

Residency as it relates to tuition is different than establishing residency for other purposes. A change in resident classification for tuition purposes is not granted automatically. As a state institution, the University of Nebraska must abide by Nebraska State Legislature policy as determined by the University of Nebraska, Board of Regents. These regulations provide the basis upon which University staff shall determine whether an individual qualifies as a Nebraska resident for tuition purposes. In some instances, it may be possible that an individual may qualify as a resident of Nebraska for one purpose (e.g. a Nebraska driver's license) and still not meet the standards established by the Board of Regents for in-state resident status.

The University of Nebraska at Kearney (UNK) reserves the right to question and/or request a residency application and supporting documentation from any individual who wishes to be considered for resident tuition. **Please Note: An individual who moves to Nebraska primarily to enroll in a post-secondary institution in Nebraska will be considered a nonresident for tuition purposes for the duration of their attendance.**

An individual classified as a non-resident carries the burden of proof of eligibility for residency status when providing documentation to request resident tuition.

Non-Resident Classification

Students may be considered non-residents under the following situations:

Did not graduate from a Nebraska high school.

Do not hold U.S. Citizenship or the status of Permanent Resident, Asylee, or Refugee (as classified by the United States Citizenship and Immigration Services (USCIS)).

If the following has occurred within the 12 months immediately preceding the term for which residence classification is sought:

Have *not* established a home in Nebraska for a *minimum of 12 months*. This includes **recent arrivals** to Nebraska and moving to Nebraska **primarily to enroll in a post-secondary institution**.

Have been enrolled at *any* Nebraska institution *more than half-time* (per semester/term).

Applying for Resident Tuition

Students classified as non-residents can request reclassification by submitting a completed application *with required supporting documentation*. This application must be signed before a notary public attesting to the accuracy of the information. If it is determined that information on an application/affidavit has been falsified, the applicant may be subject to disciplinary action(s) before the applicant is permitted to continue to enroll. Such actions will be determined on an individual basis and may include disciplinary probation, suspension, expulsion or reimbursing the University for the difference between the tuition paid and the non-resident tuition rate.

The applicant *must be admitted* to the University and have an active student status.

The applicant *must be enrolled* in class(es) for the term in which residency is sought.

Failure to enroll or register for the term in which you are seeking residency will result in **cancellation** of the residency application **and** any approved resident status.

Application must be completed **by the last day to apply** (applications that are determined to be incomplete after the deadlines listed below will be voided).

TERM	DEADLINE
FALL	Friday of the third (3rd) week of classes
SPRING	Friday of the third (3rd) week of classes
SUMMER	Friday of the first (1st) week of classes in which Summer <i>enrollment</i> begins

Application Process

Review the Residence Categories and information.

Complete the Application for Residence Classification for Tuition Purposes.

Gather copies of *all* required supporting documentation.

Submit the application with all required documentation to the appropriate Admissions Office *prior* to the deadline.

The Residency officer will review each application, along with documents submitted, in request for residency for tuition purposes. Once an individual has been enrolled at the University (or one of Nebraska's state colleges) as a resident student, they will be afforded that privilege during the balance of that enrollment. The **student must be** readmitted and enrolled within a two year time period *and* must be currently residing in the state of Nebraska.

NOTE: At any time *prior* to the residency decision, the applicant is responsible for any payments due **or** late fees that may occur.

Appeals

Individuals who believe they have incorrectly been denied residence for tuition purposes may submit a Letter of Appeal along with any additional documentation to the Residency committee representative in the Admissions Office. Appeals are reviewed by the Residency Officer, and then forwarded to the Dean of Student Affairs or the Dean of Graduate Studies & Research.

Documentation

Refer to the instructions for each Residence Category and provide the requested documentation as indicated. The University reserves the right to request additional information documentation to support the residency application. Only the original notarized application will be accepted. For all other documents, please provide *legible* copies.

Documentation I - Submit one (1) or a combination of the following to meet the 12 month requirement:

- Current lease or rental agreement.
- Cancelled checks issued to landlord, mortgage company, or leasing company.
- Signed and dated document verifying Nebraska home ownership (e.g. Warranty Deed, Closing Statement, Real Estate Transfer Statement, or Settlement Statement).
- Notarized Landlord Verification Form.

Documentation II – Submit any three (3) of the following:

- Nebraska Driver's license.
- Nebraska Voter Registration card.
- Current pay statement verifying Nebraska taxes withheld
- Nebraska bank account verifying Nebraska-based financial institution
- Nebraska vehicle registration (pink slip, NOT title)
- Nebraska state income tax return
- W-2 indicating Nebraska taxes withheld.

