

**WESTERN CAROLINA UNIVERSITY**  
**APPLICATION FOR CLASSIFICATION AS A LEGAL RESIDENT**  
**OF NORTH CAROLINA FOR TUITION PURPOSES**

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents for tuition purposes. Copies of the applicable law and of implementing regulations are available in the WCU Admission and Graduate School Offices or online at [http://www.wcu.edu/WebFiles/PDFs/residency\\_manual.pdf](http://www.wcu.edu/WebFiles/PDFs/residency_manual.pdf). In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that “To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.” G.S. 116.143.1 also sets forth statutory definitions, rules, and special provisions for determining residence status for tuition purposes. These provisions include special rules with respect to persons who are married or who are within identified subclasses of minors. Certain aliens may also qualify for resident tuition status. The residence Manual, located at the places identified in this paragraph, should be consulted for the statutory and related regulatory conditions.

**DIRECTIONS**

1. Respond to all questions within the part(s) of the form that you are to complete. If any question is not applicable to your situation, write *NOT APPLICABLE* or *N/A*.
2. Print or type all responses. If necessary, write *see attached* in the space provided and use separate additional sheets, numbering your responses the same as the corresponding question and stapling or taping these sheets to this application form.
3. Be completely accurate to the best of your knowledge and understanding. Knowing falsification of your responses may subject you to disciplinary action including dismissal from the institution. When the *date* is requested, give day, month, and year.
4. Sign and date this application where indicated to make those acknowledgments and certifications necessary to render this a viable application.

## **GUIDELINES FOR DETERMINATION OF IN-STATE RESIDENCE STATUS FOR TUITION PURPOSES**

This document is for the purpose of providing students with basic information used in the determination of in-state status for tuition purposes. This document is not all-inclusive in its presentation of residency criteria. All decisions concerning classification of students as legal residents of North Carolina for tuition purposes are made according to North Carolina law (G.S. 116-143.1 and 116-143.3) as outlined in the **Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes.**

To be eligible for classification for in-state status for tuition purposes, a person must establish that his/her presence in the state is for the purpose of maintaining a bona fide domicile and not a temporary residence incident to enrollment in an institution of higher education. **Mere physical presence for 12 months is not sufficient for qualification.**

### **Criteria to determine North Carolina residency for tuition purposes include, but are not limited to:**

If the student is 18 years old or older and is financially independent (is not claimed as a dependent on anyone else's federal or state income tax, and does not receive financial support from parent, parent with custody, or legal guardian), the student should:

Have been physically present in the state for a minimum of 12 months.

Have filed state and federal income taxes in North Carolina during the past 12 months.

Have acquired a North Carolina driver's license, and registration and insured a motor vehicle in North Carolina within a reasonable amount of time subsequent to establishing domicile in the state.

Have a permanent home in North Carolina where he/she resides on a permanent basis.

Show that he/she has personally financed the past 12 months in North Carolina.

If the student is a dependent (receives financial support from parents, parent with custody or legal guardian), the parents, parent with custody, or legal guardian must meet all criteria listed above.

### **Other items considered in all cases:**

Voter registration

Organization membership

Purchase of Real property

Paid state intangible tax

No one of the above criteria is an absolute in qualification or non-qualification for residency for tuition purposes. A preponderance of the evidence is used in determining residence status. **PLEASE INCLUDE SUPPORTING DOCUMENTATION FOR YOUR CLAIM.**

**If you wish to submit a residency application and supporting documentation, send the materials to:**

### **Returning and Continuing Undergraduate Students**

Office of Registrar  
206 Killian Annex  
Western Carolina University  
Cullowhee NC 28723  
828-227-7216

### **New Undergraduate Students**

Office of Admission  
242 Robinson Administration Building  
Western Carolina University  
Cullowhee, NC 28723  
828-227-7317

### **Graduate Students**

Philip Cauley  
Graduate School and Research  
109F Camp Building  
Western Carolina University  
Cullowhee, NC 28723  
828-227-2923



12. Has your residence status for tuition purposes ever been previously determined by a North Carolina public educational institution? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, then provide: (A) Name of institution: \_\_\_\_\_  
(B) Classification: Resident \_\_\_\_\_ Nonresident \_\_\_\_\_  
(C) Last term and year you were so classified: \_\_\_\_\_

