Instructions for Completing the Residence Classification Form

It is very important that you, and your parent(s) if you are unemancipated, read the following instructions before completing the Residence Classification Form.

General Information for All Applicants
1. Before filling out the application, please read Purdue University’s Residence Classification of Students for Tuition Purposes policy available online at http://www.purdue.edu/policies/business-finance/iid1.html to understand the regulations that must be satisfied to be re-classified as an Indiana “in-state” resident for tuition purposes.

2. The applicant must respond in full to each item on the application. If an item is not applicable, please indicate with an “N/A” in the blank.

3. An application with missing or incomplete information will not be reviewed until all necessary documents have been submitted.

4. The application must be signed and dated by the applicant (and the applicant and parent/guardian if the applicant is unemancipated). Unsigned forms will be returned unprocessed.

5. The applicant must provide the required documentation listed on page 2 of the instructions (i.e., copies of driver’s license, automobile registration, entire income tax return, W-2’s, lease/mortgage, voter’s registration card, bank account statement, etc.) with the classification form. All copies must be clearly legible. Please note that all tax documents and leases submitted must be signed and dated.

6. Return the form and all documents to:
   
   Office of the Registrar
   Purdue University
   610 Purdue Mall
   West Lafayette, IN 47907-2040

   Fax: (765) 494-0570

   Students attending regional campuses should return their residence classification form and all accompanying documentation to the appropriate office on that campus.

7. According to University Regulations: “A student’s application for classification as a Resident must be submitted in writing on a form supplied by the registrar any time after the Domicile requirement has been met, including one year of consecutive residence, but no later than 15 business days after the first day of classes of the academic session for which reclassification is sought.”

8. Upon receipt by the appropriate office, the completed application and supporting materials will be reviewed. Within 30 business days of the date received, a letter containing a decision or a request for additional information will be sent to the applicant’s address.

9. Your Purdue University student identification number (PUID) is required.

10. The student applicant must be admitted to Purdue University to submit a residence classification form.

Emancipated Students
1. Complete Section I: Student Data (Items 1 - 24).

2. Read the Certification by Student; sign and date the application.

Veteran Students and Currently Serving in the Indiana National Guard/United States Military Reserve Students
1. Complete Section I: Student Data (Items 1 - 24).

2. Read the Certification by Student; sign and date the application.

Unemancipated Students
1. Complete Section I: Student Data (Items 1 – 15 and 21-23).

2. Student must read the Certification by Student; sign and date the application.

3. Parent/guardian must complete Section II: For Parent Providing Financial Support to Student (Items 25 - 30).

4. Parent/guardian must read the Certification by Parent; sign and date the application.

(over)
**PURDUE UNIVERSITY**

**Updated 6/16/2015**

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### Required Documentation for Emancipated Students*

If you are an emancipated student (do not depend on your parent/guardian for support and are not claimed by them as a dependent on their income tax return), you should complete Items 1 - 24. The following documentation is required:

- a copy of your driver’s license
- a copy of your car registration
- a signed and dated copy of your most recent state income tax return, including all forms, schedules and worksheets
- a copy of your most recent W-2’s
- a copy of your lease agreement/mortgage statements for the past 12 months
- a copy of your voter’s registration card
- a copy of your most recent bank statement
- a copy of your permanent resident card, temporary visa, “Notice of Deferred Action under DACA Program”, or “Employment Authorization Document” (if applicable)
- a copy of your 1) most recent, and 2) twelve months prior military Leave and Earnings Statement(s) (if applicable)
- a statement from your employer indicating your beginning date, position, status (permanent/temporary), and location of employment
- a copy of your most recent pay stub with year-to-date information

### Required Documentation for Veteran Students and Currently Serving Indiana National Guard or United States Military Reserve Students*

If you are a United States military veteran, separated from the Indiana National Guard or currently serving in the Indiana National Guard or the United States Military Reserves, you should complete items 1 – 24. The following documentation is required:

- a copy of your driver’s license, state identification card, car registration or voter’s registration card
- a copy of your authorized DD-214 (Member-4 copy)
- a copy of your most recent military Leave and Earnings Statement if you are currently serving in the Indiana National Guard or United States Military Reserves

