Residency as it relates to tuition is different than establishing residency for other purposes. As a state institution, the University of Nebraska must abide by Nebraska State Legislature policy as determined by the University of Nebraska, Board of Regents. These regulations provide the basis upon which University staff shall determine whether an individual qualifies as a Nebraska resident for tuition purposes. In some instances, it may be possible 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 in-state resident status.

The University of Nebraska–Lincoln (UNL) reserves the right to question and/or request a residency application and supporting documentation from any individual who wishes to be considered for resident tuition. An individual classified as a non-resident carries the burden of proof of eligibility for residency status when providing documentation to request resident tuition.

Once an individual has registered and attended the University or one of Nebraska’s state colleges as a resident student, he/she will remain a resident for tuition purposes, provided the individual has a current domicile in Nebraska. Additionally, a dependent student whose parent, guardian or spouse then moves from the state shall not lose their resident status if they are continuously enrolled in the University system.

Non-Resident Classification

Students may be considered non-residents if they:

1. Did not graduate from a Nebraska high school.
2. Have not established a home in Nebraska for a minimum of 12 months prior to the term or semester for which residency is sought.
3. Have been enrolled at any Nebraska post-secondary institution prior to the term or semester for which residency is sought.
4. Moved to Nebraska primarily to enroll in a post-secondary institution.

Applying for Resident Tuition

A change in residency classification for tuition purposes is not granted automatically. Students classified as non-residents can request reclassification by submitting a completed application with the required supporting documentation. This application must be signed before a notary public attesting to the accuracy of information. If it is determined that information on an application/affidavit has been falsified, the applicant may be subject to disciplinary action(s) before the applicant is permitted to continue to enroll. Such actions will be determined on an individual basis and may include disciplinary probation, suspension, expulsion, or reimbursing the University for the difference between the tuition paid and the non-resident tuition rate.

When requesting residency for tuition purposes:

• The applicant must be admitted to the University.
• Failure to enroll/register for the term for which residency is sought or taking a break from classes for more than two years will result in the cancellation of the residency application and any approved resident status.
• Visiting students must reapply for residency each term.
• It is recommended that the applicant enroll in classes and pay any tuition while waiting for the residency application to be processed.

This will enable you to enroll in the classes you need to maintain your academic program, as well as avoid late payment fees. You are responsible for any late fees, regardless of the approval of residency status.

• The ability to submit all materials for the stated category does not guarantee residency for tuition purposes will be granted as a student’s complete application file at the university will considered in conjunction with the residency application.

Application Process

1. Review the Residency Category descriptions (Pages 6 and 7) and required documentation to determine the appropriate category under which you qualify.
2. Complete the Application for Residency Classification for Tuition Purposes.
3. Gather copies of required supporting documentation.
4. Submit the application with all required documentation to the appropriate Admissions Office prior to the deadlines listed below.
5. At any time prior to a committee decision, the applicant is responsible for any tuition payments due or late fees that may accrue.

When to Apply for Residency

Once a student is admitted to the University of Nebraska–Lincoln an Application for Residency Classification for Tuition Purposes can be submitted for the term the student was admitted. Completed residency applications and all supporting documentation should be submitted as soon as possible, but no later than the dates below. Any applications that are determined to be incomplete after the last day to apply (see deadlines below) will be voided.

<table>
<thead>
<tr>
<th>Term</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>May 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>August 1st</td>
</tr>
</tbody>
</table>

Application Submission

The Review Committee will review each application and any documents submitted in the request for residency for tuition purposes. The Review Committee will only review applications once the application and all supporting documentation has been received. Applicants will be notified of a decision within 10 to 14 business days of submission of a complete application.

Appeals

Individuals who believe they have incorrectly been denied residency for tuition purposes may submit a letter of appeal along with any additional documentation to the Residency Committee in the respective Admissions Office. Appeals are reviewed by the Review Committee, Director of Admissions and the Assistant Vice Chancellor for Enrollment Management or Associate Vice Chancellor and Dean for Graduate Education.
Documentation
Refer to the instructions for each Residence Category and provide the requested documentation as indicated. The University reserves the right to request additional documentation to support the residency application. Only the original notarized application will be accepted. For all other documents, please provide legible copies. Submission of required documents does not guarantee that residency for tuition purposes will be granted.

