



# West Virginia University

## Academic Affairs

Dear Student:

A request for a change in residency classification status can be a long, time-consuming, and costly process. The Office of Admissions wishes to respond promptly and in complete fairness to all students who make application. Therefore, please take a moment to read the statements below before deciding to apply. Your consideration is appreciated.

### NOTES ON RESIDENCY CLASSIFICATION PROCESS

1. Each student requesting residency classification should have a strong, well-documented case for having the residency application status changed. Ample and specific guidelines are available for your reading to assure that you have a good cause to initiate such a request for residency classification (see attached Higher Education Policy Commission Rules and Policies, Series 25 and West Virginia University Policy on Residency Reclassification).
2. Completion of the two-page Application for Classification as a Resident Student at West Virginia University is **mandatory prior** to discussing residency reclassification with office personnel. **To be reclassified for a particular semester, the application must be submitted two (2) weeks prior to the deadline for the payment of tuition and fees.**
3. All copies of supporting evidence (i.e., drivers license, tax forms, etc.) must be attached to the application described in Number 2 above. Neglecting to submit supporting documents will cause delay in a decision being made. Please submit your application and supporting documents to the "Residency Unit" at the address below. The evidence should demonstrate that the student's primary purpose for living in West Virginia is other than attending an institution of higher education. Merely answering the "Additional Information" questions on the application affirmatively does not necessarily establish residency for tuition and fee purposes. It is the student's responsibility to submit all supporting evidence to be considered with the student's application. **No additional evidence or documentation will be considered after the application has been submitted unless it is requested by the Office of Admissions.**
4. Your signed submission of the application authorizes the Office of Admissions' personnel to review your academic records and to make inquiry, where applicable, to substantiate your supporting evidence.
5. You may be contacted for a personal interview regarding your application. Please indicate your telephone number on the application.
6. Your application will be reviewed and a decision made. If your resident status request is granted, you will be notified in writing. If a denial is issued, you will be sent a written explanation and informed of appropriate appeal procedures.

Phone: 304-293-2121  
go2wvu@wvu.edu  
www.wvu.edu

#### Office of Admissions

PO Box 6009  
Morgantown, WV 26506-6009

Equal Opportunity/Affirmative Action Institution

#### Undergraduate Student Recruitment

Phone: 304-293-6871  
www.wvu.edu  
Fax: (304) 293-8763

One Waterfront Place  
PO Box 6009  
Morgantown, WV 26506-6009

Equal Opportunity/Affirmative Action Institution

## APPLICATION FOR CLASSIFICATION AS A RESIDENT STUDENT AT WEST VIRGINIA UNIVERSITY

Please read Higher Education Policy Commission Rules and Policies, Series 25 and West Virginia University Policy on Residency Reclassification before completing this application and provide all documentation as indicated.

Name \_\_\_\_\_ WVU Student No. \_\_\_\_\_

Present PERMANENT home address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Birth Date \_\_\_\_\_

Enrollment status at WVU:

Previously enrolled – Dates: \_\_\_\_\_ Currently enrolled – Date first enrolled: \_\_\_\_\_

Future enrollment – Entry Date: \_\_\_\_\_

Residency status requested for ☐ Spring ☐ Fall ☐ Summer Year \_\_\_\_\_

What is your present means of financial support (e.g., parents, self, financial aide)? \_\_\_\_\_

Are you receiving any type of financial aid? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list type/source: \_\_\_\_\_

**DEPENDENCY INFORMATION:**

Response in this section should be based upon item 3 of the attached Higher Education Policy Commission Rules and Policies, Series 25.

This application is being made on the basis of: (check only one)

\_\_\_\_\_ Personal independence (provide information requested below and forward supporting documentation relative to yourself)

\_\_\_\_\_ Dependency on parent/guardian/spouse (provide information below and forward supporting documentation relative to parent/guardian/spouse)

**Residency Information:** Attach documentation of your residency in West Virginia for the previous 12-month period (lease agreements, deeds of trust, etc.).

From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

From \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_

**Employment Information:** Attach documentation of employment for the period being used in support of this application.

Company name \_\_\_\_\_ Address \_\_\_\_\_ Dates \_\_\_\_\_

Company name \_\_\_\_\_ Address \_\_\_\_\_ Dates \_\_\_\_\_

**Additional Information**

Below is a list of affirmative actions that are partial evidence of an individual's domicile. This list is not exhaustive and completion of these affirmative actions does not guarantee reclassification. If you have taken any of the actions below, you must attach documented evidence of the action. Also attach documentation of other items listed in Section 3 of the Higher Education Policy Commission Rules and Policies, Series 25, demonstrating that your primary purpose for living in West Virginia is for purposes other than attending an institution of higher education.

	No	Yes
Do you own residential property in West Virginia?	_____	_____
Have you paid West Virginia real or personal property taxes during the past 12 months?	_____	_____
Have you filed a West Virginia Income Tax Return during the past 12 months?	_____	_____
If married, is your spouse a resident of West Virginia?	_____	_____
Do you have a motor vehicle registered in your name?	_____	_____
Is such vehicle licensed in West Virginia?	_____	_____
Do you possess a valid West Virginia driver's license?	_____	_____
Do you possess a West Virginia Voter's Registration?	_____	_____
Have you obtained full-time employment in West Virginia?	_____	_____
For Resident Aliens: Date Permanent Alien Card Issued	_____	_____

*For each yes, you must attach documented evidence*

*Please complete other side*

**PROVIDE A WRITTEN STATEMENT OUTLINING AND EXPLAINING YOUR CLAIM TO RESIDENT STUDENT STATUS. PLEASE BE BRIEF AND SPECIFIC. FOCUS YOUR STATEMENT ON FACTORS THAT DEMONSTRATE THAT YOUR PRIMARY PURPOSE FOR LIVING IN WEST VIRGINIA IS OTHER THAN ATTENDING AN INSTITUTION OF HIGHER EDUCATION.**

I affirm/attest that the information and accompanying documentation herein is true and accurate, and freely authorize the verification of each if considered necessary for the proper consideration of this application.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of parent/guardian/spouse \_\_\_\_\_ Date \_\_\_\_\_

*(Applicable to students seeking resident status on the basis of parent/guardian/spouse)*