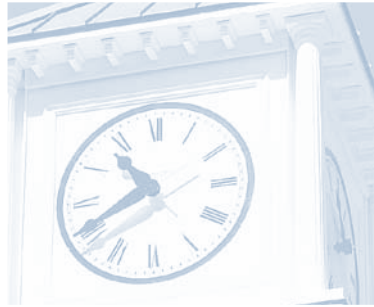


*North Carolina Residency Questionnaire*



UNCG



The tuition charge for persons who qualify as residents for tuition purposes is substantially less than that for nonresidents. An explanation of the North Carolina law (General Statute 116-143.1) governing residence classification for tuition purposes is available in the Undergraduate Bulletin and the Graduate School Bulletin. A complete explanation of the statute and the procedures under the statute is contained in [A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes](#). The Manual is the controlling administrative statement of policy on this subject. Copies of the Manual are available in the Office of the Provost, the Library, and the admitting offices.

To qualify as a resident for tuition purposes, a person must establish legal residence (domicile) in North Carolina and maintain that legal residence for at least 12 months immediately prior to classification as a resident for tuition purposes. In addition to the physical presence requirement, a person must also demonstrate through a cluster of residentiary acts his or her "intent" to make North Carolina his or her domicile for an indefinite duration. Two inquiries on the part of the institution are mandated by the state. First, has the applicant for classification as a resident for tuition purposes in fact resided in North Carolina and continuously maintained residence, not incident to enrollment at an institution of higher education for a minimum period of 12 months immediately prior to the proposed effective date of his or her classification as a resident for tuition purposes? Second, during the 12-month period in question, did the applicant's presence in the State constitute legal residence for tuition purposes? Thus, a carefully detailed inquiry must be made in each such case concerning the residence status of the applicant.

The burden of establishing facts that justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification, who must show his or her entitlement by the preponderance (the greater part) of the residentiary information. Being classified as a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination.

**Initial Classification:** Every applicant for admission is required to make a statement as to the length of his or her legal residence in North Carolina. Every applicant is classified as a resident or nonresident for tuition purposes prior to actual matriculation by the admitting office making the initial classification. Those not claiming to be residents for tuition purposes are, of course, classified as out-of-state students (nonresidents) for tuition purposes. If insufficient information supports an applicant's claim to be a resident for tuition purposes, the admitting office will initially classify that applicant as a nonresident.

**Subsequent Classification:** A residency classification once assigned (and confirmed pursuant to any appeal properly taken) may be changed thereafter (with corresponding change in billing rates) only at intervals corresponding with the established primary divisions of the academic year. A student who, due to subsequent events, becomes eligible for a change in classification, whether from out-of-state to in-state or the reverse, has the responsibility of applying for a reclassification in the Office of the Provost.

**Classification Review:** A student may request a review of his or her residence classification assigned by the admitting office by submitting a completed "Residence-and-Tuition Status Application" to the Office of the Provost. (Application forms may be obtained from the Office of the Provost, from any of the admitting offices, or on the residency Web site listed below.)

It is the responsibility of the student to pay tuition at the rate charged and billed while an appeal is pending. In effect, the student who is classified as a nonresident at the time of registration pays the nonresident rate. Conversely, if a student is classified as a resident at the time of billing, he or she pays the resident rate. Any necessary adjustments in the rate paid will be made at the conclusion of the appeal.

Students or prospective students who believe that they are entitled to be classified as residents for tuition purposes should be aware that the process of requests and appeals can take a considerable amount of time and that applications for classification should not be delayed until registration. Students who wish to receive a timely review of their residence status should submit their completed "Residence-and-Tuition Status Application" approximately 30-45 days in advance of the term for which they are seeking a review of their residence status. Applications are reviewed in the order in which they are received; failure to submit an application in a timely manner may delay the review process.

The Office of the Provost's determination of residence classification may be appealed to the Campus Residence Appeals Committee, and decisions of the Campus Residence Appeals Committee may be appealed to the State Residence Committee. A written statement of the appeals procedure is provided to every applicant or student receiving an out-of-state classification from the Office of the Provost.

