Residency Appeal Packet/Checklist

REMOTE/SELF-EMPLOYED/RETIRED WORKER - For Parents

Includes jobs involving traveling out-of-state or multiple state territory

Note: Documentation must show residency for the 12 months preceding student enrollment.

- If married, both parents must reside full-time in Alabama.
- If incoming student is still in out-of-state high school, one year waiting period for parents can begin no sooner than summer following high school graduation and parents subsequent relocation to Alabama.

✓ 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 40 state tax return.
✓ Copy of parents' out of state tax return, if applicable.
✓ Copy of parents' most recent Federal 1040 tax return.
✓ 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 lease or deed showing residency in Alabama for the preceding 12 months (one year old)
✓ Copy of parents' personal checking account statements demonstrating physical presence in Alabama for the 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 (alabamavotes.gov) for both parents, if married.

- At time of approval, at least one additional year of Alabama & Federal taxes will be stipulated to assure continued permanent employment and residence.

- 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