

## RESIDENCY DEFINITIONS AND PROCEDURES

To be considered a resident of the State of Washington for tuition purposes, a person must physically reside in the State of Washington, primarily for purposes other than educational, for the 12 consecutive months prior to the first day of the quarter for which the person is applying for the resident status. The following are other factors to be considered when determining resident status.

**1a. FINANCIALLY INDEPENDENT:** For a student to be considered independent of parents for residency purposes:

- a) the student cannot be claimed as a dependent by parent for the current and prior calendar year
- b) the student must be financially self-supporting for the current and prior calendar year.

The student must complete Sections 1, 2, 3 and 4 on **both sides** of the Residency Questionnaire. Answer all the questions and submit the Residency Questionnaire and the following items from the list of page 2 of this instruction sheet: **A,C,D,E,F,G,H, and I.**

or

**1 b. FINANCIALLY DEPENDENT:** For a student to apply for residency as a dependent, one or both of the student's parents or court-appointed legal guardian must have physically resided in the state of Washington for 12 consecutive months prior to the beginning of the quarter for which the student is applying for a change of status.

**The student** must complete Sections 1 and 2 on the **front page** of the Residency Questionnaire. **The parent or legal guardian** must complete Sections 3 and 4 on the **reverse side** of the Residency Questionnaire and submit the following items from the list on page 2 of this instruction sheet: **B, D, E, F, G, H and I.** **Both the student and the parent or court-appointed legal guardian must sign at the bottom of the reverse side of the Residency Questionnaire.**

**2. MILITARY PERSONNEL AND DEPENDENTS:** Active duty military personnel stationed in the state of Washington and their spouses and dependent children may request a military exemption from the non-resident portion of tuition. Students requesting this exemption must submit items listed in **K** on page 2 of this instruction sheet.

**3. NON-CITIZENS OF THE UNITED STATES:** Persons who are not citizens of the United States are not eligible to pay resident tuition fees until they have obtained permanent resident, Refugee or Public Interest Parole status with U. S. Immigration and Naturalization Service. They must also comply with **all** residency classification requirements. (A person holding immigrant status may apply for residency classification **one year** after the application date for the permanent resident status).

If you are claiming this status as an independent student, submit the completed Residency Questionnaire and the following items from the list on page 2 of this instruction sheet: **A, C, D, E, F, G, I and J.**

If you are claiming this status as a dependent student, **you (the student)** must complete Sections 1 and 2 on the **front page** of the Residency Questionnaire. **Your parent or court-appointed legal guardian** must complete sections 3 and 4 on the **reverse side** of the Residency Questionnaire and submit the following items from the list on page 2 of this instruction sheet: **B, D, E, F, G, I and J.**

**F-1/M-1 VISA STUDENTS:** The time that a student is attending an institution in Washington on a student visa does not apply toward the 12-month residency requirements for establishing residency in the state of Washington for tuition-paying purposes.

## SUPPORTING DOCUMENTATION

- A. Provide documents verifying your financially independent status for the current calendar year (for example, Federal Income Tax Return for the most recent tax year, W-2 forms, financial aid award letters, etc.)
- B. Attach a copy of the first page (the page which has space for the names of any dependents claimed by the tax payer) and the signature page of your Federal Income Tax Return for the most recent year. ***(PLEASE BLOCK OUT ANY DOLLAR AMOUNTS.)***
- C. Attach a copy of your W-2 form(s) for the most recent calendar year. ***(PLEASE BLOCK OUT ANY DOLLAR AMOUNTS.)***
- D. Attach copies of bank statements as follows: One which is at least one year prior to the beginning of the quarter, one which is about six months later and the most current one ***(PLEASE BLOCK OUT ANY DOLLAR AMOUNTS)*** or attach a letter from your bank indicating when the account was opened.
- E. Attach copies of rent receipts, lease agreements, home purchase agreement, letter from landlords or canceled rent checks verifying physical residence in the state for the past 12 consecutive months.
- F. Attach a copy of your valid Washington State Driver's License. License must be acquired upon moving to this state at least 12 consecutive months prior to the quarter of application. If you do not drive, provide a copy of your Washington State Identification Card.
- G. Attach a copy of the Washington State Vehicle Registration (not the Title), either for a vehicle owned by you or for the one that you use. Date of registration must be at least 12 consecutive months prior to the beginning date of the quarter of application.
- H. Attach a copy of your Voter's Registration Card for Washington State. Date of registration must be at least 12 consecutive months prior to the beginning date of the quarter of application.
- I. Attach copies of any other documents that may show you have established a home in Washington. (Example: Club or organization membership cards, professional licenses, etc.)
- J. Attach a copy of your Alien Registration Card, U. S. Immigration Form I-94 or other verification of your status with Immigration and Naturalization Service (INS).
- K. Attach a copy of your Military ID Card and a copy of your orders indicating assignment to Washington State.