IMPORTANT THINGS TO KNOW ABOUT APPLYING FOR RESIDENCY

- 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 before a residency decision can be made.

- Individuals who have moved to Nebraska primarily to enroll in a post-secondary institution in Nebraska will be considered a non-resident for tuition purposes for the duration of his/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.

- Individuals who did not graduate from a Nebraska high school may be considered a non-resident 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 Residency Classification for Tuition Purposes and all applicable supporting documentation before resident status can be determined.

- 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. To apply for a subsequent semester or term, one must submit a new application and provide appropriate updated supporting documentation.

Note: Merely changing address or contact information on other University forms will not change your resident tuition status.

HOW TO APPLY FOR RESIDENCY

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:

- Complete and submit an Application for Residency Classification for Tuition Purposes.
- Provide photocopies of requested support documentation.
- Apply to the graduate or undergraduate office as appropriate.

WHEN TO APPLY FOR RESIDENCY?

Once a student is admitted to the University of Nebraska an Application for Residency Classification for Tuition Purposes can be submitted for the term the student was admitted. Residency applications should be completed as soon as possible, but no later than the last day of the term.

DEADLINE: The last day to apply for residency for a specific term is the last day of classes for that term.

WHAT REGULATIONS DETERMINE RESIDENCY?

A student’s right to become a resident for tuition purposes at the University of Nebraska is 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 residency for tuition purposes. These regulations provide the basis upon which the Dean of Enrollment Management/Director of Graduate Admissions or the Dean’s designee determines whether students qualify as Nebraska residents for tuition purposes.

Individuals seeking residency 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 non-resident 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/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 (2) 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 residency for tuition purposes may appeal that decision in writing to the Dean of Enrollment Management/Director of Graduate Admissions. Their decision shall be final in any such appeal.

DEFINITION OF TERMS

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

- Dependent: A person who is claimed as a dependent or an exemption for federal income tax purposes by parent(s)/guardian(s).
- Emancipated Minor: An individual who by virtue of marriage or financial status has become independent of his/her parent(s)/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 Age: The age of majority (19 or older) set by Nebraska statute.
- Legal Residence: The place of domicile or permanent abode as distinguished from temporary residence.
- Nonresident Fees: The non-resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.
• **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.

**RESIDENCY 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. All documentation is described in the **DOCUMENTATION** section following RESIDENCY CATEGORIES.

**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/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. An individual claiming Nebraska resident status under this category will NOT be granted such a determination if he/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, i.e., full time employment. An emancipated minor must also submit a copy of his/her most recent Federal Income Tax Return as well as a copy of his/her 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(s)/guardian(s) 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(s)/guardian(s) in this category.

**Instructions:** Complete Sections I, II, III, IV, provide Documentation 1 and 2 in the parent(s)/guardian’s 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 parent(s)/guardian(s) who have established a home in Nebraska. There is no minimum period of residence for individuals in this category.

**Instructions:** Complete Sections I, II, III, IV, provide Documentation 1 in the parent(s)/guardian’s name, Documentation 2 in BOTH the parent(s)/guardian’s AND dependent’s 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. There is no minimum period of residence for individuals in this category.

**Instructions:** Complete Sections I, II, III, IV, provide Documentation 1 and 2 in spouse’s name and a copy of valid marriage license.

**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 Sections 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/State College/Nebraska Community 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 a community college in Nebraska. The employee must be PERMANENT and have at least part-time (0.5 FTE) employment status.

**Instructions:** Complete Sections I, II, IV and 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 or Dependent/Spouse:** An individual on active duty with the armed services of the United States of America who has been assigned a permanent duty station in Nebraska or shows Nebraska as Home of Record, or a dependent or spouse of such an individual.

**Instructions:** Complete Sections I, II, IV and provide official documentation from the military personnel office indicating active duty with a permanent duty station in Nebraska or showing Nebraska as Home of Record. 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/Nebraska Dream Act:** A person who is a graduate of a Nebraska high school and who meets the requirements of Nebraska law found in Neb. Rev. Stat. §85-502(8).

**Instructions:** Complete Sections I, II, III, IV, provide Documentation 1 and 2, and submit a transcript or diploma from a Nebraska high 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 residence for individuals in this category.

**Instructions:** Complete Sections I, II, III, IV, provide Documentation 1 and 2, and a statement from the University or the state college indicating residency classification.

**J. Native American:** 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. The following list has 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 documentation of membership.

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

**Instructions:** Complete Sections I, II, IV and provide documentation attesting to the applicant’s affiliation with one of the qualifying tribes.
K. Recruited or Transferred Employee or Dependent/Spouse: An individual who because of his/her special talents or skills, was recruited to Nebraska for full-time employment or was transferred to Nebraska by a business entity, or a dependent or spouse. There is no minimum period of residence for individuals in this category.

