Residency Appeal Packet/Checklist

ALABAMA RESIDENTS WHO ATTENDED OUT-OF-STATE COLLEGES & UNIVERSITIES (FOR 12 MONTHS OR LESS)
✓ 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)
✓ Proof of graduation from Alabama high school (can access internally upon receipt of appeal)
✓ Letter from previous institution stating the following:
  o It is a private institution and does not differentiate between resident and non-resident fees and/or
  o Your record shows a permanent address in Alabama and/or
  o You were considered a non-resident at said institution

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.

ALABAMA RESIDENTS WHO ATTENDED OUT OF STATE COLLEGES & UNIVERSITIES (FOR MORE THAN 12 MONTHS)
✓ Application/Checklist Coversheet (click here)
✓ Brief letter explaining basis for appeal
✓ Certification Statement - signed and dated by student and parent (if applicable) (click here)
✓ Letter from previous institution stating the following:
  o It is a private institution and does not differentiate between resident and non-resident fees.
  o Your record shows a permanent address in Alabama
  o You were considered a non-resident at out-of-state institution
✓ Parents' most recent Alabama Form 40 state tax return showing student claimed as dependent (Two main pages).
✓ Parents' most recent Federal 1040 tax return showing student claimed as dependent (Two main pages).
✓ Letter of employment verification – must include starting date, position, full time status, withholding of Alabama taxes, signature of employer and contact information.
✓ Copy of lease or deed showing residency in Alabama

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