**Documentation I** – submit one (1) or a combination of the following.
- **Current lease or rental agreement (must include name, dates of residence, address, and signatures).**
- **Cancelled checks or proof of payment issued to landlord, mortgage company, or leasing company (Category A and E need individual checks for each of 12 months).**
- **Signed and dated document verifying.**
  - Nebraska home ownership, e.g., Warranty.
  - Deed, Closing Statement, Real Estate Transfer.
  - Statement, Deed of Trust, or Settlement Statement.
  - Notarized Landlord Verification Letter (must include dates of residence and a copy of Established Home ownership with one of the above documentations.).

**Documentation II** – submit the most recent of any three (3) of the following.
- **Current Nebraska drivers license.**
- **Nebraska voter registration card or certificate from County Election Commissioner.**
- **Checking or credit card account statement with name of institution and name and address of applicant (2-3 months of NE transactions).**
- **Current Nebraska vehicle registration (pink slip).**
- **Current pay statement verifying Nebraska state income taxes withheld.**
- **Current Nebraska state income tax return (deduction page only).**
- **Current Nebraska State ID card**
- **W-2 indicating Nebraska taxes withheld (No Utility Bills are accepted).**

**Additional Documentation** – Submit the required document(s) per your category.
- **Official marriage certificate. (NOT decorative, commemorative copy).**
- **Most recent Federal Income Tax Return, signed and dated (deduction page only).**
- **Military orders stating current active duty or Home of Record in Nebraska.**
- **DD 214 form, discharge from active duty military.**
- **Employer letter on company letterhead. (For Category K, the letter must include “recruited” or “transferred”, date of employment and permanent full-time employment status.).**
- **Permanent Resident, Asylee, (I-551) or Refugee status verification or (I-94).**
- **Nebraska high school transcript.**
- **Written verification from University of Nebraska system campus or state college verifying resident status during attendance. (Must reenroll within 2 years of last date of enrollment.).**
- **Tribal verification. (Tribal Enrollment card, Bureau of Indian Affairs document, Tribal Membership card, Certificate of Bloodline, etc.).**

**Qualifying Native American Tribes**

<table>
<thead>
<tr>
<th>Arapaho</th>
<th>Southern Cheyenne</th>
<th>Hidatsa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa</td>
<td>Mandan</td>
<td>Otoe</td>
</tr>
<tr>
<td>Ponca</td>
<td>Dakota Sioux</td>
<td>Santee Sioux</td>
</tr>
<tr>
<td>Arikara</td>
<td>Comanche</td>
<td>Jicarilla Apache</td>
</tr>
<tr>
<td>Kickapoo</td>
<td>Missouria</td>
<td>Pawnee</td>
</tr>
<tr>
<td>Potawatomie</td>
<td>Lakota Sioux</td>
<td>Winnebago</td>
</tr>
<tr>
<td>Northern Cheyenne</td>
<td>Crow</td>
<td>Nakota Sioux</td>
</tr>
<tr>
<td>Kiowa</td>
<td>Omaha</td>
<td>Sac and Fox</td>
</tr>
<tr>
<td>Lakota</td>
<td>Cheyenne</td>
<td>Osage</td>
</tr>
<tr>
<td>Dhegihan</td>
<td>Quapaw</td>
<td>Kansa</td>
</tr>
</tbody>
</table>
SECTION I / APPLICANT (PLEASE PRINT)

Full Legal Name: ____________________________

Current Address: ____________________________ Permanent Address: ____________________________

City ____________________________ State ____________________________ County ____________________________ ZIP ____________________________

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

Current Phone: ____________________________ Place of Birth: ____________________________

Date of Birth: ____________________________

Email: ____________________________

High School Attended: ____________________________

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?

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

Term for which residency is sought:

Enrollment Status: Please choose ONE status

☐ 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 or Emancipated Minor
   ☐ I have not resided in Nebraska to attend a post-secondary institution in the last 12 months.