Instructions: Complete Sections I, II, III, IV, provide Documentation 1 and 2 in recruited/transferred employee’s name, and furnish letter from employer (on business letterhead with signature notarized) stating recruited/transferred status, date of initial employment, position description, and verification of full-time status. 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.

L. Nebraska High School Graduate-Veteran: A person who has served the military who has been honorably discharged, is a graduate of a Nebraska high school, and has established a home in Nebraska with the intent to make Nebraska a permanent residence. There is no minimum period of residence for individuals in this category.

Instructions: Complete Sections I, II, III, IV, provide Documentation 1 and 2, and submit a transcript or diploma from a Nebraska high school.

M. Military Veteran or Dependent/Spouse: A person who has served the military and who has been off active duty for three (3) years or less, or a dependent or spouse of such a veteran, if the person is registered to vote in Nebraska and demonstrates objective evidence of intent to be a resident of Nebraska. There is no minimum period of residence for individuals in this category.

Instructions: Complete Sections I, II, IV, provide a DD Form 214–Certificate of Release or Discharge from Active Duty, Nebraska voter registration card, and any one (1) of these three (3) items showing objective evidence of intent to be a resident of Nebraska: Nebraska driver’s license, Nebraska identification card, or Nebraska motor vehicle registration. 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.

DOCUMENTATION

Refer to the instructions for each Residency Category and provide copies of the requested documentation described. Copies of supporting documents are kept with the application and will not be returned.

Documentation 1: Used to determine that a permanent home (domicile) has been established in Nebraska. To be provided by applicants in category A, B, C, D, E, H, I, K or L. Acceptable documents include:
- cancelled check or proof of payment for rent
- current lease agreement (need complete agreement with name, dates, address, and signature)
- documentation showing home ownership in Nebraska with name, dates, address

NOTE: Applicants in categories A and E must provide proof of an established home in Nebraska for at least 12 months IMMEDIATELY PRECEDING the term or semester for which residency is sought. Documentation is needed for each of the 12 months.

Documentation 2: Used to support a claim of intent to make Nebraska your permanent home. To be provided by applicants in category A, B, C, D, E, H, I, K or L. Documentation for applicants in categories A, E, H, and I must be in the applicant’s name. Documentation for applicants in category B must be in the name of the parent(s)/guardian(s). Documentation for applicants in category C must be in both the parent(s)/guardian(s) and applicant’s name. Documentation for applicants in category D must be in the name of the spouse. Documentation for applicants in category K must be in the name of the recruited/transferred employee. Three (3) of the following support documents must be provided:
- Bank statement showing activity with name of institution and name and address of proper party
- Most recent pay stub showing name, address, and Nebraska state income tax withheld
- Nebraska driver’s license
- Nebraska State Income Tax Return for the most current year
- Nebraska vehicle registration
- Nebraska voter’s registration card or certificate
- W-2 form for the most current year

PROOF OF DEPENDENT AND/OR SPOUSE STATUS

If an individual is trying to qualify for residency status based upon dependent or spouse status (category B, C, D, F, G, K or L), documentation proving this status must be provided. Dependents of parent(s)/guardian(s) must provide a 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 license must be provided.

AFFIDAVIT OF INTENT

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

NOTE: The student is the applicant.

SCHOLARSHIPS FOR OUT-OF-STATE UNDERGRADUATE STUDENTS

In addition to other general freshman scholarships, NEBRASKA offers merit-based scholarships to out-of-state students.

These scholarships are based on the recipient maintaining good academic standing and continued classification as a non-resident 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.

NEBRASKA INCOME TAX CREDIT

Individuals who reside outside of Nebraska but pay Nebraska income tax, and the dependents or spouses 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, or visit their website: studentaccounts.unl.edu for the necessary forms and procedures.
UNL APPLICATION FOR RESIDENCY 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. Please use blue or black ink when filling out the application. The application must be signed by the student. The student’s signature must be notarized. This application and all necessary supporting documentation must be submitted to the Office of Admissions or Graduate Studies. Applicant MUST be admitted for the TERM residency is sought.

SECTION I / APPLICANT

Full Legal Name ________________________________

Last Name: ____________________ First Name: ____________________ Middle Name: ____________________ Other last names used: ____________________

Current Address ________________________________ Permanent Address ________________________________

Street or Road Street or Road

City: ____________________ State __________ County: ____________________ ZIP: __________

City: ____________________ State __________ County: ____________________ ZIP: __________

How long have you lived continuously in the State of Nebraska? __________

How long have you lived at your current address? __________

Current Phone: ____________________

Area Code/Number

Date of Birth: ____________________

Month/Day/Year

Email ____________________

High School Attended ____________________

Name ____________________ City: ____________________ State/Country: ____________________ Year Graduated: __________

Have you been enrolled at any postsecondary institution in the State of Nebraska within the last 12 months? O Yes O No

If yes, dates of attendance: ____________________

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Hours</th>
</tr>
</thead>
</table>

Term for which residency is sought:

Enrollment Status: O Undergraduate O Graduate O Law College O Dental College

UNL Semester or Summer Session: O Fall, 20__ O Spring, 20__ O Pre-session, 20__ O 8-week, Summer, 20__ O 1st Summer, 20__ O 2nd Summer, 20__

Have you previously applied for residence? O Yes O 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.

