

**ILLINOIS STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
ACADEMIC RECORDS AND REGISTRATION SERVICES
107 MOULTON HALL, CAMPUS BOX 2202
NORMAL, IL 61790-2202**

RESIDENCY GUIDELINES

The following guidelines (based on Board Residency Status Policy) are used to determine resident status for the assessment of tuition.

- 1) A student's residence is presumed to be that of the parent(s) or legal guardian unless the student is independent and establishes a separate residence. For the purpose of these regulations, the term legal guardian and parent are interchangeable.

A student who is dependent upon his/her parent(s) or other person(s) in authority, other than spouse, for financial support shall not be considered independent for the purpose of these regulations. Students claiming independence may be requested to present satisfactory evidence that their parent(s) has not contributed significantly to their support nor claimed them as a dependent on federal or state income taxes during the period in which the student attempts to establish and/or maintain residency.

- 2) In order to be classified as a resident for tuition purposes, an independent student must be a bona fide resident for at least six (6) months immediately preceding the first scheduled day of classes for the term for which residency is sought.
- 3) Non-citizens may commence establishment of residency with proper notification of permanent resident status (GREEN CARD) by the United States Immigration and Naturalization Service provided the person meets and complies with all applicable requirements of these regulations.

Under extreme circumstances a non-citizen may request consideration of in-state residency based upon a severe economic hardship caused by unforeseen, documentable, circumstances beyond the student's control. These circumstances may include the loss of a financial sponsor, unexpected changes in the financial condition of the student's source of support, or substantial devaluation of currency or exchange rates in the home country.

Consideration for severe economic hardship will only be extended to those students who are in full compliance with all applicable rules and regulations, are in good academic standing and have completed a minimum of one year in residence at Illinois State University.

- 4) A non-resident shall be classified as a resident if his/her spouse is a resident of Illinois and meets the applicable requirements of these regulations. A non-citizen may establish residency through his/her resident spouse, provided the non-citizen complies with Regulation 3 (above).
- 5) Students claiming Illinois residency while living in another state or country (i.e., military, Department of Defense, etc.) must provide proof of continued Illinois residency. Proof may include, but is not limited to, evidence that the student (or parent) has not acquired a permanent home in another state/country, has maintained a continuous voting record in Illinois, and has filed and paid regular Illinois resident state income tax returns during the absence.
- 6) Staff members of the University and of allied agencies, and faculties of state-supported institutions of higher education in Illinois, holding an appointment of at least one-quarter time, and their spouses and dependent children, shall be treated as residents.

- 7) If you are domiciled in Illinois, and are an employee, or a spouse/dependent of an employee, transferred to Illinois by his/her employer for employment purposes, you may possibly qualify for

reclassification without waiting the 6 months. A company transferred employee for purposes of this exception is a full-time benefit eligible employee transferred from a company out of state to the same company in Illinois.

- 8) Teachers in the public and private elementary and secondary schools of Illinois are considered residents if they hold an appointment of at least one-quarter time. Verification of employment must be submitted annually.

- 9) Effective Fall 2003, an individual will be considered an Illinois resident, until the individual establishes a residence outside of this state, if all of the following conditions are met:
 - (a) The individual resided with his or her parent or guardian while attending a public or private high school in this State.
 - (b) The individual graduated from a public or private high school or received the equivalent of a high school diploma in this State.
 - (c) The individual attended school in this State for at least three years as of the date the individual graduated from high school or received the equivalent of a high school diploma.
 - (d) The individual registers as an entering student in the University not earlier than the 2003 fall semester.
 - (e) In the case of an individual who is not a citizen or a permanent resident of the United States, the individual provides the University with an affidavit stating that the individual will file an application to become a permanent resident of the United States at the earliest opportunity the individual is eligible to do so.

Revised 1/4/05 (JTJ)

FACTORS CONSIDERED IN DETERMINING RESIDENCY

Residency determination is based on the following criteria:

Maintenance of a permanent address in Illinois for a period of at least six (6) consecutive months immediately preceding the first scheduled day of classes for the term for which resident classification is sought.

