

ALABAMA A&M UNIVERSITY

Application for Residence Reclassification Form

Deadlines for submission of this form:

July 15 – for consideration effective beginning with the impending Fall term

November 15 – for consideration effective beginning with the impending Spring term

April 15 - for consideration effective beginning with the impending Summer term

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 Last First Middle Banner ID Number

Date of Birth 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?

Blank lines for personal statement.

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

Blank lines for justification of resident-student status.

**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 Issuance \_\_\_\_\_, 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, annuities, 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.

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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.

Name (Relationship to Applicant)	City	State	Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List your address (es) for the past four years.

Address	Dates
_____	_____
_____	_____
_____	_____
_____	_____

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 \_\_\_\_\_

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7. List all institutions including high schools that you have attended for the last **four** years.

Institution	Location (State)	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. List the names and addresses of all of your employers for the last **four** years.

Employer	Address	Dates Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. 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 an **active duty** 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.\*\*\*