O A. Legal or Emancipated Minor

I have not resided in Nebraska to attend a postsecondary institution in the last 12 months.

O B. Dependent Minor

Parent’s/Guardian’s Name: ____________________

O C. Legal Age Dependent

Parent’s/Guardian’s Name: ____________________

O D. Married to a Nebraska Resident

Full name of spouse: ____________________

Date of marriage: __________

O E. Asylee, Refugee or Permanent Resident Alien

Check the immigration status that applies.

I-94 (Required to verify that asylee or refugee status has been granted.) O I-551 (Permanent Resident Alien Card, formerly known as ‘green card’)

O F. University/State College/Nebraska Community College Staff Member or Dependent/Spouse

Full name of Employee: ____________________

Applicant is: O Employee O Dependent O Spouse
G. Military Dependent/Spouse
Full name of Military Person:
Applicant is: ☐ Military person ☐ Dependent ☐ Spouse
Military Status: ☐ Stationed in Nebraska ☐ Claim Nebraska as home

H. Nebraska High School Graduate

I. Former University/State College Resident Student

J. Native American

K. Recruited or Transferred Employee or Dependent/Spouse
Full name of Employee:
Applicant is: ☐ Employee ☐ Dependent ☐ Spouse

L. Nebraska High School Graduate—Veteran

M. Military Veteran or Dependent/Spouse
Full name of Military Veteran:
Applicant is: ☐ Military Veteran ☐ Dependent ☐ Spouse

SECTION III / DOCUMENTATION
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. This section details the types of documentation required to determine residency. The University residency officer reserves the right to request any additional documentation necessary in order for a residency decision to be made.

Documentation 1 for categories A or E—must be in applicant’s name
The applicant must prove that he/she has continuously maintained a permanent home in Nebraska for the 12 months prior to the TERM applying for.
Documentation must be provided for each of the 12 months.

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

From ____________to ____________
Month/Day/Year Month/Day/Year Street City State zip

From ____________to ____________
Month/Day/Year Month/Day/Year Street City State zip

From ____________to ____________
Month/Day/Year Month/Day/Year Street City State zip

Documentation 1 for categories B or C—must be in parent(s)/guardian(s) name

Documentation 1 for category D—must be in spouse’s name

Documentation 1 for categories H, I or L—must be in applicant’s name

Documentation 1 for category K—must be in employee’s name

Only current home must be proven for applicants in the above categories.

Acceptable documentation includes:
• Proof of payment for rent
• Lease agreements
• Documentation showing home ownership in Nebraska
• Other notarized documentation approved by a residency officer

This portion of the Section III will be used to support a claim of intent to make Nebraska your permanent home. These items must be current.

Documentation 2 for categories A, E, H, I, or L—must be in applicant’s name

Documentation 2 for category B—must be in parent(s)/guardian(s) name

Documentation 2 for category C—must be in BOTH parent(s)/guardian(s) name AND applicant’s name

Documentation 2 for category D—must be in spouse’s name

Documentation 2 for category K—must be in employee’s name

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. Provide a copy of current voter registration or a certified statement from the County Election Commissioner.
• Current Nebraska vehicle registration. Provide a copy of the vehicle registration (pink slip, NOT title).
• Current bank statement (showing activity) with name of institution and name and address of proper party.
• Most recent paystub showing name, address and that Nebraska state income tax is being withheld.
• Most recent Nebraska State Income Tax Return.
• Most recent W2 form.
SECTION IV  AFFIDAVIT OF INTENT
Must be signed by applicant in the presence of a notary. The applicant is the student.

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

a. The State of Nebraska is my permanent residence by virtue of compliance with provisions of the residency regulations of the Board of Regents of the University of Nebraska as outlined in the application.

b. I hereby affirm that the answers given in the application are accurate and complete and that all documents provided are true and unaltered copies of the original documents requested.

X
Applicant’s Signature

Subscribed and sworn before me this _____day of ______________

Notary Signature

Application and all necessary documents can be mailed or delivered to:

UNDERGRADUATE and LAW STUDENTS

OFFICE OF ADMISSIONS
1410 Q STREET
ALEXANDER BUILDING EAST
P.O. BOX 880417
LINCOLN, NE 68588-0417
(402) 472-2023
(800) 742-8800 EXT. 2023

GRADUATE STUDENTS

OFFICE OF GRADUATE STUDIES
1100 SEATON HALL
P.O. BOX 880619
LINCOLN, NE 68588-0619
(402) 472-2878
(800) 742-8800 EXT. 2878