Residency Appeal Packet/Checklist
For Active Duty Military Personnel

MILITARY PERSONNEL: Alabama State of Residency
Note: Home of Record is not necessarily the same as state of residency.
✓ 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)
✓ Most recent LES (Leave and Earning Statement) must show Alabama as your state of residency for taxes.
✓ Your most recent Federal 1040 tax return.
✓ Your most recent Alabama Form 40 state tax return.
✓ Copy of marriage license (if for spouse).

MILITARY PERSONNEL: Ordered/Stationed in Alabama
✓ Application/Checklist Coversheet (click here)
✓ Brief letter explaining basis for appeal
✓ Certification Statement - signed and dated by student and parent/s (if applicable) (click here)
✓ Copy of PCS (Permanent Change of Station) orders identifying Alabama as assignment.
✓ Your most recent Federal 1040 tax return.

MILITARY PERSONNEL: Ordered/Stationed at Fort Benning, GA (Living in Alabama)
✓ Application/Checklist Coversheet (click here)
✓ Brief letter explaining basis for appeal
✓ Certification Statement - signed and dated by student (click here)
✓ Copy of PCS (Permanent Change of Station) orders identifying Fort Benning as assignment.
✓ Copy of lease or deed showing you have lived in Alabama for 12 consecutive months.
✓ Copy of Alabama driver’s license.
✓ Copy of vehicle registration – Alabama
✓ Copy of voter’s registration – Alabama (www.alabamavotes.gov)
✓ Proof of banking in Alabama (voided check or checking account statement with AL address)
✓ Copy of marriage license (if for spouse)
✓ Your most recent Federal 1040 tax return

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