Quick Guide to Obtaining Residency for Tuition Purposes
For complete information on residency, visit http://www.uvu.edu/admissions/residency/index.html

TO APPLY FOR RESIDENCY:

1. Submit the residency application found on the myUVU Student Tab (paying for my education)
2. Check your myUVU email for status updates or requests for more information
3. Scan required documents to your Residency Application. Applications will not be reviewed until ALL required documents have been received.

Application Period for Spring Semester          October 1st - December 1st
Application Period for Fall Semester            March 15th - August 1st

Summer Semester: All students regardless of residency classification are charged the resident tuition rate during the Summer Semester. Students who have not completed residency requirements for subsequent semesters will be charged the non-resident tuition rate until requirements are completed.

Burden of proof is on the student to prove that he or she is eligible for resident student status. If you have any questions or do not receive notification within four weeks of submission, please call our office, 801-863-8706, or email our residency coordinator (include your student number in all emails) residency@uvu.edu.

GUIDELINES FOR RESIDENCY RECLASSIFICATION

THE FOLLOWING DOCUMENTATION IS REQUIRED BY EVERY APPLICANT (R512-4)

☐ Utah driver’s license - publicsafety.utah.gov/dld/ - (If you do not have valid driver’s license from any other state and do not drive, provide a copy of a Utah ID card)
☐ Proof of Utah voter registration - Provide a copy of your registration card or letter from the County Clerk’s Office http://vote.utah.gov/ (Online verification can be found through the “Find My Polling Location” link)
☐ Utah vehicle registration – http://www.dmv.utah.gov/ (If you are operating a vehicle in Utah, provide a copy of the registration even if your name is not on your registration)
☐ Must be a U.S. citizen or have Permanent Resident Status - (Provide a copy of permanent resident card)

THE FOLLOWING LIST OUTLINES THE ADDITIONAL DOCUMENTS REQUIRED:

One-Year (12 continuous months of physical presence in Utah) and Declaring Financial Independence

☐ Verification of physical presence in Utah for at least 12 continuous months PRIOR to the term for which you are applying for residency (Cannot be out of the state of Utah for more than a total of 30 days during this 12 month period). Acceptable forms of verification include enrollment in on-campus courses or a letter from a Utah employer (letter must be on letterhead, dated and include from and to dates of employment and be signed by someone authorized to verify employment).

We do not accept utility bills, W-2 forms, rental agreements, or letters from friends.

☐ If you are single and 24 years of age or younger, provide a copy of the first two pages of your parents’ federal taxes (Form 1040) to verify financial independence showing that you are not claimed as a dependent on the tax return of any person who is not a resident of Utah
☐ Driver’s license & voter registration, should be issued at least 90 days prior to the 1st day of the semester
☐ Vehicle Registration, if the student is operating a vehicle in Utah

THE FOLLOWING LISTS EXCEPTIONS TO ESTABLISHING RESIDENT STUDENT STATUS & REQUIRED DOCUMENTS:

Marriage to a Utah Resident

☐ Copy of state marriage license or certificate verifying date of marriage
☐ Copy of spouse’s Utah driver’s license, vehicle & voter registration
☐ Copy of spouse’s Utah state tax return for year prior to marriage (If spouse did not file a return, provide a letter of explanation)
Recipient of State Social Service Benefits for Education Expenses
   □ Voucher showing FULL RESIDENT tuition will be covered

Student Service Members, Veterans, and Dependents
   □ Active Duty Military service member serving in Utah
     ○ Copy of military ID card
     ○ Copy of Orders to Utah
   □ Dependent of Active Duty Military service member serving in Utah (spouse or unmarried dependent)
     ○ Copy of Orders to Utah
     ○ Copy of dependent’s military ID card/privilege card
     ○ Verification that dependent is claimed on military member’s most recently filed federal tax return
   □ Military Veteran
     ○ Copy of DD-214 showing honorable or general discharge
     ○ Verification of Veteran’s intent to establish residency in Utah
       ▪ Utah driver’s license, Utah vehicle registration, Utah voter registration, Utah lease agreement, or Utah utility bill
   □ Immediate family member (spouse or unmarried dependent) of Military Veteran with intent to establish residency in Utah
     ○ Evidence of family relationship (tax information, birth certificate)
     ○ Copy of DD-214 showing Veteran’s honorable or general discharge within the last five years
     ○ Verification of Veteran’s family member’s intent to establish residency in Utah
       ▪ Utah driver’s license, Utah vehicle registration, Utah voter registration, Utah lease agreement, or Utah utility bill

Membership in Recognized American Indian Tribe (UVU Residency office has list of recognized tribes)
   □ Copy of Certificate of Indian Birth

Job Corps Student
   □ Verification of current Job Corps Status

Olympic Training Athletes
   □ Letter from US Olympic Committee Verifying Eligibility

A parent domiciled in Utah for at least 12 continuous months prior to the first day of class for the term you wish to pay resident tuition
   □ Copy of Federal tax return showing applicant as tax dependent of one of the parents
   □ Copy of most recently filed Utah state tax return for Utah parent/s
   □ Parents Utah driver’s license, vehicle & voter registration

Student’s, Parent’s or Spouse’s Full-time permanent employment in Utah due to job transfer/recruitment
   □ Letter from Utah employer (on letterhead) verifying full-time, permanent employment including hire date and verification of employer requested job transfer or recruitment (Application for admission to school must not be submitted prior to working in Utah for at least 4 months)
   □ Student’s Employment:
     ○ If you are 24 years of age or younger and single, provide copy of parent’s most recently filed tax return verifying that you were not claimed as a dependent
   □ Parent’s Employment:
     ○ Provide a copy of parent’s most recently filed federal tax return verifying you were claimed as a dependent
     ○ Parent’s Utah driver’s license, vehicle & voter registration
   □ Spouse’s Employment:
     ○ Spouse’s Utah driver’s license, vehicle & voter registration
     ○ Marriage License or Joint Tax return

Extenuating Circumstances - A student who resides in Utah for reasons related to divorce, the death of a spouse, or long-term health care responsibilities for the student’s spouse, parent, sibling, or child, may rebut the presumption of nonresident status by providing substantial evidence that the reason for the student’s move to Utah was, in good faith, based on the long -term health care responsibilities. Application for admission to school must not be submitted prior to living in Utah for at least 4 months.

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