Supporting Documentation - Submit the required document(s) per your category

- Copy of official marriage certificate (*not* decorative, commemorative, or translated copies)
- Copy of most recent federal tax return, signed and dated
- Copy of military orders stating current active duty in Nebraska
- Original employer letter on company letterhead (must include “recruited” or “transferred”, date of employment and permanent, full-time employment status).
- Copy of Permanent Resident, Asylee, or Refugee status verification.
- Official Nebraska high school transcript (faxed, scanned, or hand carried copies are not acceptable).
- Statement from a Nebraska University or State College verifying resident status during attendance (must be readmitted and enrolled within 2 years).
- Copy of tribal verification (Tribal Enrollment card, Bureau of Indian Affairs document, Tribal Membership card, etc.) ***see Qualifying Native American Tribes following Category J.

Residency Classification Categories

RESIDENCE CATEGORY	DESCRIPTION	DOCUMENTATION I	DOCUMENTATION II	ADDITIONAL DOCUMENTATION
A. Legal Age (19 or older) or an Emancipated Minor	An individual who has established a home in NE where he/she is habitually present & shall verify with documentation the intent to make NE their permanent place of residence.	Must provide proof of an established home in NE for at least 12 months immediately preceding date of application.	<u>Applicant:</u> Three supporting documents provided by applicant. Must have been in effect for at least one month.	N/A
B. Dependent Minor (less than 19 years of age)	A minor whose parent/guardian has established a home in NE where they are habitually present with the bona fide intention of making NE their permanent place of residence.	Parent or guardian must provide proof of current established home in NE.	<u>Parent / Guardian:</u> three supporting documents provided by applicant.	<u>Applicant:</u> Signed copy of most recent Federal Tax return showing the applicant is a dependent of the parent or guardian.
C. Legal Age Dependent (19-24 years of age)	A person of legal age who has established a home in NE and is a dependent for federal income tax purposes of a parent/guardian who has established a home in NE.	Parent, guardian, or applicant must provide proof of current established home in NE.	<u>Parent / Guardian / Applicant:</u> three supporting documents provided by applicant.	<u>Applicant:</u> Signed copy of most recent Federal Tax return showing the applicant is a dependent of the parent or guardian.
D. Married to a Nebraska Resident	An individual who has married a resident of NE. Resident shall be required to verify residency prior to the marriage.	Spouse must provide proof of an established home in NE for at least 12 months immediately preceding date of application.	<u>Spouse:</u> three supporting documents provided by Nebraska resident. Must have been in effect for at least one month.	<u>Applicant:</u> Marriage Certificate
E. Asylee, Refugee, or Permanent Resident	An individual who has become a permanent resident alien of the United States or has been granted Asylee or Refugee status.	Must provide proof of an established home in NE for at least 12 months immediately preceding date of application.	<u>Applicant:</u> Three supporting documents. Must have been in effect for at least one month.	<u>Applicant:</u> Verification of Permanent Resident, Asylee, or Refugee status.
F. University or State College Staff Member or Dependent	Staff member or dependent/spouse of staff member of the University of NE, a NE state college, or NE community college.	Not required	Not required	<u>Applicant:</u> Employer letterhead with employment date, permanent, min .5FTE <u>Spouse/Dependent:</u> Marriage Certificate or verification of dependent status.

RESIDENCE CATEGORY	DESCRIPTION	DOCUMENTATION I	DOCUMENTATION II	ADDITIONAL DOCUMENTATION
G. Active Duty Military or NE National Guard & Dependents	Active Duty Military, Active Duty National Guard, or dependent/spouse, with the armed services of the U.S.A who has been assigned to a duty station in NE.	Not required	Not required	<u>Applicant:</u> Orders stating current Active Duty. <u>Spouse / Dependent:</u> Marriage Certificate or Verification of dependent status if not listed on orders.
H. Nebraska High School Graduate	An individual who has established or reestablished a home in NE and is a graduate of an accredited NE senior high school and was a legal resident of NE at the time of graduation.	Must provide proof of current established home in NE.	<u>Applicant:</u> Three supporting documents.	<u>Applicant:</u> Official Nebraska high school transcript. (Sent directly from High School).
I. Former University/State College Resident Student	An individual who has been enrolled at one of the campuses of the University of NE or NE state colleges, as a resident for tuition purposes, and reenrolls within two years of the last date of enrollment.	Must provide proof of current established home in NE.	<u>Applicant:</u> Three supporting documents.	<u>Applicant:</u> Statement from University or State College indicating resident classification.
J. Native American***	An individual not residing in NE who is a member of a Native American tribe that is indigenous to or has historically migrated to/from NE.	N/A	N/A	<u>Applicant:</u> Documentation attesting to affiliation with qualifying tribe.

