



## University of Southern Indiana Application for Classification as an Indiana Resident

Please review the University of Southern Indiana Residency policy at <http://www.usi.edu/admissions/admission-process/residency-guidelines> prior to completing this application. **Complete each one of the five sections. This application must be submitted to the Office of Undergraduate Admissions before the end of the first week of classes of the semester for which you are applying for residency.** (Note: If your parents/guardians or another individual living out of state secured a Plus Loan for you, then you are not eligible for a change in your residency.)

### Section 1: Your demographic information

Name \_\_\_\_\_ Your Student # \_\_\_\_\_

Current address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Date of birth \_\_\_\_\_ Marital status:  Single  Married

Telephone number \_\_\_\_\_ E-mail address \_\_\_\_\_

Are you a US citizen?  Yes  No If no, are you a permanent resident?  Yes  No If yes, you must attach a copy of the front and back of your alien registration receipt card. If no, please contact the Office of Undergraduate Admissions before completing the remainder of this form.

Semester/year you are requesting to begin classification as a resident:  Fall  Spring  Summer  
Year: \_\_\_\_\_

(Note that this cannot be retroactive.)

### Section 2: Your status

Please check the category below that applies to you. **Check only one.**

Adult student. Check this category only if you will be 24 years of age or older when the semester for which you are applying for residency begins.

Emancipated minor student. Check this category only if you will be under 24 years of age when the semester for which you are applying for residency begins **and** you have become emancipated from your parents or guardian through marriage, formal court action, abandonment, or positive action of alienation on your part. **You must provide documentation of your eligibility for this classification (e.g., court order, marriage license).**

Unemancipated minor student. Check this category if you are under 24 and not married and either of your parents claims you as a dependent for income tax purposes or provides you with substantial financial support.

### Section 3: The basis on which you believe you qualify for classification as an Indiana resident

You will qualify for classification as an Indiana resident if:

- You are an **adult** or **emancipated minor** and either you or your spouse meets one of the following criteria.
- You are an **unemancipated minor** and either of your parents or guardians meets one of the following criteria.

Please check the criterion under which you, your spouse, or your parents will qualify. **Check only one.**

**Criterion 1:** Residence within the state of Indiana for reasons other than educational purposes for 12 consecutive months **prior to** the start of the semester for which you are applying for residence and sufficient proof of intent to make the State of Indiana a permanent home for an indefinite period. *Note: You typically **will not** qualify under this criterion if your primary purpose for being in Indiana is to attend the University of Southern Indiana or another college or university. Simply living in Indiana for 12 months **does not** qualify you as an Indiana resident for fee purposes. Determining residency is not based solely on length of time in Indiana, but rather on your purpose for being in Indiana.*

**Criterion 2:** Presence within the State of Indiana for purposes of retirement, full-time employment, professional practice, or to conduct a business full-time. *To qualify under this criterion, you must document that you, your spouse, or your parent(s) (if you are an unemancipated minor) are currently residing in Indiana for one of these purposes.*

**Criterion 3:** Military personnel who are stationed within the State of Indiana pursuant to military orders or military personnel who are stationed elsewhere but for whom Indiana is the home of record.

Please also check one of the following to indicate who meets the criterion you checked above. **Check only one.**

I am an adult or emancipated minor and I meet the criterion checked above. You must provide the documentation listed in section 4 for **yourself**.

I am married and my spouse meets the criterion checked above. (Check only if your spouse meets the criteria and you do not.) You must provide the documentation listed in section 4 **for your spouse** and not for yourself. **You must also provide a copy of your marriage license.**

I am an unemancipated minor and my parent(s) meet the criterion checked above. You must provide the documentation listed in section 4 for your parents and not for yourself.

### Section 4: Documentation

Please provide copies of each of the items listed below for the criterion you checked in section 3. The documentation should be for yourself, your spouse, or your parents based on the option you checked in the second part of section 3. Please attach copies, not originals, as we must retain what you send. If you are unable to provide any of the listed documentation, please attach an explanation.

**Documentation required for Criterion 1:**

- Proof of residence within Indiana for 12 months before your enrollment in an educational institution (e.g., proof of purchase or lease of your place of residence).
- Proof of full-time employment in Indiana (e.g., a letter from your employer on company letterhead stating that you are employed full-time and verifying your dates of employment) or other proof of your reliance upon sources within Indiana for your financial support.
- Copy of Indiana driver's license, Indiana voter registration, and Indiana automobile registration.
- Copy of Indiana income tax return (attach only a copy of the first and last page) and receipt for payment of Indiana property tax.
- Any additional documentation or explanation you wish to provide to support your claim for residency.

**Documentation required for Criterion 2:**

- Proof of residence in Indiana for full-time employment in the form of a letter from your employer on company letterhead stating that you are employed full-time and verifying full-time status and the effective date of employment; **or**
- Proof of residence in Indiana for purposes of retirement (e.g., a letter from your former employer verifying your retirement); **or**
- Proof of residence in Indiana for the purpose of professional practice or to conduct a business full time (e.g., a business license or professional license in your name).
- Copy of Indiana driver's license, Indiana voter registration, and Indiana automobile registration.
- Any additional documentation or explanation you wish to provide to support your claim for residency.

**Documentation required for Criterion 3:**

- Copy of military orders assigning you to Indiana, including location and dates of assignment; **or**
- Copy of military documentation showing that Indiana is your home of record.

If you believe you should be classified as an Indiana resident but do not meet any of the criteria listed above, you are encouraged to provide a detailed letter of explanation and thorough documentation.

**Section 5: Signature**

I affirm/attest that the information and documentation I am providing is true and accurate to the best of my knowledge. I understand that submitting falsified information may result in my suspension from the University with loss of fees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent(s) (required for unemancipated minors)

\_\_\_\_\_  
Date