Residency Appeal Packet/Checklist

NON-RESIDENT EMPLOYED IN ALABAMA - For Parents
(Eligible 12 months after fulltime employment in state with documents below provided.)

100% of full-time employment needs to be confirmed only in Alabama within commutable distance from home with no remote or out-of-state work.

Spouse and dependent children of non-residents that are working in a full time capacity (physically present) in Alabama may qualify for residency. They must have held a full time position for at least 12 consecutive months in the state, paid Alabama taxes, and have NOT claimed credit on their Alabama return for income taxes paid to another state.

✓ 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, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
   (If self-employed: copy of business license, articles of incorporation, lease/deed of business)
✓ Copy of parents' most recent Alabama Form 40NR state tax return showing student claimed as dependent.
✓ Copy of parents' most recent Federal 1040 tax Return showing student claimed as dependent. (Two main pages)
✓ Copy of parents' most recent Federal Tax Return Transcript. Tax return transcripts can be requested at https://www.irs.gov/Individuals/Get-Transcript.
✓ Copy of parents' out of state tax return.

- Alabama and Federal taxes plus full-time employment verification in Alabama must be submitted every year of the student’s academic career.

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:

- 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