13. Father living? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_

Occupation \_\_\_\_\_

14. Mother living? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Name \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_

Occupation \_\_\_\_\_

15. Are parents separated or divorced? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, who has custody of children? \_\_\_\_\_

16. Legal guardian of the person? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, name of guardian: \_\_\_\_\_

Permanent home address: \_\_\_\_\_ Since: \_\_\_\_\_

Court appointed at (place) \_\_\_\_\_ on (date) \_\_\_\_\_

17. Why and when did you move your home to North Carolina? (reason(s)): \_\_\_\_\_

\_\_\_\_\_ (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

18. When and from what state or foreign country did you move your home and legal residence to North Carolina? Moved from \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_

19. When do you claim you began your legal residence (domicile) in North Carolina? \_\_\_\_/\_\_\_\_/\_\_\_\_

20. Your marital status: Single: \_\_\_\_\_ Married: \_\_\_\_/\_\_\_\_/\_\_\_\_ Divorced: \_\_\_\_/\_\_\_\_/\_\_\_\_

Separated: \_\_\_\_/\_\_\_\_/\_\_\_\_ Legal Separation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Widowed: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marriage Annulled: \_\_\_\_/\_\_\_\_/\_\_\_\_

21. If married, your spouse's name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Permanent Home address: \_\_\_\_\_ since \_\_\_\_/\_\_\_\_/\_\_\_\_

Last previous permanent home address outside N.C. \_\_\_\_\_

from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Present legal residence (domicile) is (State) \_\_\_\_\_ since \_\_\_\_/\_\_\_\_/\_\_\_\_

22. List in chronological order to date of this application all places you have spent at least 7 consecutive days during the past three years, including vacations and places lived.

Place (city and state)	Purpose	From (date)	To (date)
a) _____	_____	_____	_____
b) _____	_____	_____	_____
c) _____	_____	_____	_____

If married, list in chronological order to date of this application all places your spouse has spent at least 7 consecutive days during the past three years, including vacations and places lived.

Place (city and state)	Purpose	From (date)	To (date)
a) _____	_____	_____	_____
b) _____	_____	_____	_____
c) _____	_____	_____	_____

23. Who (including yourself) last claimed you as an exemption on state and/or federal income tax returns, for what tax year, and in what state filed?

- a) On state return for \_\_\_\_\_ tax year, filed in (state) \_\_\_\_\_ on (date) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to you \_\_\_\_\_
- b) On federal return for \_\_\_\_\_ tax year, filed in (state) \_\_\_\_\_ on (date) \_\_\_\_\_  
Name \_\_\_\_\_ Relationship to you \_\_\_\_\_
- c) Does anyone intend to claim you as a dependent on state and/or federal income tax returns for the current tax year? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, who? \_\_\_\_\_  
Relationship to you: \_\_\_\_\_  
With respect to tax returns to be filed in what state(s)? \_\_\_\_\_

24. Name each state or foreign country (1) where you did any of the following within the last 24 months or (2) if not done in the last 24 months, where such acts were last done. (Provide month, day and year of each such act; if never done, write *never*.)

	State or Foreign Country	Month/Day/Year
a) Voted	_____	____/____/____
b) Registered to vote	_____	____/____/____
c) Called to serve on jury duty	_____	____/____/____
d) Acquired or renewed driver's license	_____	____/____/____
e) Filed state income tax return (If this <u>was</u> an N.C. return, did you show on this return that you were a NONresident of N.C. for any period of the tax year? Yes: _____ No: _____. If yes, what period? _____ ) (If this <u>was not</u> an N.C. return, did you show on this return that you were a RESIDENT of N.C. for any period of the tax year? Yes: _____ No: _____. If yes, what period? _____ )	_____	____/____/____
f) Had state income tax withheld	_____	____/____/____
g) Filed state intangibles tax return	_____	____/____/____
h) Listed personal property for taxation in the county where you live	_____	____/____/____
i) Acquired ownership of property for use as your principal dwelling	_____	____/____/____
j) Registered or licensed a motor vehicle (car, truck, or other requiring license) Type of vehicle (list all) _____ where registered/licensed _____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

