



North Carolina A&T State University
The Graduate College
1601 East Market Street
120 Gibbs Hall
Greensboro, NC 27411

RESIDENCY RECLASSIFICATION APPLICATION

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents for tuition purposes. Copies of the applicable law and of implementing regulations are available at the University library and http://www.northcarolina.edu/sites/default/files/documents/state_residence_classification_manual.pdf. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that “to qualify as a resident for tuition purposes, a person must have established a legal residence (domicile) in North Carolina and maintain that legal residence at least 12 months immediately prior to his or her classification as a resident for tuition purposes. “ G.S. 116-143.1 also set forth statutory definition, rules and special provisions for determining residency status for tuition purposes. These provisions include special rules with respect to persons who are married, in the military, minors, and employees of the UNC System or are immediate relatives of deceased North Carolina emergency workers. Certain non-US citizens may also qualify for resident tuition status. Additional information may be obtained from NC A&T website at: <http://www.ncat.edu/admissions/undergraduate/cost-financial-aid/>

IMPORTANT: PLEASE READ THESE INTRUCTIONS BEFORE COMPLETING APPLICATION.

- A. **Answer all questions.** If any question is not applicable to your situation, write N/A or “not applicable”. Please provide your Banner ID at the top of each page in the space provided.
- B. **Print legibly or type all responses.** If necessary, write “see attached” in the spaces provided and use separate additional sheets, numbering your responses the same as the corresponding question and stapling these sheets to the application.
- C. **Provide accurate responses.** To the best of your knowledge and understanding, answer each question correctly. Knowingly falsifying your responses may subject you to disciplinary action, including dismissal from the institution. Whenever a date is requested, give month/day/year.
- D. **Sign and date the application.** Failure to make the necessary acknowledgements and certification renders this an invalid application.
- E. **Submit the application by the date requested.** All applications must be submitted to the University by close of business on the 10th business day of class of the academic term for which an applicant wishes to be considered for a change in residency and tuition status.
- F. **Attach copies of all supporting documents.** Do not submit originals. The University cannot make copies.
- G. **All documents need to be provided with the application at submission.** A decision will be rendered with the documents that are provided at the point of application.

Banner ID: _____

1. Applicant's Full Name:

Last Name	First Name	Middle Initial
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2. Phone Number: _____

3. Date of Birth: _____ Place of Birth: _____

4. Do you claim to be legal resident of the North Carolina?
Yes _____ No _____ If so, from what date? _____

5. Circle term in which you are seeking residency reclassification. Year _____
Fall Spring Summer

6. Address while attending this institution (current, not past):

7. Permanent home address: _____
County: _____

8. Previous home address in North Carolina was:

From (date): _____ To (date): _____

9. Are you currently enrolled in this institution? Yes _____ No _____
Classification: Graduate _____
Major _____

10. Secondary (or preparatory) school you attended, in sequence.

Name	Address (including city/state)	From	To

11. Post-secondary school(s) (universities, colleges, junior colleges, community colleges, etc.) you have attended, in sequence (including this institution).

Name	Address (including city/state)	From	To

Banner ID: _____

12. Has your residency status for tuition purposes ever been previously determined by any North Carolina public educational institution? Yes _____ No _____

If yes,

(a) Name of institution: _____

(b) Classification: Resident _____ Nonresident _____

(c) Last term and year you were classified: _____ (*this will be verified*)

13. Father living? Yes _____ No _____ Name _____

Permanent home address: _____

Since (Date) _____ Occupation _____

14. Mother living? Yes _____ No _____ Name _____

Permanent home address: _____

Since (Date) _____ Occupation _____

15. Are your parents separated or divorced? Yes _____ No _____

If yes, who has custody of children? _____

16. Legal guardian of the applicant? Name: _____

Permanent home address : _____

Since (Date): _____ Occupation: _____

17. Why and when did you relocate to North Carolina?

(Reason): _____

(Date): _____

18. When and from what state or foreign country did you relocate?

Moved from: _____ on (date): _____

19. When did you begin your legal residence (domicile) in North Carolina?

Date: _____

Banner ID: _____

20. Who (including yourself) last claimed you as a dependent on State and/or Federal income tax returns? What tax year, and in what state filed?

(a) State Return for _____ tax year, filed (State) _____

Name _____

(b) Federal Return for _____ tax year, filed (State) _____

Name _____

(c) Is it the present intention of anyone (including yourself) to claim you as a dependent on State and/or Federal income tax returns for the current tax year?

Yes _____ No _____ If so, who? _____

Relationship to you: _____

In what state(s) will the tax return be filed? _____

21. Name each state or foreign country (1) where you did any of the following within the last 24 months or (2) if not done in the last 24 months, where such acts were last done. (Provide month, day, and year of each act; if never done, write "never".)

Voted	State/ Foreign Country	Month/ Day/ Year
Registered to Vote	State/ Foreign Country	Month/ Day/ Year
Requested/served on jury duty	State/ Foreign Country	Month/ Day/ Year
Acquired or renewed driver's license	State/ Foreign Country	Month/ Day/ Year
Filed state income tax return	State/ Foreign Country	Month/ Day/ Year

Banner ID: _____

(a) If this was a North Carolina return, did you show on this return that you were a non-resident of North Carolina, for any period of the tax year?

Yes ____ No ____ If yes, what period? _____

(b) If this was not a North Carolina return, did you show on this return that you were a resident of North Carolina for any period of the tax year?

Yes ____ No ____ If yes, what period? _____

(Please list state, foreign country, month, day and year for each as they apply.)

(c) Had state income tax withheld during the current tax year:

State	Country	Month/ Day/ Year

(d) Filed state intangible tax return:

State	Country	Month/ Day/ Year

(e) Acquired ownership of property for use as your principal dwelling:

State	Country	Month/ Day/ Year

(f) Registered/licensed a motor vehicle (car, truck, or other requiring license):

State	Country	Month/ Day/ Year

22. List all registered vehicles:

Type of vehicle (list all)	Where registered/ licensed	Date

23. The car(s) or other motor vehicle(s) you maintain and operate in North Carolina are owned by (name and address):

The above items are registered/ licensed in what state? _____

24. The car(s) or the other motor vehicle(s) you maintain and operate in North Carolina are insured in the name of (name and address): _____

Banner ID: _____

25. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, savings accounts, pets, jewelry, appliances, etc.) and give percentage value (of total personal property) maintained at each address.

Address	% at this address

26. List of employment for wages in the last 24 months:

Employer	Address (city/state)	Dates	Hours per week

27. List the sources and uses of the money required to meet your expenses:

Source	Current Calendar Year		Preceding Calendar Year	
	% of Total	Used for	% of Total	Used for
Your Earnings				
Parent(s) or Guardian(s)				
Spouse				
Other				
Specify other:				

28. Are you now in, or a veteran of, active military service or other Federal Government employment?

Yes _____ No _____

If answer is yes, provide your home address upon entry: _____

(a) Your official home address now: _____

(b) Date this home address was declared: _____

(c) Your official "home of record": _____

Banner ID: _____

(d) Legal residence you most recently claimed on DD Form 2058 (State Legal Residence Certificate):

(e) Date you completed the DD Form 2058: _____

(f) Your address upon discharge: _____

29. If you (1) now live regularly with, (2) have lived with during the immediate preceding 24 months, or (3) continue to maintain close ties with and periodically live with another person who is a relative by blood, marriage, or court order of a legal guardian of the person, or (4) have been claimed within the immediately preceding 24 months as a dependent for taxation purposes by someone other than yourself, answer the following for each such person: *(Answer for spouse if separation occurred within the last 24 hours. Complete for spouse if divorce occurred within last 24 months. Complete for ex-spouse.)*

(a) Name: _____

Relationship to you: _____

Permanent home address: _____

From (date): _____ to (date): _____

Is any such person a veteran, currently active, or has been an active member of military service or other Federal Government employment?

If answer is "yes", provide the following for each such person:

Home address upon entry: _____

Official home address now: _____

Date this home address was declared: _____

Official "home of record": _____

Legal residence most recently claimed on DD Form 2058 (State of Legal Residence Certificate): _____

Date DD Form 2058 was completed: _____

Address upon discharge: _____

Place to which mileage paid upon discharge: _____

(b) Places (states or foreign countries) and dates where each of the following acts (1) was performed by each person within the last 24 months or (2) if not done in the last 24 months, where such person did each act. (If never done, write "never".)

Date	Acts	State/ Foreign Country	Month/Day/Year
	Vote		
	Registered		
	Served on jury duty		
	Acquired driver's license		
	Filed State income tax returns		

Banner ID: _____

If this was a North Carolina return, did the taxpayer show on the return that he/she was a non-resident of North Carolina for any period of the tax year?

Yes _____ No _____ If yes, what period? _____

Date	Acts	State/ Foreign Country	Month/Day/Year
	Filed state intangible tax return		
	Listed personal property for taxation		
	Acquired ownership of property for use as principal dwelling		

Inclusive dates of such property ownership from (date) _____ to (date) _____

Date	Acts	State/ Foreign Country	Month/Day/Year
	Registered/ licensed motor vehicle(s)		
	Claimed you as an exemption on State income tax return		
	Federal income tax return		

30. If you are an alien, answer and complete the following appropriately:

- (a) I possess a valid, current visa Yes _____ No _____
(i.e., A, B, C, D, E, F, G, H, J, K, L, OR M number). (Note: B, C, D, F, J and M visas reflect a presence in the United States not sufficient to support a bona fide claim to North Carolina legal residence.)
My visa was issued on (date) _____
- (b) I possess a valid, current Form I-151 or I-551 Alien Registration Receipt Card.
Yes _____ No _____ Registration Number _____
It reflects my entry into the United States as an immigrant on (date): _____
- (c) I possess a valid, current Form I-181b, Memorandum of Creation of Record of Lawful Permanent Residence. Yes _____ No _____
It reflects my entry into the United States as immigrant on (date) _____
- (d) Immediately before I received my Form I-151 Form I-551 or Form I-181b:
I possessed a valid current visa. Yes _____ No _____
This was an immigrant visa. Yes _____ No _____
This was a visa with letter designation of: _____
My visa was issued on (date): _____
- (e) I possess a valid, current Form I-94 (Arrival/ Departure Record) Parole Edition.
Yes _____ No _____ The parole date on this form _____
- (f) I possess a document issued by Immigration authorities (letter, form, certificate, etc.) that shows I will later be issued one or more of the documents above.
Yes _____ No _____ Its effective date is _____
Documentation attached: Yes _____ No _____
(If not, be prepared to display the document for inspection upon request.)

Banner ID: _____

31. Describe any other circumstances, events, or acts, specifying their place and date, you feel will support your claim to be a North Carolina resident for tuition purposes.

Documentation Requirements

In support of your claim to North Carolina as your bona fide permanent residence you must attach copies of all your (and/or your parents or guardians) residency acts, including, but not limited to:

- Deed/lease agreements or notarized statement from landlord
- Driver's License or State ID
- Vehicle Registration
- Voter Registration
- Federal and State tax returns
- Parent's Federal and State tax returns
- Year-to-date cumulative wage statements from all jobs held during the year
- Permanent Residency Card (Green Card)
- US Citizenship Naturalization Document

Review the following and initial upon completion.

_____ I hereby acknowledge that providing my Social Security Number is voluntary, is requested by the institution solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.

_____ I hereby certify all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed.

_____ I hereby acknowledge the institution may verify the information set forth herein from sources accessible under law to the institution but the institution may divulge law to the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

Applicant's Signature _____ Date _____

Signature of parent or legal guardian (*Required if applicant is less than 18 years of age*) _____ Date _____

Return completed application to:
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