Students applying for residency reclassification for tuition purposes at Alabama A&M University must complete the “Application for Residence Reclassification Form. It is understood that this application is being submitted for tuition purposes. A complete form must include the required personal information, information in all other application sections and appropriate supportive documents. A substantiation of all provided information must be unambiguous. Additionally, Alabama A&M University requires that this form be notarized before submission.

An incomplete form will not be evaluated and will be voided. Students will be notified via email of their voided status. Students may resubmit a new packet as long as the re-submission is reflective of significant changes in their status and is within the current deadline date posted. The incomplete form and supportive documents will not be returned to the applicant.

Alabama A&M University’s Residency Policy must be met by all applicants. In this regard, a student may be considered a resident by Non-University standards and still not meet resident student status for the purposes of tuition obligations to the University. The University’s residency policy is posted on the University’s website.

Please note: When a denial is rendered the student may submit in writing a request to be re-evaluated. Any changes upon which the re-evaluation request is made must be significant or the re-submission will be denied. This denial will also be sent to the student via email. It is therefore the student’s responsibility to provide correct and current contact information. The University will only use contact information provided on the form.

An incomplete application will not be evaluated for reclassification of residence. Blank spaces will be considered to be non-responsive and incomplete. All responses to non-applicable questions should be entered with N/A or a statement thereof.

COMPLETION OF ALL FIELDS BELOW IS REQUIRED

PART I: Personal Information

Name_____________________________________________________________  Banner ID Number________

                          Last                     First             Middle

Date of Birth___________________________  Date entered Alabama A&M University

Month/Day/Year                      Date entered Alabama A&M University

Current Address

Street & Number (P.O. Box)          City        State        Zip

Telephone Number (______) ____________________________  Cell / Mobile Number (______) ____________________________

United States Citizen: Yes_____ No_____  

If no, indicate: Type and Number of Visa___________________________  Date of Issuance________  Port of Entry_________________________

PART II:
Personal Statement: Why did you move to the State of Alabama?

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

Why should you be classified as a resident-student for the purpose of tuition?

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

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___________________________________________________________________________________________________________________________

Revised 12/2016: This policy supersedes any policies prior to this revised date.
PART III:
Please remember that supportive documentation is an imperative component. Attach all supportive documents accordingly.

Reclassification qualification documentation required by all applicants:

1. _____ U.S. Citizen OR _____ Permanent Resident Alien
   (Please indicate: Type and Number of Visa______________________________, Date of Issue____________________, Port of Entry______________________________)
2. _____ 1 year of continuous residence in the State of Alabama (Must provide copy of lease agreement or mortgage documents)
3. _____ Alabama Driver’s License or Alabama STARS ID valid 1 year prior to application submission (Must provide copy)

Additional Reclassification Documentation Requirements: (Check all that apply) Applicants must provide a minimum of 3 of the listed documents with an effective 1 year time period displayed.

1. ___ Payment of Alabama state income taxes as a resident (Provide copy of State of Alabama Tax Return).
2. ___ Ownership of a residence or other real property in the state and payment of state ad valorem taxes on residence or property.
3. ___ Full-time employment in the state, verification of full-time permanent employment commencing within ninety (90) days of registration, or is the spouse or child of said employee.
4. ___ Primary residence in the State of Alabama of a spouse, parents or children.
5. ___ Voter registration and voting in the state.
6. ___ Possession of current state or local licenses to do business or practice a profession in the state.
7. ___ Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates
8. ___ In-state address shown on selective service registration, automobile title registration, insurance policies, stock and bond registrations, last will and testament, annuitie, or retirement plans.
9. ___ Maintenance in the state of checking and savings accounts, safe deposit boxes, or investment accounts.

1. When do you consider that your Alabama residency began? ______________________________________
   a. Regarding the date you provided in Part I, if you were out of the state for more than 4 weeks since that date, explain the circumstances that required your absence.
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

2. Have you lived in Alabama for the past twelve consecutive months? Yes____ No____
   a. If no, explain: ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

3. List the permanent residence address (es) of your parents or legal guardians for the past four years.

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<th>City</th>
<th>State</th>
<th>Dates</th>
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4. List your address (es) for the past four years.

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5. Where do you reside while attending Alabama A&M University? ____________________________________________

6. Did you live in Alabama prior to entering Alabama A&M University? Yes____ No____ If yes, when and for how long __________________________
My Commission

more substantial connections with the State of Alabama and, furthermore, certify that the permanent address listed in

CERTIFICATION:

sanctions.

Documentation

with this application.

__________________

4

3

2. Have you previously served on active duty for a period of at least two years?

________________________________________________________________________________________________________________

1. Veterans

PART

2. Have you been assigned a service-connected disability by the United States Department of Veteran Affairs?

________________________________________________________________________________________________________________

1. Are you currently connected disability by the United States Department of Veteran Affairs?

PART

1. Do you own real property (i.e. land, home, etc.) in Alabama? Yes_____ No____

10. Have all ties to your former state been severed for twelve months? Yes_____ No____ (Please specify)

11. Are you presently married? Yes_____ No____. If yes, does your spouse meet residency requirements as outlined in this policy? Yes_____ No____

12. Are you registered to vote in Alabama? Yes__ No__ When and in what state did you last vote?

13. Do you have an Alabama driver’s license or identification card? Yes__ No__ Do you have a current driver’s license or ID from any other state? Yes__ No

14. Do you own or have use of a vehicle that is titled in your name? Yes__ No__ Is it currently registered in Alabama? Yes__ No

PART IV:

Tuition, Income, and Living Expenses

1. Do your parents or guardians provide any assistance with regard to tuition or living expenses? Yes__ No___. If yes, what percentage or how much do you receive: _____.

2. Have you filed an Alabama state personal income tax return? Yes__ No___. If yes, for which years __________________________ (Attached complete copies)

3. Did your parents or guardian claim you as a dependent on their most recent federal income tax return? Yes__ No

4. Will your parents or guardian claim you on next year’s federal income tax return? Yes__ No

PART V:

Veterans (If you are not a veteran or a current service member of the U.S. military, please enter N/A in all answer blanks.)

1. Are you currently a member of the U.S. military? Yes__ No___. If yes, please specify branch and current assignment/location:

2. Have you previously served on active duty for a period of at least two years? Yes__ No___. If yes, were you honorably discharged? Yes__ No___.

   Please list your separation date from active duty status: __________________________

3. Are you a current member of the Alabama National Guard? Yes__ No___. If yes, what month and year did you join? __________________________

4. Are you currently a member of a reserve component of the U.S. military? Yes__ No___. If yes, what month and year did you become a reservist? __________________________

5. Have you been assigned a service-connected disability by the United States Department of Veteran Affairs? Yes__ No___. If yes, please include documentation with this application.

PART VI:

Documentation: Please provide legible copies of all documentation that you believe demonstrates that you are a “resident-student” as defined in the Policy. Deliberate submission of false information on this form is a violation of the Code of Student Conduct and can subject the applicant to disciplinary sanctions.

CERTIFICATION: I do solemnly swear/affirm that the statement and evidence hereby presented in support of the foregoing Application are true and correct; and, furthermore, certify that the permanent address listed in Item I above is my residence and that I intend to remain at that address indefinitely, and that I have more substantial connections with the State of Alabama than with any other state.

__________________ (L.S.)
Signature of Applicant

SWORN TO AND SUBSCRIBED BEFORE ME THIS THE _____DAY OF __________________, 20___.

My Commission Expires: __________________________ (SEAL)

Notary Public

***Please enclose all documentation in a large sealed envelope and print your Name, Banner/A-Number, and a contact number on the outside of the envelope. ***