

PURDUE UNIVERSITY

Updated 1/18/2017

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 Indiana driver's license, Indiana vehicle registration, entire state and federal income tax returns, 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, an email containing a decision or a request for additional information will be sent to the applicant's Purdue email 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 - 25).
2. Read the *Certification by Student*, sign and date the application.

Veteran Students and Students Currently Serving in the United States Military/Indiana National Guard/United States Military Reserve

1. Complete Section I: Student Data (Items 1 - 25).
2. Read the *Certification by Student*, sign and date the application.

Unemancipated Students

1. Complete Section I: Student Data (Items 1 – 15 and 22 – 24).
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 26 - 31).
4. Parent/guardian must read the *Certification by Parent*, sign and date the application.

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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 - 25. The following documentation is required:

- a copy of your Indiana driver's license
- a copy of your Indiana vehicle registration
- a physically signed and dated copy of your most recent state income tax return, including all forms, schedules and worksheets^
- a physically signed and dated copy of your most recent federal income tax return, including all forms, schedules and worksheets^
- a copy of your most recent W-2's^
- a signed and dated copy of your lease agreement/mortgage statements showing the past 12 months
- a copy of your Indiana voter's registration card
- a copy of your most recent bank statement
- 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 or military Leave and Earnings Statement with year-to-date information
- a copy of your permanent resident card, temporary visa, "Notice of Deferred Action under DACA Program", or "Employment Authorization Document" (if applicable)

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

If you are a United States military veteran, currently serving in the United States Military, 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 – 25. 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 standing orders if you are currently serving in the United States Military
- 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 22 – 24, and your parent(s) should complete Items 26 - 31. 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 Indiana driver's license
- a copy of your parent's/guardian's Indiana vehicle registration
- a physically signed and dated copy of your parent's/guardian's most recent state income tax return, including all forms, schedules and worksheets ^
- a physically signed and dated copy of your parent's/guardian's most recent federal income tax return, including all forms, schedules and worksheets ^
- a copy of your parent's/guardian's most recent W-2's^
- a signed and dated copy of your parent's/guardian's lease agreement/mortgage statement showing the past 12 months
- a copy of your parent's/guardian's Indiana 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 session or fall* semester:

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

^For residence status beginning with a *spring* semester:

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

PURDUE UNIVERSITY RESIDENCE CLASSIFICATION INFORMATION FOR TUITION PURPOSES

Updated 1/18/2017
(Please print)

Residence status requested beginning: _____ Fall _____ Spring _____ Summer Year _____

SECTION I: STUDENT DATA

1. Name: _____ Student PUID #: _____
(last) (first) (middle)
2. Date of Birth: ____/____/____ Place of Birth: _____
(month) (day) (year) (state) (country)
3. U.S. Citizen: Yes No If no, are you:
 Permanent Resident # _____; Temporary Visa _____; or Other _____
(resident number) (date Issued) (type) (type)
4. Student Status: New Student Continuing Student Re-entering Student Transfer
5. Student Level: Undergraduate Graduate Professional Non-degree
6. Current Local Address: _____ Telephone: (_____) _____
(number) (street) (apt #) (city) (state) (zip code)
7. Permanent Home Address: _____ Telephone: (_____) _____
(number) (street) (apt #) (city) (state) (zip code)
8. Marital Status: Single Married (Note: If **not** married, go to item 15.)
9. Name of Spouse: _____
(last) (first) (middle)
10. Date of Marriage: ____/____/____
(month) (date) (year)
11. Spouse Enrolled at an Educational Institution: Yes No If yes: _____
(name of institution)
 Enrollment Began: ____/____ Current Status: Full-time Part-time
(month) (year)
12. Spouse Currently Employed: Yes No If yes: _____
(employer name)
13. Dates of spouse's current employment: ____/____ to ____/____ Monthly Earnings: \$_____
(month/year) (month/year)
 Spouse Occupation: _____
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.

Dates <small>(month/year)</small>	Full-time	Part-time	Institution	City	State	Degree Earned
/ to /						
/ to /						
/ to /						
/ to /						

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.)

Type of Financial Support	Source of Financial Support	Date Received	Amount
		/	
		/	
		/	
		/	

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.

	Where (State)	When (month/year)
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)	_____	_____ / _____

18. Are you a United States military veteran or separated from the Indiana National Guard: Yes No

If yes: ____/____/____ Honorable discharge: Yes No
(date of last discharge)

19. Are you currently serving in the Indiana National Guard or United State Military Reserves: Yes No

If yes, specify branch of military: _____

20. Are you currently serving in the United States military: Yes No

If yes, specify branch of military: _____

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

City	State	Dates <small>(month/year)</small>	Primary Activity
		/ to /	
		/ to /	
		/ to /	
		/ to /	

22. Address of parent/guardian: _____
(number) (street) (apt #)

(city) (state) (zip code) (country)

23. Parent/Guardian residence your permanent home: Yes No

If no, when did parent/guardian residence cease to be your permanent home: ____ / ____
(month) (year)

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

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

Dates <small>(month/year)</small>	Employers	State	Full-time	Part-time	Gross Income
/ to /					
/ to /					
/ to /					
/ to /					

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

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

Name: _____ Telephone: (____) _____

Current Address: _____
(number) (street) (apt #)

(city) (state) (zip code) (country)

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

If 12 months or less at current address:

Previous address _____
(number) (street) (apt #)

(city) (state) (zip code) (country)

27. Parent or guardian of: _____
(student name)

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

29. Parent/guardian employment:

	Dates (month/year)	Employers	State	Full-time	Part-time
Father/Guardian	/ to /				
	/ to /				
Mother/Guardian	/ to /				
	/ to /				

30. Parent/guardian physically resides in Indiana: Yes since _____ / _____ / _____ No
(month) (day) (year)

31. 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.

	Where (state)	When (month/year)
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)	_____	_____ / _____

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: