Petition for Classification as In-State for Tuition Purposes

DO NOT MAIL OR E-MAIL YOUR DOCUMENTS OR THIS FORM- PLEASE REFER TO FILING INSTRUCTIONS- YOU WILL HAVE TO EMAIL FOR THE LINK TO SUBMIT SECURELY

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 who has 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. Must be able to demonstrate 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.

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.

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 are dependents of a parent or are a student that is currently an Alabama State employee or Auburn University employee.

Category H: Student that are dependents of a parent or are a student that is currently Hyundai /Tier 1 employees.
Section One - Student Information Form

Student's Full Name: (Last Name, First Name, Middle Name)  
Student ID Number: (90#)

Student's Permanent Address  
City, State, Zip

Student's Auburn E-mail Address  
Current Semester and Year (Ex: Fall 2023)

Date of Birth (MM/DD/YY)  
Student's Telephone Number

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 any and 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 (No Digital Signatures) Date

________________________________________________________________________
Parent's or Spouse's Signature (If supplying taxes) (No Digital Signatures) Date

________________________________________________________________________
Parent's or Spouse's Signature (If supplying taxes) (No Digital Signatures) 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 of 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 (No Digital Signatures) Date

________________________________________________________________________
Parent's Signature (No Digital Signatures) Date
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 (NO digital signatures)

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 AL 40 tax form pages 1 and 2.

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. 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.

9. 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.

10. Proof of your AL Voter’s Registration

11. A voided check or bank statement that shows your AL address for banking

12. 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.

13. 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.

### Income

<table>
<thead>
<tr>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial aid (total-itemize below)</td>
</tr>
<tr>
<td>Grants</td>
</tr>
<tr>
<td>Scholarships</td>
</tr>
<tr>
<td>Federal Loans</td>
</tr>
<tr>
<td>Private Loans (without co-signer)</td>
</tr>
</tbody>
</table>

**Income Subtotal**

### Expenses

| Tuition/Fees |
| Rent/mortgage |
| Utilities |
| Childcare |
| Auto Insurance |
| Homeowners/Renters Insurance |
| Health Insurance |

**Expenses Subtotal**

**Income minus Expenses**
For Persons Claiming In-State Status Under Category B

Please provide, in order, the following documents:

Student documents:
1. Student Information & Certification Statement. (NO digital signatures)
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 recent AL Form 40 (page 1&2) and the DS/HOF statement showing you are a dependent.
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.
For Persons Claiming In-State Status Under Category C

Please provide, in order, the following documents:

Student Documents:
1. Student Information & Certification Statement. (NO digital signatures)

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 AL Form 40 (page 1&2) and the DS statement showing you are a dependent.

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.


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 showing transactions for the past 12 months.

15. Copy of your parent’s most recent business license (if applicable)
For Persons Claiming In-State Status Under Category D

Please provide, in order, the following documents:

1. Student Information & Certification Statement. (NO digital signatures)

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

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. (NO digital signatures)

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 AL Form 40 (page 1&2) and the DS/HOF statement showing your dependents (if applicable.)

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)

7. Proof of AL Voter's Registration of employee

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. (NO digital signatures)

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.

7. Proof of AL Voter's Registration of the employee
**Filing Instructions**

To ensure consideration of appeals prior to the semester start dates, documentation must be received by July 1 for fall semester; November 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. Please combine all files into one document prior to uploading.

* Do NOT email, mail or hand deliver your appeal to the Office of the Registrar
* Do NOT submit partial appeals. All documentation listed on our website is required and must be included in your appeal.

**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.