Students must submit copies of the following documentation with their residency application:

- Official Illinois Voter's Registration Card
- Valid Illinois Driver's License
- Proof of Illinois automobile registration
- Student's prior year Federal/State Income Tax return
- Apartment lease/ ISU housing contract/ Mortgage payment
- Establishment of a financial account (checking, savings, etc.) in an Illinois institution
- Alien Registration
 - a) Permanent resident status with an alien registration receipt card (I-151 or I-551)
 - b) Conditional Permanent Resident (Temporary INS stamp in VISA)
 - c) I-94 with any one of the following designations:
 - Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole, or Cuban-Haitian Entrant
- Documentation for non-citizens applying under the extreme circumstances provision:
 - a) I-20 or IAP 66
 - b) Documentation of economic hardship
 - c) I-94

Students disputing their residency classification may file a petition in writing to the Academic Records and Registration Services Office for reconsideration of residency status. The written request must be filed no later than 30 days after the first class day of the term for which the tuition is payable, or the student loses all right to a change of status and adjustment of the tuition assessed for the term in question.

RESIDENCY DATES

	TERM BEGIN DATE	RESIDENCY DOCUMENTS ISSUED BY	SUBMISSION DEADLINE
SPRING 2006	1/17/2006	7/17/2005	2/17/2006
SUMMER 2006	5/22/2006	11/22/2005	6/22/2006
FALL 2006	8/21/2006	2/21/2006	9/21/2006
SPRING 2007	1/16/2007	7/16/2006	2/16/2007
SUMMER 2007	5/21/2007	11/21/2006	6/21/2007
FALL 2007	8/21/2007	2/21/2007	9/21/2007
SPRING 2008	1/14/2008	7/14/2007	2/14/2008
SUMMER 2008	5/19/2008	11/19/2007	6/19/2008
FALL 2008	8/18/2008	2/18/2008	9/18/2008
SPRING 2009	1/12/2009	7/12/2008	2/12/2009
SUMMER 2009	5/18/2009	11/18/2008	6/18/2009
FALL 2009	8/17/2009	2/17/2009	9/17/2009

APPEALS

A student who takes exception to the residency status assigned may file a written appeal with the University Legal Counsel. The appeal must be filed through the Office of the University Registrar - Academic Records and Registration Services within 20 days of the ruling notice.

If you have been employed in the past twelve months, please provide the information requested below.

Dates	Employer's Name & Address	Nature of Work (e.g. Full/Part-time)
_____	_____	_____
_____	_____	_____

Citizenship:

U.S. Citizen U.S. Permanent Resident (Please send a copy of the front and back of Alien Registration Card)

Alien If living in U.S., what type of Visa _____ (Please send a copy of your Passport and I-94 card)

If not a U.S. citizen: a) what country citizenship _____ b) alien registration # _____

Do you have a driver's license Yes No State: _____ Driver's License #: _____

While attending school do you have access to a vehicle: Yes No In what state is it registered? _____

Are you registered to vote: Yes No City/State where you are registered to vote: _____

Have you paid any state income taxes: Yes No What year: _____ What state: _____

State your main purpose for coming to Illinois:

You **MUST** include a copy of the following appropriate supporting documentation: 1) Illinois driver's license, 2) Illinois automobile registration, 3) Illinois voter registration card, and 4) apartment lease/ISU Housing contract/mortgage payment. Documentation must have an issue date of at least 6 months immediately preceding the first day of class for the semester requested. Additionally, all non-citizens of the United States **MUST** provide a copy of their **Green Card**.

AFFIDAVIT

All petitioners must have their signature witnessed by a Notary Public who will certify that each petitioner has sworn to the correctness and completeness of the statements given. Petitioners should note that a false statement under oath before a Notary Public is considered perjury.

STATE OF _____

COUNTY OF _____ **SWORN STATEMENT**

I, _____, being duly sworn on oath, state that the answers given on this form are true and correct and that I consider myself to be a resident of the State of Illinois.

Petitioner's Signature

Subscribed and sworn to before me this _____ day of _____, A.D. 20 _____.

Notary Public

My commission expires: _____

<p>Return this completed form to: The Office of the University Registrar 107 Moulton Hall – Campus Box 2202 Normal, IL 61790-2202</p>
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<p>*The University Identification Number (UID) is requested as the best and most effective way to uniquely identify you for the purpose of accurately processing and maintaining your educational records. This number is used as the student identification number and is restricted to internal University use. For any reports required by the Federal or State Government, and for the following: matching admission applications with ACT or GRE scores, matching admission status with financial aid, and for providing loan verification, we must use your social security number. For additional information or limited access of your social security number and/or UID, please notify the Office of the University Registrar, Campus Box 2202, Normal, IL 61790-2202 or (309) 438-2188.</p>
