

PURDUE UNIVERSITY

Updated 2018

Instructions for Completing the Residence Classification Form

It is very important that you, and your parent(s) if you are a dependent, 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 Dependent). Unsigned forms will be considered as incomplete.
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. Residence classification forms and documents are not accepted via email. Return 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. The student applicant must be admitted to Purdue University to submit a residence classification form.
8. According to University Operating Procedures: "A student's application for classification as a Resident must be submitted in writing on the appropriate form supplied by the Registrar's Office 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 semester or session for which reclassification is sought."
9. Upon receipt by the appropriate office, the completed application and supporting materials will be reviewed. Within 30 business days of the date a complete application is received, an email containing a decision or a request for additional information will be sent to the applicant's Purdue email address.
10. Your Purdue University student identification number (PUID) is required.

Independent Students

1. Complete Section I: Student Data (Items 1 - 26).
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 - 26).
2. Read the *Certification by Student*; sign and date the application.

Dependent Students

1. Complete Section I: Student Data (Items 1 – 16 and 23 – 25).
2. Student must read the *Certification by Student*; sign and date the application.
3. Parent/guardian must complete Section II: Parent or Guardian Data (Items 27 - 32).
4. Parent/guardian must read the *Certification by Parent or Guardian*; sign and date the application.

(Over)

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Required Documentation for Independent Students*

If you are an Independent Student (responsible for your own financial needs, have not been dependent on Parent or Guardian for financial support for at least 12 months and cannot be claimed as a dependent on anyone else's personal income taxes), you should complete items 1 - 26. The following documentation is required for you (and spouse if applicable):

- a copy of Indiana driver's license
- a copy of Indiana vehicle registration
- a physically signed and dated copy of most recent state income tax return, including all forms, schedules and worksheets^
- a physically signed and dated copy of most recent federal income tax return, including all forms, schedules and worksheets^
- a copy of most recent W-2's^
- a signed and dated copy of lease agreement/mortgage statements showing the past 12 months
- a copy of Indiana voter's registration card
- a copy of most recent bank statement, including daily transaction detail
- a statement from employer indicating your beginning date, position, status (permanent/temporary), and location of employment
- a copy of most recent pay stub or military Leave and Earnings Statement with year-to-date information
- a copy of 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 – 26. 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 Dependent Students*

If you are a Dependent Student (parent/guardian provided financial support for the past 12 months and/or you were claimed as a dependent on their personal income taxes), you should complete items 1 - 16 and 23 – 25, and parent(s) or guardian(s) should complete Items 27 - 31. The following documentation is required:

- a statement from both parents'/guardians' employers indicating beginning date, position, status (permanent/temporary), and location of employment
- a copy of both parents'/guardians' most recent pay stubs with year-to-date information
- a copy of both parents'/guardians' Indiana driver's licenses
- a copy of both parents'/guardians' Indiana vehicle registrations
- a physically signed and dated copy of parents'/guardians' most recent state income tax return, including all forms, schedules and worksheets ^
- a physically signed and dated copy of parents'/guardians' most recent federal income tax return, including all forms, schedules and worksheets ^
- a copy of both parents'/guardians' most recent W-2's^
- a signed and dated copy of your parents'/guardians' lease agreement/mortgage statement showing the past 12 months
- a copy of both parents'/guardians' Indiana voter's registration cards
- a copy of both parents'/guardians' most recent bank statement, including daily transaction details
- a copy of both parents'/guardians' permanent resident cards/temporary visa's (if applicable)
- 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 parents'/guardians' 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 2018
(Please print)

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

SECTION I: STUDENT DATA

Student PUID # _____

1. Name: _____ Purdue email: _____
(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 16)
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. Spouse U.S. Citizen: Yes No If no:
 Permanent Resident # _____ / ____/____; Temporary Visa _____; or Other _____
(Resident number) (Date Issued) (Type) (Type)
16. 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 /						

17. 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
		/	
		/	
		/	
		/	

18. Indicate beside each item below where (state) and when (month/year) these actions were most recently done by both Applicant and Spouse; if these actions have never been taken, indicate with N/A.

	Where	When (Applicant)	Where	When (Spouse)
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	_____	_____/____/____	_____	_____/____/____

19. 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)

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

If yes, specify branch of military: _____

21. Are you currently serving in the United States military? Yes No

If yes, specify branch of military: _____

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

City	State	Dates (month/year)	Primary Activity
		/ to /	
		/ to /	
		/ to /	
		/ to /	

23. Address of parent/guardian: _____
 (Number) (Street) (Apt #)

(City) (State) (Zip code) (Country)

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

If no, when did parent/guardian residence cease to be your permanent home? ____/____
 (Month) (Year)

25. Parent/Guardian claimed you as a dependent on last year's personal income taxes: Yes No

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

Dates (month/year)	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 DATA

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

Name(s): _____ Telephone: (____) _____

Current Address: _____
(Number) (Street) (Apt #)

_____ (City) (State) (Zip code) (Country)

Inclusive dates at this address: ____/____/____ to ____/____/____
(Month) (Year) (Month) (Year)

Both parents reside at this address: Yes No If no, where? _____

If 12 months or less at current address:

Previous address _____
(Number) (Street) (Apt #)

_____ (City) (State) (Zip code) (Country)

28. Parents or guardians of: _____ (Student name)

29. (Father/Guardian) U.S. Citizen: Yes No If no:
 Permanent Resident # _____ / ____/____; Temporary Visa _____; or Other _____
(Resident number) (Date Issued) (Type) (Type)

(Mother/Guardian) U.S. Citizen: Yes No If no:
 Permanent Resident # _____ / ____/____; Temporary Visa _____; or Other _____
(Resident number) (Date Issued) (Type) (Type)

30. Parent/guardian employment:

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

31. Parents/guardians physically reside in Indiana: Yes since ____/____/____ No – location _____
(Month) (Day) (Year)

32. Indicate beside each item below where (state) and when (month/year) these actions were most recently done by both parents or guardians; if these actions have never been taken, indicate with N/A.

	Where	When (Parent #1)	Where	When (Parent #2)
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	_____	____/____	_____	____/____

Certification by Parent or Guardian

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 Father/Guardian)

 (Signature of Mother/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: