



APPLICATION FOR RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

UNIVERSITY OF NEBRASKA-LINCOLN

WHO SHOULD APPLY FOR RESIDENCE?

Important Information for Applicants Filing Under

Category A: Enrollment at any College, University or Community College in the State of Nebraska during the twelve months prior to the term for which you are seeking residency will adversely affect your residency eligibility. A person must be admitted with all transcripts on file before a residency decision can be made.

Individuals applying under Category A who have moved to Nebraska primarily to enroll in a post-secondary institution will be considered a non-resident for tuition purposes for the duration of his or her attendance at the University.

All applicants for admission to the University of Nebraska should be aware that an individual may qualify as a “resident” of Nebraska for one purpose (such as securing a Nebraska driver’s license) and still not meet the standards established by the Board of Regents for resident tuition status. Individuals seeking a Nebraska residency determination for tuition purposes should, therefore, carefully study all aspects of the law and these regulations before seeking resident tuition status.

All individuals who did not graduate from a Nebraska high school will be considered non-residents at the time of admission.

A change in resident status for tuition purposes is not granted automatically. An individual who has been classified as a non-resident at the time of admission must submit an Application for Residence Classification for Tuition Purposes and all applicable supporting documentation before resident status can be determined.

HOW AND WHEN DO YOU APPLY FOR RESIDENCE?

Individuals who have been classified as non-residents but believe they qualify for resident status should review the various categories outlined in this application packet. After determining the appropriate category, each applicant should: (1) complete and submit an Application for Residence Classification, (2) provide photocopies of requested support documentation, and (3) apply to the graduate or undergraduate office as appropriate within the published time period. (Note: Merely changing address or contact information on other University forms will not change your residence tuition status).

DEADLINE: The last day to qualify for residency for a specific term is the last day of the registration “add period.” The last day to apply for residency (including the submission of all supporting documentation) is the end of the third week of classes of the semester for which the tuition was charged. For summer sessions, the application deadline is the end of the first week of classes for the session enrolled.

All students must register and enroll in classes for the term in which residency is sought. Failure to register for the term for which residency is sought will result in the cancellation of the residency application. Applications determined to be incomplete after the last day to apply will be voided. To apply for a subsequent semester or term, one must submit a new application and provide appropriate updated supporting documentation.

WHAT REGULATIONS DETERMINE RESIDENCE?

Students’ rights to become residents for tuition purposes at the University of Nebraska are determined according to provisions of the Nebraska Revised Statutes (reissued 1987). In accordance with these statutes, the University has been authorized to develop regulations and to make decisions regarding Nebraska residence for tuition purposes. These regulations provide the basis upon which the Dean of Admissions or the Dean’s designee determines whether students qualify as Nebraska residents for tuition purposes.

Individuals seeking residence for tuition purposes will be required to have their applications signed before a notary public attesting to the accuracy of their statements (Section IV, Affidavit of Intent of Application). If it is subsequently determined that information on an application has been falsified, the applicant may be subject to disciplinary action by the University before the individual will be permitted to continue to enroll at the University. Such disciplinary action will be determined on an individual basis, and may include measures such as disciplinary probation or suspension, expulsion from the University, or reimbursement to the University for the difference between the tuition paid and the nonresident tuition rate.

According to the policy, once an individual has registered and attended the University or one of Nebraska’s state colleges as a resident student, he or she will be afforded that privilege during the balance of that enrollment, **provided the individual has a current domicile in Nebraska.** Any subsequent re-enrollment as a resident would have to take place within two years of the last date of enrollment (provided the individual has a current domicile in Nebraska at time of application).

IS THERE AN APPEAL PROCESS?

Individuals who believe they have been incorrectly denied residence for tuition purposes may appeal in writing that decision to the Dean of Admissions. The decision of the Dean of Admissions shall be final in any such appeal.

DEFINITION OF TERMS

For the purpose of these regulations, the following definitions shall apply:

- **Resident Fees:** The resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.
- **Nonresident Fees:** The nonresident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.
- **Legal Age:** The age of majority (19 or older) set by Nebraska statute.
- **Emancipated Minor:** An individual who by virtue of marriage or financial status has become independent of his or

her parent(s) or guardian(s) as defined by Nebraska statutes.

- **Established Home:** The place of abode in Nebraska that an individual continuously maintains a primary place of residence and where he/she is habitually present.
- **Legal Residence:** The place of domicile or permanent abode as distinguished from temporary residence.
- **Dependent:** A person who is claimed as a dependent or an exemption for federal income tax purposes by a parent, guardian or spouse.

RESIDENCE CATEGORIES

Choose the category which is most appropriate for your situation and follow the instructions for that category. Be sure to provide all documentation requested in the instructions with your application. Documentation 1 and 2 are described on the following page.

A. Legal Age or Emancipated Minor: A person of legal age (19 or older) or an emancipated minor who for a period of 12 months has established a home in Nebraska where he or she is habitually present, and shall verify by documentary proof that he or she intends to make Nebraska his or her permanent residence. **(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 his or her attendance.)**

Additionally, an individual claiming Nebraska resident status under this category will NOT be granted such a determination if he or she has claimed resident status in any other state within the past 12 months.

Instructions: Complete Sections I, II, III, IV, provide Documentation 1 and 2, and submit any additional documentation that supports the claim that the purpose for residing in the State of Nebraska for the last 12 months was for reasons other than to pursue a post-secondary education. An emancipated minor must also submit a signed copy of the parent's/guardian's most recent federal income tax return as proof that the applicant is not a dependent.

B. Dependent Minor: A minor (less than 19 years of age) whose parent/guardian has established a home in Nebraska where they are habitually present with the bona fide intention of making Nebraska their permanent place of residence. There is no minimum period of residence for the parent/guardian under this category.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2 in the parent/guardian name, and a copy of the parent's/guardian's most recent Federal Income Tax return as proof that the applicant is a dependent.

C. Legal Age Dependent: A person of legal age (19 or older) who has established a home in Nebraska and is a dependent for federal income tax purposes of a parent or legal guardian who has established a home in Nebraska. There is no minimum period of residence under this category.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2 in both the parent/guardian and dependent name, and a copy of the parent's/guardian's most recent Federal Income Tax return as proof that the applicant is a dependent.

D. Married to a Nebraska Resident: A person shall be required to verify that he/she is married to an individual who, **prior to the marriage**, had already established a home in Nebraska. The spouse must also meet all standard qualifications for residency for tuition purposes. There is no minimum period of residence for the applicant under this category.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2 in spouse's name, and any additional information that supports the claim that the spouse was a resident of Nebraska prior to marriage. Documentation could include record of spouse's enrollment as a resident at the University or one of the Nebraska state colleges.

E. Asylee, Refugee or Permanent Resident Alien: A person who has become a permanent resident alien of the United States of America or has been granted asylee or refugee status and has established a home in Nebraska for a period of at least 12 months.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2, and a copy of Form I-94 with appropriate status marked. Permanent Resident Aliens must provide a copy of form I-551 (formerly known as a "green card").

F. University or State College Staff Member or Dependent/Spouse: A staff member or a dependent or spouse

of a staff member of the University of Nebraska, one of the Nebraska state colleges, or one of the community colleges. The employee must be PERMANENT and have at least part-time (0.5 FTE) employment status.

Instructions: Complete Section I and IV, submit verification of permanent employment status with at least .5 FTE from HR/personnel office. If qualifying by dependent or spouse status, proof of dependent status (most recent Federal Income Tax return) or spouse status (copy of valid marriage license) must be provided.

G. Active Duty Military and Dependents: A person on active duty with the armed services of the United States of America who has been assigned a permanent duty station in Nebraska, or the spouse or dependent of an individual who has been assigned permanent duty station in Nebraska.

Instructions: Complete Section I and IV, provide official documentation from the military personnel office indicating active duty AND permanent duty station in Nebraska or the State of Legal Residence. If qualifying by dependent or spouse status, proof of dependent status (most recent Federal Income Tax return) or spouse status (copy of valid marriage license) must be provided.

H. Nebraska High School Graduate: A person who has reestablished a home in Nebraska, is a graduate of an accredited Nebraska high school, and was a legal resident of Nebraska at the time of graduation. There is no minimum period of residence for the individual under this category.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2, and submit an official transcript from an accredited Nebraska high school indicating that the individual graduated from that school.

I. Former University/State College Resident Student:

A person who has registered and attended the University or one of the Nebraska state colleges as a resident for tuition purposes, and reenrolls within two (2) years of the last date of enrollment. There is no minimum period of residency for the individual under this category.

Instructions: Provide Documentation 1 and 2 and an Affidavit of Intent, and a statement from the University or the state college indicating resident classification.

J. Native Americans: A person not residing in Nebraska who is a member of a Native American tribe that is indigenous to or has historically migrated to or from the State of Nebraska. A list of these tribes is available on the last page of this application.

Instructions: Complete Section I and IV and provide documentation attesting to the applicant's affiliation with one of the qualifying tribes.

K. Recruited or Transferred Employees: Individuals who, because of their special talents or skills, were recruited to Nebraska for full-time employment in the state, or were transferred to Nebraska by a business entity, and the spouses or dependents of such individuals. There is no minimum period of residence for individuals in this category.

Instructions: Complete Section I, II, III, IV, provide Documentation 1 and 2 in recruited/transferred employee name, furnish letter from employer stating recruited/transfer status, date of initial employment, position description, and verification of full-time status.

L. Out-of-State Campus Program: A current Nebraska resident who wishes to be certified for one of the contracted Out-of-State Programs such as the Optometry or Veterinary Medicine Program must contact the University of Nebraska-Lincoln Office of Admissions for certification instructions.

DOCUMENTATION

Refer to the instructions for each Residence Category and provide the requested documentation described here. Supporting documents will not be returned. Submitting appropriate documents in an organized and chronological order will expedite the decision-making process.

Documentation 1: To be completed by applicants in category A, B, C, D, E, H, I, or K. Applicants in categories B, C, D, H, I, or K must provide one of the following as proof of an established home in Nebraska. Applicants in categories A and E must provide proof of an established home in Nebraska for at least 12 months IMMEDIATELY PRECEDING the last day of the registration "Add Period" of the term or semester for which residence status is sought. Documentation must be provided for each of the 12 months and a combination of the following may be accepted:

- cancelled check or proof of payment for rent
- current lease agreement
- documentation showing home ownership in Nebraska

Documentation 2: To be completed by applicants in category A, B, C, D, E, H, I or K. Documentation for applicants in categories A, E, H, and I must be in the applicant's name; documents for applicants in B, C, D, and K must be in the name of the parent/spouse. Documentation for all applicants in categories A, D, E, and L must have been in effect for at least one month. Three of the following support documents must be obtained and kept current:

- Nebraska driver's license
- Nebraska voter's registration (voter's registration card or certificate)
- Account with a Nebraska financial institution (voided personal check or bank statement)
- Nebraska vehicle registration (pink slip, NOT title)
- Employment showing Nebraska state income tax withheld (most recent pay stub showing name and Nebraska employer) — recommended for category A
- Nebraska state income tax return for the most current year (or W-2 form with latest paycheck showing state income tax withheld) — recommended for category A

PROOF OF DEPENDENT AND/OR SPOUSE STATUS

If an individual is trying to qualify for residency status based upon dependent or spouse status (sections B, C, D, F, G, or K), documentation proving this status must be provided. Dependents of a parent/guardian must provide a signed copy of the parent's/guardian's most recent federal income tax return as proof that the applicant is a dependent. If applying based upon spouse's status, a copy of the marriage certificate must be provided.

AFFIDAVIT OF INTENT

Section IV must be signed by ALL applicants in the presence of a notary.

QUESTIONS

Please read all instructions and complete all information carefully. If you have questions about this application or need more information about the residence regulations, contact the appropriate office on your home campus. Your application for residence classification and all supporting documents should be sent to:

**UNL UNDERGRADUATE
ADMISSIONS OFFICE**
1410 Q STREET
PO BOX 880417
LINCOLN, NE 68588-0417

**UNL GRADUATE
OFFICE OF GRADUATE STUDIES**
1100 SEATON HALL
LINCOLN, NE 68588-0619
(402) 472-2878 or
(800) 742-8800 ext. 2878

UNL APPLICATION FOR RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

UNIVERSITY OF NEBRASKA-LINCOLN

Read all directions carefully. Answer all questions that apply to you. Incomplete forms or lack of acceptable supporting documentation will delay the processing of your application. This application and all necessary supporting documentation must be submitted to the Office of Admissions by the end of the third week of classes of the semester for which the tuition was charged. For summer sessions, the application deadline is the end of the first week of classes.

SECTION I/APPLICANT

Full Legal Name _____
Last First Middle Other Last Names Used Student ID

Current Address _____
Street or Road

City _____ State _____ County _____ ZIP _____

How long have you lived continuously in the state of Nebraska? _____

Current Phone: _____
Area Code/Number

Date of Birth: _____
Month/Day/Year

Email _____

High School Attended _____
Name City State/Country Year Graduated

Permanent Address _____
Street or Road

City _____ State _____ County _____ ZIP _____

How long have you lived at your current address? _____

Place of Birth: _____
City/Country

Have you been enrolled at any post-secondary institution in the state of Nebraska within the last 12 months? Yes No

If yes, dates of attendance: _____

How many semester credit hours were you/are you enrolled in each term in the last 12 months?

Term	Hours

Term for which residency is sought:

- Enrollment Status: **UNL Semester or Summer**
- Undergraduate Fall, 20____ 8-week, Summer, 20____
 Graduate Spring, 20____ 1st Summer, 20____
 Law College Pre-session, 20____ 2nd Summer, 20____
 Dental College

Have you previously applied for residence? Yes No

SECTION II/CATEGORY

Please check the category that is most appropriate for your situation. Follow any instructions given for that category in the preceding pages.

- A. Legal age (age 19 or older) or emancipated minor**
 I have not resided in Nebraska to attend a post-secondary institution in the last 12 months.
- B. Not of legal age (less than 19 years) and dependent**
 Parents/Guardian Name _____
- C. Legal age and dependent of parent/guardian who is living in Nebraska**
 Parents/Guardian Name _____
- D. Married to a Resident**
 Full Name of Spouse _____
 Date of marriage _____
- E. Non-U.S. Citizen**
 Check the immigration status that applies and furnish documentation of status with application, and complete Section III, Documentation 1 and 2.
 I-94 (Required to verify that asylee or refugee status has been granted) I-551 (Permanent Resident Alien Card, formerly known as 'green card')
- F. Employee or spouse/dependent of employee of the University of Nebraska, a Nebraska State College, or a Nebraska Community College**
 Full Name of Employee _____
 Applicant is: Spouse (Attach copy of marriage certificate.) Dependent (If dependent is 19 years of age or older, attach copy of most recent federal income tax form.) Employee

G. Active Duty Military

Name of military person _____

Relationship of applicant to military person:

- Self Spouse (Attach copy of marriage certificate.) Dependent

Military Status: Stationed in Nebraska.
 Claim Nebraska as home.

H. Nebraska High School Graduate

I. Former University/State College resident student

J. Native American Indigenous to Nebraska

K. Recruited or Transferred Employee

SECTION III/DOCUMENTATION

This section details the types of documentation required to determine residence. This section must be completed by the applicant if he/she is of legal age (19 or older) or is an emancipated minor, by the applicant's parent/guardian if applying as a dependent, or by the applicant's spouse if the applicant is married to the resident. The University residence officer reserves the right to request any additional documentation necessary in order for a residency decision to be made.

1. To be completed by those checking category A, B, C, D, E, H, I, or K in Section II, Category.

This portion of Section III is used to determine that a permanent home (domicile) has been established in Nebraska. The permanent home is where the applicant habitually resides. The applicant must prove that he/she has continuously maintained a permanent home in Nebraska for the past 12 months by the last day of the registration "add period" for the term for which residence is sought for applicants in category A and E. Each month must be documented. Only current home must be proven for applicants in category B, C, D, H, I, or K.

- Acceptable documentation includes:
- cancelled checks for rent
 - other notarized documentation approved by a residence officer
 - current lease agreements
 - documentation showing residence in a home owned in Nebraska

List chronologically the places where you resided during the 12 months immediately preceding the term for which residence is sought.