*****Qualifying Native American Tribes**

Arapaho	Iowa	Missouria	Ponca
Arikara	Jicarilla Apache	Nakota Sioux	Potawatomie
Comanche	Kickapoo	Northern Cheyenne	Sac and Fox
Crow	Kiowa	Omaha	Santee Sioux
Dakota Sioux	Lakota	Otoe	Southern Cheyenne
Hidatsa	Mandan	Pawnee	Winnebago

K. Recruited or Transferred Employees	Individuals (and their spouse and dependents) who, because of special talents & skills, were recruited/transferred for full-time employment by a business entity.	Must provide proof of current established home in NE.	<u>Applicant and Parent/Spouse:</u> Three supporting documents provided by applicant.	<u>Applicant:</u> Letter from employer on company letter head: Must include "recruited" or "transferred", date of employment, and permanent full-time status. <u>Spouse:</u> Marriage Certificate or verification of dependent status.
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<p>L. Nebraska High School Graduate–Veteran:</p>	<p>A person who has served with the military who has been honorably discharged, is a graduate of a Nebraska high school, and has established a home in Nebraska with the intent to make Nebraska a permanent residence.</p>	<p>Must provide proof of current established home in NE.</p>	<p>Applicant: Three (3) supporting documents.</p>	<p>Official Nebraska high school transcript or copy of diploma.</p>
<p>M. Military Veteran or Dependent/Spouse:</p>	<p>A person who has served in the military and who has been off active duty for two (2) years or less, or a dependent or spouse of such veteran, if the person is registered to vote in Nebraska and demonstrates objective evidence of intent to be a resident of Nebraska. (Note: this category does not apply to a veteran who qualified for benefits pursuant to 38 U.S. C 3317 (the Yellow Ribbon program); however, spouses or dependents are still eligible.</p>	<p>Not required.</p>	<p><u>Applicant:</u> Voter’s registration card and any one (1) of the three (3) items listed: Nebraska driver’s license; Nebraska ID Card; Nebraska vehicle registration (pink slip).</p>	<p>DD 214—Certificate of Release or Discharge from Active Duty military Spouse: Marriage Certificate or Verification of dependent status.</p>

Submit all required information to the appropriate admission office:

University of Nebraska at Kearney
Undergraduate Admissions
 2510 11th Ave
 MSAB Room #111
 Kearney, NE 68849

University of Nebraska at Kearney
Graduate Admissions
 2504 9th Ave
 FDHL Room #2131
 Kearney, NE 68849

The University of Nebraska at Kearney does not discriminate based on gender, age, disability, race, color, religion, marital status, veteran’s status, nation or ethnic origin or sexual orientation.

Application for Residence Classification for Tuition Purposes

With attached required documentation per Residency Category guidelines

Personal Information:

Undergraduate Graduate

NUID# |__|__|__|__|__|__|__|__|

Name: _____
Last First Middle Former Last Name

Current Address: _____
Street (PO Box alone s not acceptable) City, State, Zip

Permanent Address: _____
Street (PO Box alone s not acceptable) City, State, Zip

Telephone: |__|__|__|__|__|__|__|__|__|__| Email: _____

High School Attended: _____ Birthplace: _____

Citizenship: U.S. Citizen: Yes No

If No, Indicate Status: Permanent Resident Asylee Refugee Visa Status: _____

Country of Citizenship: _____ Date Immigrant Status Approved: MM/YY ____/____

Residence Statement:

I request resident tuition for the following term: Spring Summer Fall 20_____

Former State of Residence: _____ My Nebraska physical residence began on: ____/____/____

I am applying for residency status based on my Spouse/Parents NE Status: Spouse I am a Dependent

Residency Category:

A. Legal Age, Emancipated Minor

B. Dependent Minor

C. Legal Age Dependent

D. Married to Nebraska Resident

E. Asylee, Refugee, or Permanent Resident

F. University or State College Staff or Dependent

G. Active Duty Military & Dependents

H. Nebraska High School Graduate

I. Former University/State College Resident Status

Dates of Attendance: _____

Institution: _____

J. Native American

K. Recruited or Transferred Employee

L. Nebraska High School Graduate : Veteran

M. Military Veteran or Dependent Spouse

AFFIDAVIT MUST BE SIGNED IN THE PRESENCE OF A NOTARY

The Undersigned person affirms: A) the State of Nebraska is my permanent residence by virtue of compliance with residency regulations; B) the responses on this application are accurate and complete and that all documents attached are true and unaltered.

Applicant Signature

Notary Signature & Seal