☐ B. Dependent Minor
   Parent(s)/Guardian(s) Name: ____________________________

☐ C. Legal Age Dependent
   Parent(s)/Guardian(s) Name: ____________________________

☐ D. Married to a Nebraska Resident
   Full name of spouse: ____________________________
   Date of marriage: ____________________________

☐ E. Asylee, Refugee or Permanent Resident Alien
   Check the immigration status that applies.
   ☐ 1-94 (Required to verify that asylee or refugee status has been granted.) ☐ 1-551 (Permanent Resident Alien Card, formerly known as 'green card')

☐ F. University/State College/Nebraska Community College Employee or Dependent/Spouse
   Full name of Employee: ____________________________
   Applicant is: ☐ Employee ☐ Dependent ☐ Spouse

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
</tr>
</thead>
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</tr>
</tbody>
</table>

- 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.

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 card or a certified statement from the County Election Commissioner.
- Current Nebraska vehicle registration. Provide a copy of the vehicle registration (pink slip, NOT title).
- Checking account or credit card statement with name of institution and name and address of applicant (2-3 months of NE transactions)
- Most recent paystub showing name, address and that Nebraska state income tax is being withheld.
- Most recent Nebraska State Income Tax Return (deduction page only).
- Most recent W-2 form indicating Nebraska taxes withheld.
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.

Subscribed and sworn before me this ______ day of _________________

Applicant’s Signature

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
ugrad_residency@unl.edu

GRADUATE STUDENTS
OFFICE OF GRADUATE STUDIES
1100 SEATON HALL
P.O. BOX 880619
LINCOLN, NE 68588-0619
(402) 472-2875
(800) 742-8800 EXT. 2875
graduate@unl.edu

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.

• Legal Age: The age of majority (19 or older) set by Nebraska statute.

• 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.
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Residency Categories</th>
<th>Documentation II: Supporting Documents</th>
<th>Additional Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Legal Age Resident or Emancipated Minor:</td>
<td>An individual who has established a home in NE where he/she is habitually present &amp; shall verify with documentation the intention to make NE their permanent place of residence.</td>
<td>Proof of an established home in NE for at least 12 months prior to term for which residency is sought in applicants name.</td>
<td>Three (3) supporting documents in applicants name.</td>
<td>* If emancipated minor: A copy of parent(s)/guardian(s) most recent Federal Income Tax Return as proof that applicant is not a dependent.</td>
</tr>
<tr>
<td>B. Dependent Minor (less than 19 yrs. of age):</td>
<td>A minor whose parent/guardian has established a home in NE where they are habitually present with the bona fide intention of making NE their permanent place of residence.</td>
<td>Proof of current established home in NE in parent(s)/guardian(s) name.</td>
<td>Three (3) supporting documents in parent(s)/guardian(s) name.</td>
<td>* Copy of parent(s)/guardian(s) most recent Federal Income Tax Return showing the applicant is a dependent.</td>
</tr>
<tr>
<td>C. Legal Age Dependent (19 - 24 yrs. of age):</td>
<td>A person of legal age who has established a home in NE and is a dependent for federal income tax purposes of a parent/guardian who has established a home in NE.</td>
<td>Proof of current established home in NE in parent(s)/guardian(s) name.</td>
<td>Three (3) supporting documents in BOTH parent(s)/guardian(s) AND applicant's name.</td>
<td>* Copy of parent(s)/guardian(s) most recent Federal Income Tax Return showing the applicant is a dependent.</td>
</tr>
<tr>
<td>D. Married to a Nebraska Resident:</td>
<td>An individual who has married a resident of NE. Resident shall be required to verify residency prior to the marriage.</td>
<td>Proof of an established home in NE prior to date of marriage in Nebraska Resident's name.</td>
<td>Three (3) supporting documents in Nebraska resident's name.</td>
<td>* Marriage Certificate/License</td>
</tr>
<tr>
<td>E. Permanent Resident, Asylee or Refugee:</td>
<td>An individual who has become a permanent resident alien of the United States or has been granted Asylee or Refugee status.</td>
<td>Proof of an established home in NE for at least 12 months prior to term for which residency is sought in applicants name.</td>
<td>Three (3) supporting documents in applicants name.</td>
<td>* Permanent Resident provide I-551 * Asylee or Refugee Status provide I-94</td>
</tr>
<tr>
<td>F. University/State College/NE Community College Employee or Dependent/Spouse:</td>
<td>At least .5 FTE Staff member or dependent/spouse of staff member, of the Univ. of NE, a NE state college, or NE community college</td>
<td>Not Required</td>
<td>Not Required</td>
<td>* Letter from Human Resources verifying: Employment Date, Permanent Status, and min .5 FTE * If Dependent: most recent Federal Income Tax Return showing the applicant is a dependent. * If qualifying by spouse: valid marriage license or certificate.</td>
</tr>
<tr>
<td>G. Active Duty Military/NE National Guard Dependent or Spouse:</td>
<td>Active Duty Military, National Guard, or dependent/spouse, with the armed services of the U.S.A. who has been assigned to a duty station in NE or shows NE as Home of Record.</td>
<td>Not Required</td>
<td>Not Required</td>
<td>* Documentation from military personnel office indicating active duty with a permanent duty station in NE or NE as home of record. * If Dependent: most recent Federal Income Tax Return showing the applicant is a dependent. * If qualifying by Spouse: Valid marriage license or certificate.</td>
</tr>
<tr>
<td>Check One</td>
<td>Description</td>
<td>Documentation I: Proof of Home</td>
<td>Documentation II: Supporting Documents</td>
<td>Additional Documents</td>
</tr>
<tr>
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</tr>
<tr>
<td>H. Nebraska High School Graduate/Nebraska Dream Act:</td>
<td>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)</td>
<td>Proof of current established home in NE in applicants name.</td>
<td>Three (3) supporting documents in applicants name.</td>
<td>* Nebraska high school ( unofficial) transcript or copy of diploma.</td>
</tr>
<tr>
<td>I. Former University/State College Resident Student:</td>
<td>An individual who has been enrolled at one of the Univ. of NE or NE state colleges, as a resident for tuition purposes, and reenrolls within two years of the last date of enrollment.</td>
<td>Proof of current established home in NE in applicants name.</td>
<td>Three (3) supporting documents in applicants name.</td>
<td>* Statement from NU Campus or State College indicating resident classification.</td>
</tr>
<tr>
<td>J. Native American:</td>
<td>An individual not residing in NE who is a member of a Native American tribe that is indigenous to or has historically migrated to/from NE. (see list on page 2)</td>
<td>Not Required</td>
<td>Not Required</td>
<td>* Documentation attesting to affiliation with qualifying tribe.</td>
</tr>
<tr>
<td>K. Recruited or Transferred Employee or Dependent/Spouse:</td>
<td>Individuals who, because of special talents &amp; skills, were recruited/ transferred for full-time employment by a business entity or a dependent/spouse.</td>
<td>Proof of current established home in NE in employees name.</td>
<td>Three (3) supporting documents in employee's name.</td>
<td>* Letter from employer on company letterhead: Must include &quot;Recruited&quot; or &quot;Transferred&quot;, date of employment, and permanent full-time status. * If Dependent: most recent Federal Income Tax Return showing the applicant is a dependent. * If qualifying by Spouse: Valid marriage license or certificate.</td>
</tr>
<tr>
<td>L. Nebraska High School Graduate-Veteran:</td>
<td>A person who has served with the military who has been honorably discharged, is a graduate of a NE high school, and has established a home in NE with the intent to make NE a permanent residence.</td>
<td>Proof of current established home in NE in applicants name.</td>
<td>Three (3) supporting documents in applicants name.</td>
<td>* Nebraska high school transcript or copy of diploma.</td>
</tr>
<tr>
<td>M. Military Veteran or Dependent/Spouse:</td>
<td>A person who has served in the military and, has been off active duty for three (3) years or less, or a dependent or spouse of such veteran, if the person is registered to vote in NE and demonstrates objective evidence of intent to be a resident of NE.</td>
<td>Not Required</td>
<td>* DD 214 – Certificate of Release or Discharge from Active Duty Military.</td>
<td>*If Dependent: most recent Federal Income Tax Return showing the applicant is a dependent and any one (1) of the following (3) items in dependent's name: Nebraska driver's license, Nebraska ID card, or Nebraska vehicle registration (pink slip). *If Spouse: valid marriage license or certificate and any one (1) of the following (3) items in spouse's name: Nebraska driver's license, Nebraska ID card, or Nebraska vehicle registration (pink slip). Documentation needed for Veteran: Veteran's voter registration card and any one (1) of the following (3) items in veteran's name: Nebraska driver's license, Nebraska ID card, or Nebraska vehicle registration (pink slip).</td>
</tr>
</tbody>
</table>