### Required Documentation for Unemancipated Students*

If you are an unemancipated student (are dependent on your parent/guardian for support and/or were claimed as a dependent on their income tax return), you should complete Items 1 - 15 and 21-23, and your parent(s) should complete Items 25 - 30. The following documentation is required:

- a statement from your parent’s/guardian’s employer indicating beginning date, position, status (permanent/temporary), and location of employment
- a copy of your parent’s/guardian’s most recent pay stub with year-to-date information
- a copy of your parent’s/guardian’s driver’s license
- a copy of your parent’s/guardian’s car registration
- a signed and dated copy of your parent’s/guardian’s most recent state income tax return, including all forms, schedules and worksheets
- a copy of your parent’s/guardian’s most recent W-2’s
- a copy of your parent’s/guardian’s lease agreement/mortgage statement for the past 12 months
- a copy of your parent’s/guardian’s voter’s registration card
- a copy of your parent’s/guardian’s most recent bank statement
- a copy of your parent’s/guardian’s permanent resident card/temporary visa (if applicable)
- a copy of your (you, the student) permanent resident card, temporary visa, “Notice of Deferred Action under DACA Program”, or “Employment Authorization Document” (if applicable)
- a copy of your parent’s/guardian’s 1) most recent and 2) twelve months prior military Leave and Earnings Statement(s) (if applicable)

*Depending on your situation, other documentation may be requested.

**For residence status beginning with a **summer or fall** session:**

Please include a copy of the state income tax return for the year prior to the summer or fall session.

**For residence status beginning with a **spring** session:**

Please include a copy of 1) the most recent state income tax return, and 2) a copy of a December pay stub with year-to-date information.

A student not satisfied with the initial written determination concerning his/her residence classification may appeal the decision to the Residence Appeal Committee. The written appeal, including reasons supporting the appeal, may be forwarded to: Residence Appeal Committee, Purdue University, 610 Purdue Mall, West Lafayette, IN 47907-2040. See section 5 of the University’s Residence Classification of Students for Tuition Purposes policy.
SECTION I: STUDENT DATA

1. Name: ____________________________________________ Student PUID #: __________________________

2. Date of Birth: ______/____/______ Place of Birth: __________________________ (state) (country)

3. U.S. Citizen:  Yes  No If no, are you:  Permanent Resident #______________ ______/____/____;  Temporary Visa ______/____/____; or  Other __________________________

4. Student Status:  New Student  Continuing Student  Re-entering Student  Transfer

5. Student Level:  Undergraduate  Graduate  Professional  Non-degree

6. Current Local Address: ____________________________________________________________ Telephone: (_____) ______ __________

7. Permanent Home Address: ________________________________________________________ Telephone: (_____) ______ __________

8. Marital Status:  Single  Married (Note: If not married, go to item 15.)

9. Name of Spouse: ________________________________________________________________

10. Date of Marriage: ______/____/______

11. Spouse Enrolled at an Educational Institution:  Yes  No If yes: __________________________

12. Spouse Currently Employed:  Yes  No If yes: __________________________

13. Dates of spouse’s current employment: ______/____ to ______/____ Monthly Earnings: $__________

14. Spouse resides in Indiana:  Yes  No If no, where does spouse reside?: __________________________

15. List dates of attendance, locations, and degrees received (if any) from high schools and all colleges you have attended.

<table>
<thead>
<tr>
<th>Dates (month/year)</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Institution</th>
<th>City</th>
<th>State</th>
<th>Degree Earned</th>
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16. List all sources of financial support other than employment income (i.e., parental support, valuable gifts such as a car, savings, inheritance, trusts, financial aid [grants, scholarships, loans, parent loans], etc.)

<table>
<thead>
<tr>
<th>Type of Financial Support</th>
<th>Source of Financial Support</th>
<th>Date Received</th>
<th>Amount</th>
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17. Indicate beside each item below where and when these actions were most recently done; if these actions have never been taken, indicate with N/A.

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<tr>
<th>Action</th>
<th>Where (State)</th>
<th>When (month/year)</th>
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</thead>
<tbody>
<tr>
<td>Acquired a driver’s license</td>
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<tr>
<td>Registered and licensed a motor vehicle</td>
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<tr>
<td>File state resident income tax return and W-2’s</td>
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<td>Acquired real estate or signed a lease for principal dwelling</td>
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<td>Registered to vote</td>
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<td>Established a bank account</td>
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<tr>
<td>Acquired permanent resident card/temporary visa</td>
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18. Are you a United States military veteran or separated from the Indiana National Guard: ☐ Yes ☐ No
   If yes: _____ / _____ / _______ Honorable discharge: ☐ Yes ☐ No

19. Are you currently serving in the Indiana National Guard or United State Military Reserves: ☐ Yes ☐ No
   If yes, specify branch of military: __________________________

20. List locations and dates where you have resided during the last two (2) years.

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Dates (month/year)</th>
<th>Primary Activity</th>
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21. Address of parent/guardian:
   (number) (street) (apt #)
   (city) (state) (zip code) (country)

22. Parent/Guardian residence your permanent home: ☐ Yes ☐ No
    If no, when did parent/guardian residence cease to be your permanent home: _____ / _____

23. Parent/Guardian claims you as a tax exemption for the last tax year: ☐ Yes ☐ No

24. List dates of your employment, employers, locations of employers, and gross income during the past two (2) years.

<table>
<thead>
<tr>
<th>Dates (month/year)</th>
<th>Employers</th>
<th>State</th>
<th>Full-time</th>
<th>Part-time</th>
<th>Gross Income</th>
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Certification by Student

I understand that for resident consideration, I must apply no later than fifteen (15) business days after the first day of classes of the academic session for which resident classification is sought.

I understand that a student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as other penalties that may be prescribed by the law. I affirm, under the penalties for perjury, that the following representations, including information related to my citizenship status and/or presence in the United States, are true.

I, the undersigned, certify and affirm, under the penalties for perjury, that I have read the foregoing form entitled Residence Classification Information for Tuition Purposes and that the responses and information contained therein are true, accurate, and complete.

__________________________  __________________________
(signature of student)        (month/day/year)
SECTION II: PARENT OR GUARDIAN PROVIDING FINANCIAL SUPPORT FOR STUDENT

25. □ Parent  □ Guardian (A copy of legal guardianship document is required.)

Name: ___________________________________________________________ Telephone: (____) _______ 

Address: ________________________________________________________________

(number) (street) (state) (zip code) (country) 

(city) (apt #)

Inclusive dates at this address: _______/_______ to _______/________ (month) (year) (month) (year)

26. Parent or guardian of: ________________________________________________

(student name)

27. U.S. Citizen: □ Yes  □ No  If no, are you: □ Permanent Resident #______________ /_____/_____; □ Temporary Visa __________; or □ Other ______________ (
(resident number) (date issued) (type)

28. Parent/guardian employment:

<table>
<thead>
<tr>
<th>Father/Guardian</th>
<th>Dates (month/year)</th>
<th>Employers</th>
<th>State</th>
<th>Full-time</th>
<th>Part-time</th>
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<tr>
<th>Mother/Guardian</th>
<th>Dates (month/year)</th>
<th>Employers</th>
<th>State</th>
<th>Full-time</th>
<th>Part-time</th>
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29. Parent/guardian physically resides in Indiana: □ Yes since ______/_____/_______ □ No

30. Indicate beside each item below where and when these actions were most recently done; if these actions have never been taken, indicate with N/A.

- Acquired a driver’s license
- Registered and licensed a motor vehicle
- File state resident income tax return and W-2’s
- Acquired real estate or signed a lease for principal dwelling
- Registered to vote
- Established a bank account
- Acquired permanent resident card/temporary visa (if applicable)

<table>
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<th>Where (state)</th>
<th>When (month/year)</th>
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Certification by Parent

I understand that for resident consideration, a student must apply no later than fifteen (15) business days after the first day of classes of the academic session for which resident classification is sought.

I understand that a person who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties which may be provided by the law. I affirm, under the penalties for perjury, that the following representations, including information related to my citizenship status and/or presence in the United States, are true.

I, the undersigned, hereby certify and affirm, under the penalties for perjury, that I have read the foregoing form entitled Residence Classification Information for Tuition Purposes and that the responses and information contained therein are true, accurate, and complete.

______________________________________________________

(signature of parent/guardian) (month/day/year)
FOR UNIVERSITY USE ONLY

ACTION (to be completed by the appropriate University official)

Approved ____________________________________________ Date ____________

Denied ____________________________________________ Date ____________

Basis for decision

Residence code __________________________________________ Effective session __________________________________________

Comments: