



# Petition for Classification as In-State for Tuition Purposes

**PLEASE REFER TO FILING INSTRUCTIONS ON PAGE 4  
FOR SUBMISSION INFORMATION.**

For information concerning Auburn's Student Residency Tuition Policy please go to

<http://bulletin.auburn.edu/generalinformation/financialinformation/alabamaandnonalabamastudentpolicy/>

## **Qualifying Categories for Consideration as In-State for Tuition Purposes**

**Important: Should your situation not fit any of the categories below, please review the Frequently Asked Questions (FAQ) found on the [residency website](#).**

**Category A:** An individual who is not claimed as a dependent by his or her parents or any other individual for the tax year immediately preceding the request for resident classification. Student must be a financially independent student and have established and maintained legal state residency and full-time employment in the State of Alabama for a period of at least 12 consecutive months immediately preceding the first day of classes for the term they wish to start. Must be able to demonstrate continued financial self-sufficiency without support from parents.

**Category B:** A dependent student under 24 years of age whose parent is a full-time employee of an Alabama employer prior to the first day of classes of the term, whose parent is not considered a remote worker, tele-commuter, or self-employed, whose parent has established primary domicile in the State of Alabama, and who is claimed as a dependent on that parent's most recent federal income tax return. This category also is for students that are married to an AL resident who would fall into this employment category.

**Category C:** A dependent student under 24 years of age whose parent has maintained legal domicile in the State of Alabama for at least 12 consecutive months as a remote worker, self-employed businessperson, or retiree immediately preceding the first day of classes for the term and who is claimed as a dependent on that parent's most recent federal income tax return. This category also is for students that are married to an AL resident who would fall into this employment category.

**Category D:** Active-duty military personnel who claim Alabama as their state of residence as shown on their leave and earnings statement, or who are assigned/ordered to the State of Alabama.

**Category E:** Alabama high school graduate who attended all four years in an Alabama high school who have attended an out of state college/university as a non-resident

**Category G:** Student that is a dependent of a parent or are a student that currently is an Alabama State employee or Auburn University employee.

**Category H:** Student that is a dependent of a parent or are a student that is currently a Hyundai /Tier 1 employee.

## Section One - Student Information Form

Student's Full Name: (Last Name, First Name, Middle Name)

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Student ID Number: (90#)

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Student's Permanent Address

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City, State, Zip

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Student's Auburn E-mail Address

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Current Semester and Year (Ex: Fall 2023)

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Date of Birth (MM/DD/YY)

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Student's Telephone Number

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## Section Two - Student's Claim of In-State Status for Tuition Purpose

I am petitioning for classification as in-state for tuition purposes under Category: \_\_\_\_\_

Semester/year you are petitioning the start of in-state residency. (Ex. Spring 2023) \_\_\_\_\_

## Student's Oath and Affirmation- Certification Statement

I, the undersigned, hereby declare, swear, and affirm to the authenticity of the information provided in this affidavit. I understand that in order to be eligible for resident tuition rates at Auburn University the burden of proof lies with me and that I may be asked to provide further information and documentation. I further understand that, if asked, my failure to provide this documentation will result in an immediate change in residency status and immediate payment for non-resident tuition for all previous semester in which I was enrolled. I understand that any false or misleading information in this affidavit or provided in support of this affidavit may result in denial of admission or expulsion from Auburn University. I understand that it may also cause me to be billed for the out-of-state tuition. I understand that supplying the requested documents does NOT guarantee a reclassification to in-state for tuition purposes. I hereby give permission for Auburn University to review or examine all documents and records, including any confidential loan forms and related data, and to discuss my residency status with parents or spouses as applicable, which may assist in clarifying my classification for tuition purposes.

I certify that my primary domicile address is \_\_\_\_\_, that I intend to remain at this address indefinitely, and that I possess more connections with the State of Alabama than with any other state.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If supplying taxes)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If supplying taxes)

\_\_\_\_\_  
Date

### If reclassifying under category B, C, or D please have your parents complete the following:

I, the undersigned, hereby declare, swear, and affirm to the authenticity of the information provided in this affidavit. I understand that to be eligible for resident tuition rates at Auburn University the burden of proof lies with me and that I may be asked to provide further information and documentation. I further understand that, if asked, my failure to provide this documentation will result in an immediate change in residency status and immediate payment for non-resident tuition for all previous semesters in which the petitioning student was enrolled. I understand that any false or misleading information in this affidavit or provided in support of this affidavit may result in denial or admission or expulsion from Auburn University of the petitioning student. I understand that it may also cause the student to be billed for the out-of state tuition. I understand that supplying the requested documents does NOT guarantee a reclassification to in-state for tuition purposes. I hereby give permission for Auburn University to review or examine all documents and records, including any confidential loan forms and related data related to the petitioning student, which may assist in clarifying classification for tuition purposes.

I certify that my primary domicile address is \_\_\_\_\_, that I intend to remain at this address indefinitely, and that I possess more connections with the State of Alabama than with any other state.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## Filing Instructions

To ensure consideration of appeals prior to the semester start dates, documentation must be received by August 1 for fall semester; January 1 for spring semester; and May 1 for summer semester.

### **Petitions will not be considered for previous terms.**

Redact social security and bank account numbers from documents. You may NOT redact financial information from taxes or banking/credit card statements

Secure submission: All residency appeal documents must be submitted by using Auburn University's **Secure File Mover**. When ready to submit, send an email to [residency@auburn.edu](mailto:residency@auburn.edu) to request a link or if you are an accepted student, you can upload at [filemover.auburn.edu](https://filemover.auburn.edu). When uploading please upload to [residency@auburn.edu](mailto:residency@auburn.edu). Please combine all files into one Adobe PDF document **not** a word document prior to uploading. Once you have received your confirmation email of your upload, please forward that email to [residency@auburn.edu](mailto:residency@auburn.edu). We will respond once we have received confirmation.

**\* Do NOT email, mail or hand deliver your appeal to the Office of the Registrar**

**\* Do NOT submit partial appeals. Full appeals will only be accepted.**

## Notification of Decision

After review of appeal documents, the decision will be sent to the student's Auburn email address or, if the student has yet to be accepted, to the email address entered on the Student Information form.

## For Persons Claiming In-State Status Under Category A

Please provide, in order, the following information/documents along with this application

1. Student Information & Certification Statement (See Pgs. 1 & 2)
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including your purpose in coming to Alabama
3. Letter(s) of employment containing the following: Dates of employment, total hours worked per week, supervisor's name, and contact information.
  - \* For the purposes of residency - Auburn University considers full time as 35 hours or more per week.
4. Copy of your most recent State Taxes (for all states)
5. Copy of the first two pages of your federal form 1040 income tax return for the most recent tax year
6. Copy of your W2 forms for the most recent tax year
7. Copy of your most recent earnings statement
8. Budget Statement (See Pg. 6)
9. Copy of your Alabama driver license. You HAVE TO MOVE your driver's license within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the driver's license to AL. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.
10. Copy of your Alabama vehicle registration. You HAVE TO MOVE your vehicle registration within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the registration.
11. Proof of your AL Voter's Registration
12. Personal checking statements and/or credit card statements showing transactions for the past 12 months and with your AL address listed on statements.
13. If you are under age 24: Copy of the first two pages of your parent's federal 1040 income tax return for the most recent tax year.
14. Copy of your warranty deed or lease(s) for the past 12 months

**STUDENT BUDGET- Please provide annual figures.**

Budget should reflect the past 12 months' income//expenses to demonstrate financial independence. If you do not have income or an expense in each category, please enter 0.

**INCOME**

Salary (Self/Spouse) after tax	0
Bonuses	0
Savings	0
Interests earned	0
Investment/dividend income	0
Financial aid (total-itemized below)	0
Grants	0
Scholarships	0
Federal Loans	0
Private loans- with/without co-signer (Circle)	0
Parent (PLUS) loans	0
INCOME SUBTOTAL	0

**EXPENSES**

Tuition	0
Fees	0
Books	0
Rent/mortgage	0
Water/Sewer	0
Electricity	0
Cable/internet	0
Waste disposal	0
Car payments	0
Debt Payments (Credit cards, etc.)	0
Gasoline	0
Childcare	0
Auto Insurance	0
Home/Rent Insurance	0
Entertainment/recreation	0
Household supplies	0
Health Insurance (medical, dental, vision)	0
Food/groceries	0
Clothing	0
Student Loan Payments	0
Personal care (haircuts, nails, etc.)	0
Vacation/travel	0
Pet care	0
Other	0
EXPENSES SUBTOTAL	0

INCOME minus EXPENSES	0
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## For Persons Claiming In-State Status Under Category B

Please provide, in order, the following documents:

### Student documents:

1. Student Information & Certification Statement.
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama

### Both Parent's documents

3. Letter of both parent's employment showing start date, full time, or part time status, and withholding of Alabama taxes.
4. Copy of parents' most State Taxes (for all states)
5. Copy of the first two pages of parent's federal form 1040 income tax return for the most recent tax year.
6. Copy of parent's W2 forms for the most recent tax year.
7. Copy of parent's most recent earnings statement.
8. Copy of the first page of parent's warranty deed and/or lease(s) for the past 12 months.
9. Copy of both parent's Alabama driver 's license. You HAVE TO MOVE your driver's license within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the driver's license to AL. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.
10. Copy of your parent's vehicle registration. You HAVE TO MOVE your vehicle registration within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the registration.
11. Proof of Parent's AL Voter's Registration.
12. Marriage License if residency is based on spouse. (if applicable)
13. If parents are divorced, documents for the parent that is an AL resident is required and the divorce decree showing full or joint custody.

\*\* Age doesn't apply when married to an AL resident.

## For Persons Claiming In-State Status Under Category C

Please provide, in order, the following documents:

### Student Documents:

1. Student Information & Certification Statement.
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama.

### Both Parent's Documents

3. Letter of employment from both parent's, showing start date, full time status, and withholding of Alabama taxes.
4. Copy of your parents' most recent State Taxes. (for all states)
5. Copy of the first two pages of parent's federal form 1040 income tax return for the most recent tax year.
6. Copy of parent's W2 forms for the most recent tax year.
7. Copy of parent's most recent Federal Tax Transcript. <https://www.irs.gov/individuals/get-transcript>
8. Copy of parent's most recent earnings statement.
9. Copy of the first page of parent's warranty deed, lease(s) for the past 12 months.
10. Copy of both parent's Alabama Driver license. You HAVE TO MOVE your driver's license within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the driver's license to AL. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.
11. Copy of your parent's Alabama vehicle registration. You HAVE TO MOVE your vehicle registration within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the registration.
12. Proof of parent's AL Voter's Registration.
13. Provide copies of all warranty deeds and property leases in other states.
14. Both parent's personal checking statements and/or credit card statements showing transactions for the past 12 months.
15. Copy of your parent's most recent business license (if applicable)
16. Marriage License if residency is based on spouse. (if applicable)
17. If parents are divorced, documents for the parent that is an AL resident is required and the divorce decree showing full or joint custody.

\*\* Age doesn't apply if you are married to an AL resident



## For Persons Claiming In-State Status Under Category D

Please provide, in order, the following documents:

1. Student Information & Certification Statement.
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama.
3. Copy of your or your parent's most recent LES, showing AL as a state of residence.
4. Copy of your or your parent's most recent Permanent Change of Station orders.
5. Copy of your or your parent's most recent Federal Tax return.
6. Copy of your or your parent's most recent State Tax return.

## For Persons Claiming In-State Status Under Category E:

Alabama high school graduates who attended all four years of high school in Alabama but have attended an out of state school as a non-resident.

Please provide, in order, the following documents:

1. Student Information & Certification Statement
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama.
3. Copy of your high school transcript (if not already submitted to Auburn)
4. Letter from out-of-state or online institution/s stating:
  - You were considered a non-resident during your attendance or that they are a private institution and do not differentiate between residents and non-residents for tuition purposes.
  - Your permanent address on file at their school during your attendance.
5. Copy of your current Alabama driver's license

## **For Persons Claiming In-State Status Under Category G: AL State or Auburn University Employees.**

Please provide, in order, the following documents:

1. Student Information & Certification Statement.
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama.
3. Copy of your most recent State Taxes (for all states)
4. Marriage License if residency is based on spouse.
5. Copy of you (if employee) or your parents' current AL driver's license. You HAVE TO MOVE your driver's license within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the driver's license to AL. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.
6. AL State Employees- Letter of employment showing start date, full time, or part time status, and withholding of Alabama taxes (Doesn't apply to AU employees)

## **For Persons Claiming In-State Status Under Category H: Hyundai/Tier 1 Employees**

Please provide, in order, the following documents:

1. Student Information & Certification Statement.
2. A clear and complete statement from the student, covering facts and circumstances that, in your opinion establish your legal domicile in Alabama.
3. Letter of employment showing start date, full time or part time status, and withholding of Alabama taxes
4. Tier 1 Proof from company HR.
5. Copy of your most recent AL Form 40 (page 1&2) and the DS/HOF statement showing your dependents (if applicable.)
6. Copy of you (if you are the employee) or your parents' current AL driver's license. You HAVE TO MOVE your driver's license within 30 days of moving. If you miss the 30 days, your 12 months begins the date you moved the driver's license to AL. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.