

## Financially Independent Student Residency Questionnaire Checklist

You must include the **required documentation and complete this checklist with initials** for your Residency Questionnaire to be reviewed.

Submission of the documentation listed below is necessary for the Residency Office to review your questionnaire. You may require additional documentation or clarification in order to determine whether you meet the requirements showing qualification for residency for tuition purposes. Submitting the Residency Questionnaire, this checklist, and any supporting documentation does not guarantee residency for tuition purposes.

**By initialing each required item, I am certifying that I have read the required items and understand I must provide the required documentation listed for the Eastern Washington University Residence Classification Office to review my residency questionnaire.**

- 1. Documents verifying your financially independent status for the current calendar year (this year) and the prior calendar year.** You must demonstrate evidence of responsibility for a minimum of 51% of your expenses for current and previous calendar year over the course of the year. The EWU defines "expenses" as tuition and mandatory fees (if applicable) and room and board costs per the published cost of attendance (unless the student can document lower housing costs). You must also show that you did not and will not receive significant financial assistance either directly or indirectly from anyone else (other than your spouse) for that same time period. Financial resources that may be used to show financial independence include:
  - Your earnings documented on a federal IRS tax form (W-2 and/or 1099) for the calendar year immediately prior to the year in which application is made;
  - Your earnings documented on a pay check stub for the current calendar year (the year in which application is made);
  - Financial aid grants, scholarships and loans authorized by the Financial Aid Office in your name;
  - A trust account in your name (GET, 529 College Savings Plan, etc.), if the account was created before you entered high school. In order to count this resource, appropriate documentation is required as follows:
    - Documentation of the date the account was established, and how much was in the account at the time, AND
    - Documentation that you are the named beneficiary and have independent access to the account during the time period under review for financial independence, AND
    - Proof the account was used by you to pay for your expenses for the current calendar year and the calendar year immediately prior to the year in which application is made.

*Personal loans, PLUS loans, checking & savings accounts, gifts, and cash earnings shall not be counted as income in this calculation. Receipt of the Federal Parent PLUS loan for more than 51% will contradict financially independent status.*

INITIALS \_\_\_\_\_

**2. Documents verifying that you were not claimed as a dependent by your parent(s)/legal guardian(s) for the most recent calendar year and will not be claimed as a dependent on an income tax return for the current calendar year.** Acceptable documentation includes:

- A copy of the federal IRS tax return signature page and the listing of dependents for your parent(s) or legal guardian(s) for the most recent tax year; AND
- A signed, notarized statement from your parent(s) or legal guardian(s) indicating that you will not be claimed on their federal IRS tax return for the current calendar year (and for the most recent calendar year if taxes have not yet been filed).

INITIALS \_\_\_\_\_

**3. Documentation showing that you resided within the state of Washington for the entire 12-month period prior to the first day of the quarter in which you are seeking residency.** Acceptable documents include:

- A copy of the first and signature page of your lease or rental agreement, OR
- Copies of rent receipts or tenant ledger from landlord, OR
- A notarized letter from your landlord (OR person you lived with), OR
- A home purchase agreement showing the physical address of the home and date of closing.

INITIALS \_\_\_\_\_

**4. Documentation of your physical presence in the state of Washington for the entire 12-month period prior to the first day of the quarter in which you are seeking residency.** Note that the housing documentation above is not sufficient to show physical presence; however, different forms of documentation can be combined to cover the 12-month period in question. Acceptable documents include:

- Transcripts indicating you have taken classes in a physical classroom in the state, OR
- Pay stubs or signed employer letter on letterhead showing your employment in the state, OR
- Bank/Credit Card records showing physical transactions that you have made in the state.

INITIALS \_\_\_\_\_

**5. State of Washington voter's registration if you are currently registered to vote.** Acceptable documents include:

- A copy of your official voter's registration card, OR
- A copy of the information from the Secretary of State website found here, OR
- A statement from the county auditor indicating the date registered

INITIALS \_\_\_\_\_

NOT PROVIDED (REASON) \_\_\_\_\_

**6. State of Washington vehicle registration if you own or are using a vehicle in the state.** Residents of the State of Washington are required to title and register their vehicle(s) within 30 days of moving to and establishing a domicile in the state. Acceptable documents include:

- A copy of the vehicle registration (a copy of the title is not accepted as proof for residency purposes). If the vehicle was purchased less than 12 months prior to the term you are seeking residency, you must provide a copy of the bill of sale in addition to the vehicle registration.

INITIALS \_\_\_\_\_

NOT PROVIDED (REASON) \_\_\_\_\_

- 7. State of Washington driver's license or State of Washington identification card** (if you do not drive). Residents of the State of Washington are required obtain a State of Washington driver's license or state identification card within 30 days of moving to and establishing a domicile in the state.

INITIALS \_\_\_\_\_

NOT PROVIDED (REASON) \_\_\_\_\_

- 8. Non-US Citizens** - If you are not a U.S. citizen, but hold permanent or temporary resident status, or "Refugee/Parolee," "Conditional Entrant" status, or are permanently residing in the United States under color of law, attach a copy of both sides of their Resident Alien Card, Temporary Resident Card or other verification of your status with USCIS.

INITIALS \_\_\_\_\_

NOT PROVIDED (REASON) \_\_\_\_\_

- 9. If you have attended a Washington State institution of higher education for 6 or more credits per quarter at any time during the last 12 months, you must also conclusively overcome the presumption that you moved to the state for primarily educational purposes.** Acceptable documentation includes:

- Documentation of significant (at least 30 hours/week) employment at a non-student position in Washington State that correlates with when you relocated to Washington State; AND/OR
- Documentation of a spouse's/partner's significant (at least 30 hours/week) employment at a nonstudent position in Washington State that correlates with when you relocated to Washington State; AND/OR
- Documentation supporting that you moved to Washington State to provide care to a family member. You do not have to provide this documentation if you have not been attending a Washington State institution of higher education for 6 or more credits per quarter.

INITIALS \_\_\_\_\_

NOT PROVIDED (REASON) \_\_\_\_\_

- 10. You must sign and date Section 2a on page one of the questionnaire, and the Statement of Intent and Certification on page two of the questionnaire.**

INITIALS \_\_\_\_\_

\*\*\*Some examples of benefits that may negate establishing residency: WUE tuition benefits (Western Undergraduate Exchange)\*, driver's license or car registration from another state, Hunting/Fishing license from another state, in-state tuition benefits from another state, unemployment benefits from another state, Medicaid from another state, etc.)

# Residence Questionnaire

Send to:  
Office of Records and Registration, 201 Sutton Hall, Cheney WA 99004-2448



**EASTERN WASHINGTON UNIVERSITY**

start something **big**

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

## SECTION 1

Name (Last, First, MI)		Day Phone Number ( )		<b>FOR OFFICE USE ONLY</b>	
Address (Street, State, Zip)		Student ID Number			
E-mail Address		Birth City, State, Country		Type	
1. Last high school attended		State		Status	
2. For what term are you now seeking residence classification?		Year 20		<input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
Year 20 <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer If you have previously applied at this institution for a change in residence status, indicate: Term <input type="checkbox"/> Year <input type="checkbox"/>		Birth Date		Today's Date	
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional   School: <input type="text"/>		Year Graduated		Effective Date	
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student		Credits <input type="text"/> Term <input type="text"/> Year <input type="text"/>   Credits <input type="text"/> Term <input type="text"/> Year <input type="text"/>   Credits <input type="text"/> Term <input type="text"/> Year <input type="text"/>		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status?		Residence Classification Officer	
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status?			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L?			
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months?		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
7. Will you be receiving state financial assistance during the next twelve months?		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

## SECTION 2

1. Are you applying for resident status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</i></p>
2. Are you applying for resident status as a financially independent student?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></p>
2a. <b>Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.	
Signature _____ Date _____	
2b. <b>To further substantiate your financial independence, you are required to submit appropriate documentation.</b> <ul style="list-style-type: none"> <li>• A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li> <li>• A true and correct copy of your W2 form filed for the previous calendar year.</li> <li>• Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li> <li>• If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li> </ul>	
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	
4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? <span style="float: right;"><input type="checkbox"/> Yes   <input type="checkbox"/> No</span>	

Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.

SECTION 3

1. This section is being completed and signed by:

Parent     Legal Guardian     Student

Date of your arrival in Washington :

Month  Day  Year

Purpose of moving to Washington:

Date you took action to officially declare Washington as your permanent, legal domicile:

Month  Day  Year

2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS		
Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE
Mo.	Day	Yr.	City	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Have you ever registered to vote?

Yes     No

If yes, attach a copy of your current voter's card.

If yes, list date, city and state for your last two registrations.

Date  City  State  Date Voted

Date  City  State  Date Voted

5. Do you own or use any motor vehicles, RV's, boats or mobile homes?

Yes     No

If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).

Type of vehicle  License Number  State  Date of Registry

Type of vehicle  License Number  State  Date of Registry

6. Do you have a valid driver's license?

Yes     No

If yes, you must attach a copy of your current driver's license.

If yes, in what state:

When did you first obtain a driver's license in that state? Date

Previous driver's license?  Yes     No

If yes, in what state:

When did you first obtain a driver's license in that state? Date

7. Do you have a bank account?

Yes     No

If yes, please attach documentation of date you opened account.

If yes, since what date?

Name of Bank  Branch

City  State

8. Have you ever paid in-state tuition at any public institution of higher education?

Yes     No

If yes, date of last term

Name of Institution

Dates Attended: From  To

8a. Have you ever attended a Washington college/university for more than 6 hours per term?  Yes     No

If yes, where

Dates attended From  To

9. Are you a US Citizen?

Yes     No

If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.

10. List business or professional licenses (name & state of issue)

Additional Comments:

**STATEMENT OF INTENT**

I certify that I have declared Washington as my true, fixed, and permanent place of habitation.

**CERTIFICATION**

I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.

Signature of Parent (if completing SECTION 3) \_\_\_\_\_ DATE

Parent Address (Street, City, State)

Signature of Student \_\_\_\_\_ Date