alabama found at www.alabamavotes.gov

Please note - supplying all documents required for a residency appeal does NOT guarantee residency but allows us to assess each situation and apply Alabama law accordingly.

Attention to details:

- Only the first two pages of Federal 1040 and Alabama Form 40 tax returns are necessary.
- Do not send electronic filing cover sheets.
- Do not send W2’s.
- Forms submitted with information marked out or erased will not be considered. Exception: First 5 digits of social security numbers on taxes may be marked out.

All documents may be:

- Scanned and e-mailed PDF format: residency@auburn.edu
- Mailed: Attention: Residency Advisor- Meg Alexander
  
  Office of the Registrar
  04 Langdon Hall
  152 South College Street
  Auburn University, AL 36849

- Hand carried and delivered to 04 Langdon Hall, Auburn University