25. The car(s) or other motor vehicles that you maintain and operate in N.C. are owned by  
(Name) \_\_\_\_\_ (Address) \_\_\_\_\_  
Registered/licensed in (state or foreign country) \_\_\_\_\_

26. The car(s) or other motor vehicles that you maintain and operate in N.C. are insured in the name of  
(Name) \_\_\_\_\_ (Address) \_\_\_\_\_

27. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, savings accounts, stocks, bonds, pets, jewelry, appliances, etc.) and give percentage of value (of total personal property) maintained at each address:

	Address	% at this address
a)	_____	_____
b)	_____	_____
c)	_____	_____

28. List your employment for wages in the last 24 months:

	Employer	Address (place & state)	(from)	(to)	Hrs. per week
a)	_____	_____	_____	_____	_____
b)	_____	_____	_____	_____	_____
c)	_____	_____	_____	_____	_____
d)	_____	_____	_____	_____	_____

If married, list your spouse's employment for wages in the last 24 months:

	Employer	Address (place & state)	(from)	(to)	Hrs. per week
a)	_____	_____	_____	_____	_____
b)	_____	_____	_____	_____	_____
c)	_____	_____	_____	_____	_____
d)	_____	_____	_____	_____	_____

29. List the sources and uses of the money required to meet your expenses

Source	Preceding Calendar Year (Jan.-Dec. ____)		Current Calendar Year (Jan.-Dec. ____)	
	% of Total	Used For	% of Total	Used For
Your earnings:	_____	_____	_____	_____
Your savings:	_____	_____	_____	_____
Parent(s) or Guardian:	_____	_____	_____	_____
Spouse's earnings:	_____	_____	_____	_____
Other (specify sources—i.e., scholarship)	_____	_____	_____	_____
_____:	_____	_____	_____	_____
_____:	_____	_____	_____	_____
_____:	_____	_____	_____	_____

30. a) Are you now in, or a veteran of, active military service or other Federal government employment?

Yes: \_\_\_\_ No: \_\_\_\_ If Answer is yes,

Your home address upon entry: \_\_\_\_\_

Your official home address now: \_\_\_\_\_

Date this home address was declared: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your official *home of record*: \_\_\_\_\_

Legal residence you most recently claimed on DD Form 2058 (State of Legal Residence Certificate):

\_\_\_\_\_ DD Form 2058 completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your address upon discharge: \_\_\_\_\_

Place to which you were paid mileage upon discharge: \_\_\_\_\_

b) If you, your spouse, or one or both of your parents are now in active military service, attach to this application a copy of the Leave and Earnings Statement for the most recent pay period and for the pay period 12 months ago, for each such person.

31. If you (1) now live regularly with, (2) have lived with during the immediately preceding 24 months (except for vacation visits of fewer than 7 consecutive days), or (3) continue to maintain close ties with and periodically live with, another person who is a relative by blood, marriage, or court order or a legal guardian of the person, or (4) have been claimed within the immediately preceding 24 months as a dependent for taxation purposes by someone other than yourself, answer the following questions for each such person. (Answer only for one adult at each address. If married, complete for spouse; if separation occurred within last 24 months, complete for spouse; if divorce occurred with last 24 months, complete for ex-spouse.)

a) Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Permanent home address: \_\_\_\_\_

Lived at this address since: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last previous permanent home address: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Is any such person now in, or a veteran of, active military service or other Federal government employment? Yes: \_\_\_\_ No: \_\_\_\_ If Answer is *yes*,

Home address upon entry: \_\_\_\_\_

Official home address now: \_\_\_\_\_

Date this home address was declared: \_\_\_\_/\_\_\_\_/\_\_\_\_

Official *home of record*: \_\_\_\_\_

Legal residence most recently claimed on DD Form 2058 (State of Legal Residence Certificate):

\_\_\_\_\_ DD Form 2058 completion date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address upon discharge: \_\_\_\_\_

Place to mileage paid upon discharge: \_\_\_\_\_

b) Places (states or foreign country) and dates where each of the following acts (1) was performed by each such person within the last 24 months or (2) if not done in the last 24 months, where such person last did each act. (If never done, write *never*.)