**Tuition Benefits Notice:** North Carolina provides certain tuition benefits for spouses of NC residents, active duty military personnel stationed in NC and their spouses and dependents, family members of deceased or disabled NC emergency workers, full-time NC public school teachers taking courses related to professional development, NC residents age 65 or over, full-time employees of the UNC system and their spouses and dependent children, and orphans or other children who have been placed in the custody of the state of North Carolina.

If you believe you qualify for any of these benefits, you should contact the Office of the Provost at (336) 334-5494 for more information. Additional application forms may be required.

**Required for applicants claiming legal North Carolina residency for tuition purposes**

Please read the policies regarding residence status for tuition purposes (enclosed) before completing this form. Failure to answer all questions may result in the application being returned to you and thus delay a decision on your residence-and-tuition status, and/or an automatic default classification of "out-of-state" for tuition purposes until the required information is provided.

Write N/A for any inapplicable question. Print clearly in ink or type. Return to Undergraduate Admissions.

1. Full Legal Name \_\_\_\_\_

2. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_ Sex \_\_\_\_\_

3. Permanent Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Current Mailing Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Current Telephone (\_\_\_\_) \_\_\_\_\_

Previous Address (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

Last Address Outside NC (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

4. Have you, your spouse, or one or both of your parent(s) been in active military service in the past twelve months?  
 Yes  No

If "yes," attach to this application copies of the "Leave and Earnings Statement" for the most recent pay period and for the pay period 12 months ago for each such person.

5. Have you ever worked outside of North Carolina?  Yes  No

6. Please list ALL of your employment for wages in the past 24 months (include a separate sheet if needed):

| Job Title | Employer | Address (City, State) | From (mo/yr)   | To (mo/yr)     | Hrs/Week |
|-----------|----------|-----------------------|----------------|----------------|----------|
| _____     | _____    | _____                 | ____/____/____ | ____/____/____ | ____     |
| _____     | _____    | _____                 | ____/____/____ | ____/____/____ | ____     |
| _____     | _____    | _____                 | ____/____/____ | ____/____/____ | ____     |

7. Spouse's Name (if married) \_\_\_\_\_

Current Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Previous Address (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

State of Legal Residence \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Location (City, State) \_\_\_\_\_

**Please complete the following information if you are 24 years old or younger; if not, skip to question #12.**

(continued)



8. Is your father living?  Yes  No Father's Name \_\_\_\_\_

Current Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Previous Address (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

State of Legal Residence \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Highest Education Level Completed (or degree received) \_\_\_\_\_

Is your father a UNCG graduate?  Yes  No

9. Is your mother living?  Yes  No Mother's Name \_\_\_\_\_

Current Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Previous Address (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

State of Legal Residence \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Highest Education Level Completed (or degree received) \_\_\_\_\_

Is your mother a UNCG graduate?  Yes  No

10. Are your parents separated or divorced?  Yes  No

If yes, who has legal custody? \_\_\_\_\_

11. Guardian Name (if not living with parents) \_\_\_\_\_

Current Address (Street, City, State) \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Previous Address (Street, City, State) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr. mo. day yr.

State of Legal Residence \_\_\_\_\_ Since \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day yr.

Employer \_\_\_\_\_

Occupation \_\_\_\_\_ Location (City, State) \_\_\_\_\_

Highest Education Level Completed (or degree received) \_\_\_\_\_

(continued)



12. Did you claim yourself as a dependent on state and federal income tax returns last year?  Yes  No  
If "yes," in what state? \_\_\_\_\_

**If someone else is also claiming you on their income taxes, please provide the following information:**

Who last claimed you as a dependent on State taxes? Name \_\_\_\_\_

Relationship \_\_\_\_\_ Tax Year \_\_\_\_\_ State \_\_\_\_\_

Who last claimed you as a dependent on Federal taxes? Name \_\_\_\_\_

Relationship \_\_\_\_\_ Tax Year \_\_\_\_\_ State \_\_\_\_\_

Who intends to claim you as a dependent on state and/or federal income tax returns for the current year?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Tax Year \_\_\_\_\_ State \_\_\_\_\_

***If additional information is needed, the applicant will be notified***

I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed. I am aware that proven falsification of any responses herein will subject me to disciplinary action including denial of admission or dismissal from the Institution.

I hereby acknowledge that the Institution may verify the information set forth herein from sources accessible under law to the Institution but that the Institution may divulge 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 the Institution.

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature of Applicant*

*Date*

