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 parents' Federal 1040 tax Return (Two main pages)
✓ Copy of parents' out of state tax return.
✓ Copy of parents' lease or deed showing residency in Alabama (one year old)
✓ Copy of parents' personal checking account statements demonstrating physical presence in Alabama for preceding 12 months.
✓ Copy of Alabama driver’s license for both parents, if married.
✓ Copy of Alabama vehicle registration for both parents, if married.
✓ Copy of Alabama voter's registration found at [www.alabamavotes.gov](http://www.alabamavotes.gov) for both parents, if married.

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.

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**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](mailto: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