	State or Foreign Country	Month/Day/Year
Voted	_____	____/____/____
Registered to vote	_____	____/____/____
Called to serve on jury duty	_____	____/____/____
Acquired/renewed driver's license	_____	____/____/____
Filed state income tax return	_____	____/____/____
(If this <u>was</u> an N.C. return, did you show on this return that you were a NONresident of N.C. for any period of the tax year? Yes: ____ No: ____ . If yes, what period? _____ )		
(If this <u>was not</u> an N.C. return, did you show on this return that you were a RESIDENT of N.C. for any period of the tax year? Yes: ____ No: ____ . If yes, what period? _____ )		
Had state income tax withheld	_____	____/____/____
Filed state intangibles tax return	_____	____/____/____
Listed personal property for taxation		
in the county where you live	_____	____/____/____
Acquired ownership of property for		
use as your principal dwelling	_____	____/____/____

Registered/licensed a motor vehicle (car, truck, or other requiring license)

Type of vehicle (list all)	where registered/licensed	Month/Day/Year
_____	_____	____/____/____
_____	_____	____/____/____
_____	_____	____/____/____

Claimed you as an exemption on:	State or Foreign Country	Month/Day/Year
State income tax return:	_____	____/____/____
Federal income tax return:	_____	____/____/____

32. If you are an alien, answer and complete the following appropriately:

- a) I possess a valid, current visa: Yes: \_\_\_\_ No: \_\_\_\_.  
My visa has the designation of \_\_\_\_\_ (A,B,C,D,E,F,G,H,I,J,K,L, or M plus a number)  
(Note: B,C,D,F,H,J and M visas reflect a presence in the United States not sufficient to support a bona fide claim to North Carolina legal residence.)  
My visa was issued as of \_\_\_\_/\_\_\_\_/\_\_\_\_.
- b) I possess a valid, current Form I-151 or I-551 (Alien Registration Receipt Card): Yes: \_\_\_\_  
No: \_\_\_\_ . Its Registration Number is \_\_\_\_\_. It reflects my entry into the United States as an immigrant on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- c) I possess a valid, current Form I-181b (Memorandum of Record of Lawful Permanent Residence). Yes: \_\_\_\_ No: \_\_\_\_ . Its Registration Number is \_\_\_\_\_; it reflects my entry into the United States as an immigrant on \_\_\_\_/\_\_\_\_/\_\_\_\_.
- d) Immediately before I received my Form I-151 (or Form I-551 or Form I-181b) I possessed a current visa. Yes: \_\_\_\_ No: \_\_\_\_ . This was an immigrant visa. Yes: \_\_\_\_ No: \_\_\_\_ . This was a visa with letter designation of \_\_\_\_\_. My visa was issued as of \_\_\_\_/\_\_\_\_/\_\_\_\_.
- e) I possess a valid, current Form I-94 (Arrival-Departure Record) Parole Edition. Yes: \_\_\_\_  
No: \_\_\_\_ . The parole date on the form is \_\_\_\_/\_\_\_\_/\_\_\_\_.
- f) I possess a document issued by Immigration authorities (letter, form, certificate, etc.) that shows that I will later be issued one or more of the documents described above. Yes: \_\_\_\_  
No: \_\_\_\_ . Its effective date is \_\_\_\_/\_\_\_\_/\_\_\_\_. Identify: \_\_\_\_\_  
\_\_\_\_\_ (Attach a copy if permitted by Immigration law. If not, be prepared to display the document for inspection upon request.)
- g) I possess a document issued by Immigration authorities not identified above that supports my claim to resident tuition status. Yes: \_\_\_\_ No: \_\_\_\_ . Its effective date is \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Identify: \_\_\_\_\_  
(Attach a copy if permitted by Immigration law. If not, be prepared to display the document for inspection upon request.)

**Do not forget to complete page 9 (Item 33 and signature page).**

**Do not forget to include any supporting documentation.**

**33. Describe any other circumstance, events, or acts, specifying their place and date, that you feel support your claim to North Carolina residence for tuition purposes.**

- I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed.
  
- I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of the application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian (if applicant is under 18 years of age)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date