From _____	to _____	Street _____	City _____	State _____	Zip _____
Month/Day/Year	Month/Day/Year				
From _____	to _____	Street _____	City _____	State _____	Zip _____
Month/Day/Year	Month/Day/Year				
From _____	to _____	Street _____	City _____	State _____	Zip _____
Month/Day/Year	Month/Day/Year				

2. To be completed by those checking category A, B, C, D, E, H, I, or K in Section II/Category.

This portion of Section III will be used to support a claim of intent to make Nebraska your permanent home. These items must be current and should be held for a reasonable period of time. The items submitted must be:

- in the applicant's name if seeking residence as an emancipated minor, or when of legal age;
- in the name of the parent of guardian if the applicant is a dependent (provide a copy of the parent's or guardian's most recent federal tax form return); or
- in the spouse's name if the applicant's spouse is a resident of Nebraska

Valid, legible copies of at least **THREE (3)** of the following items are required:

- Current Nebraska driver's license.
- Current registration to vote in Nebraska. Attach a copy of current voter registration or a certified statement from the County Election Commissioner.
- Current Nebraska vehicle registration in your name. Attach a copy of the vehicle registration or tax receipt, not a title.
- Current checking or savings account maintained with a Nebraska financial institution. Attach a recent cancelled check, bank statement, or voided personal check.
- Current employment in Nebraska and state income tax withheld. Attach a copy of your most recent paycheck stub showing your name and the name of your employer in Nebraska (recommended for category A).
- Most recent Nebraska state income tax return that indicates a Nebraska taxpayer status. Attach a copy of your most current state tax form or W-2 form with a copy of your latest paycheck stub showing that state income tax is withheld, including the year-to-date amount, of the current year (recommended for category A).

SECTION IV/AFFIDAVIT OF INTENT

Must be signed in the presence of a notary by all applicants.

The undersigned person being first duly sworn, deposes and says that:

- The State of Nebraska is my permanent residence by virtue of compliance with provisions of the residence regulations of the Board of Regents of the University of Nebraska as outlined in the application.
- I hereby affirm that the answers given in the application are accurate and complete and that all documents attached hereto are true and unaltered copies of the original documents requested.

X _____
Applicant's Signature

Subscribed and sworn before me this _____ day of _____

Notary Signature

Return this application and all necessary documents to:

UNL UNDERGRADUATE
1410 Q Street
PO Box 880417
Lincoln, NE 68588-0417

UNL GRADUATE
OFFICE OF GRADUATE STUDIES
1100 SEATON HALL
P.O. BOX 880619
LINCOLN, NE 68588-0619

SCHOLARSHIPS FOR OUT-OF-STATE STUDENTS

In addition to other general freshman scholarships, NEBRASKA offers three major merit-based scholarships to out-of-state students, which are named after notable alumni:

- **George Beadle Scholarship**
- **Ruth Leverton Scholarship**
- **Aaron Douglas Scholarship**

These scholarships are based on the recipient maintaining good academic standing and continued classification as a nonresident of Nebraska. Scholarships are awarded based on academic performance, class rank, and ACT/SAT performance for freshmen; college cumulative grade point average for transfer students. No additional application forms are required for consideration – non-resident students are automatically considered for these scholarships at the time their application for admission is complete.

Nonresident students can be considered for other scholarship awards at the University of Nebraska–Lincoln. However, recipients of the Beadle, Leverton and Douglas scholarships cannot combine their award with the benefits of any tuition reciprocity agreement program or consortium for nonresidents of Nebraska.

For additional information about scholarships:

OFFICE OF ADMISSIONS

1410 Q STREET
PO BOX 880417
LINCOLN, NE 68588-0417
ADMISSIONS@UNL.EDU
(800) 742-8800, ext. 2023

SCHOLARSHIPS AND FINANCIAL AID

16 CANFIELD ADMINISTRATION BUILDING
P.O. BOX 880411
LINCOLN, NE 68588-0411
FINAID2@UNL.EDU
(800) 742-8800, ext. 2030

<http://admissions.unl.edu/scholarships>

NEBRASKA INCOME TAX CREDIT

Individuals who reside outside of Nebraska but pay Nebraska income tax, and the spouses or dependents of such individuals, are entitled to tuition credit upon documented evidence of such payment to the State. The tuition credit granted shall equal the amount of Nebraska income tax paid for the immediately preceding calendar year except that the remaining obligation cannot be less than the amount of resident tuition. Contact Student Accounts, (402) 472-2887, for the necessary forms and procedures.

NATIVE AMERICANS

The following have been identified as Native American tribes that are indigenous to or have historically migrated to or from the State of Nebraska. Members of these tribes who live outside the State of Nebraska qualify for in-state tuition rates upon providing documentations of membership.

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

