

**UW Seattle Residency Questionnaire documentation checklist for financially dependent students.**

<b>Student Name (last, first)</b>	<b>UW student number (if available)</b>	<b>UW email address (if available)</b>

You must include this completed checklist with your completed Residency Questionnaire and supporting documentation. *Your questionnaire will not be reviewed if this checklist or required documentation is not submitted.*

Submission of the documentation listed below is necessary for the Residency Office to review your questionnaire. The Residence Classification Office may require additional documentation or clarification in order to determine whether you have met the requirements showing qualification for residency for tuition purposes. Submitting the Residency Questionnaire, this checklist, and any supporting documentation does not guarantee residency for tuition purposes. Submitting this checklist is not a substitute for submitting a completed Residency Questionnaire and providing supporting documentation.

***By initialing each required item, I am certifying that I have read the required items and understand I and my parent(s)/legal guardian(s) must provide the required documentation listed for the University of Washington Residence Classification Office to review my residency questionnaire.***

**1. Documentation of your financially dependent status.** Acceptable documents include:

- A copy of the federal IRS tax return signature page and the listing of dependents of the parent(s) or legal guardian(s) who claimed you as a dependent for the most recent tax year; OR
- A signed, notarized statement from your parent(s) or legal guardian(s) indicating that you will be claimed on their federal IRS tax return for the most recent tax year (if taxes have not yet been filed), OR
- Other documentation showing that you are financially dependent upon your parent(s), legal guardian(s) or another person (such as evidence they are paying for your tuition, housing, or living expenses).

**INITIALS** \_\_\_\_\_

**2. Documentation showing that your parent(s)/legal guardian(s) resided within the state of Washington for the entire 12-month period prior to the first day of the quarter in which you are seeking residency.** Acceptable documents include:

- A copy of the first and signature page of their lease or rental agreement, OR
- Copies of rent receipts or tenant ledger from landlord, OR
- A notarized letter from their landlord (OR person they lived with), OR
- A home purchase agreement showing the physical address of the home and date of closing.

**INITIALS** \_\_\_\_\_

**3. Documentation of your parent(s)/legal guardian(s)'s physical presence in the state of Washington for the entire 12-month period prior to the first day of the quarter in which you are seeking residency.** Note that the housing documentation above is **not** sufficient to show a parent or guardian's physical presence; however, different forms of documentation can be combined to cover the 12-month period in question. Acceptable documents include:

- Pay stubs or signed employer letter on letterhead showing employment in the state, OR
- Bank/Credit Card records showing physical transactions that the person has made in the state.

**INITIALS** \_\_\_\_\_

4. **State of Washington voter's registration** for your parent(s)/legal guardian(s) *if they are currently registered to vote*. Acceptable documents include:
- A copy of their official voter's registration card, OR
  - A copy of the information from the Secretary of State website found [here](#), OR
  - A statement from the county auditor indicating the date registered

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

5. **State of Washington vehicle registration** if your parent(s)/legal guardian(s) **owns or is using** a vehicle in the state. Residents of the State of Washington are required to title and register their vehicle(s) within 30 days of moving to and establishing a domicile in the state. Acceptable documents include:
- A copy of the vehicle registration (a copy of the title is not accepted as proof for residency purposes).  
*Note: If the vehicle was purchased less than 12 months prior to the term you are seeking residency, you must provide a copy of the bill of sale in addition to the vehicle registration.*

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

6. **State of Washington driver's license or State of Washington identification card** for parent(s)/legal guardian(s). Residents of the State of Washington are required obtain a State of Washington driver's license or state identification card within 30 days of moving to and establishing a domicile in the state.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

7. **Documentation of banking and financial relationships in Washington** – If your parent(s) or legal guardian(s) have a bank account, please provide documentation of when and where that account was established.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

8. **Non-US Citizens** - If your parent(s)/legal guardian(s) is not a U.S. citizen, but holds permanent or temporary resident status, or "Refugee-Parolee," "Conditional Entrant" status, or is permanently residing in the United States under color of law, attach a copy of both sides of their Resident Alien Card, Temporary Resident Card or other verification of their status with USCIS.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

9. **Other supporting documentation.** If applicable, submit additional documentation, for example, business or professional licenses, as described in Section 3.10-11 of the Residency Questionnaire.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

10. **Both student and parent/legal guardian must sign and date Section 3 on page two of the questionnaire.** Note that Section 3 of the Residency Questionnaire should be completed by your **parent or legal guardian**.

INITIALS \_\_\_\_\_

*Note: Unless specified otherwise, parent(s) refers to the parent domiciled in the State of Washington, and legal guardian(s) refers to a court-appointed legal guardian.*



UNIVERSITY OF WASHINGTON  
**WASHINGTON INSTITUTIONS OF HIGHER EDUCATION**  
**RESIDENCE QUESTIONNAIRE**  
 RESIDENCE CLASSIFICATION OFFICE

UNIVERSITY OF WASHINGTON  
 Residence Classification Office  
 Box 355850  
 Seattle, Washington 98195-5850

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to penalty or perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Once a domicile is established in Washington it must continue for a year before you are eligible for resident function. **Complete form in full and attach required documentation.**

**SECTION 1**

Name (Last)	(First)	(M.I.)	Phone Number	<table border="1"> <tr> <th colspan="2">FOR OFFICE USE ONLY</th> </tr> <tr> <td>Type</td> <td><b>U G P N C R</b></td> </tr> <tr> <td>Status</td> <td><b>DEP INDEP</b></td> </tr> <tr> <td>Today's Date</td> <td></td> </tr> <tr> <td>Effective Date</td> <td></td> </tr> <tr> <td><b>Resident</b></td> <td><b>Non-Res</b></td> </tr> <tr> <td colspan="2">Residence Classification Officer</td> </tr> <tr> <td><input type="checkbox"/> <b>ST</b></td> <td><input type="checkbox"/> <b>UG</b> <input type="checkbox"/> <b>OTHER</b></td> </tr> </table>		FOR OFFICE USE ONLY		Type	<b>U G P N C R</b>	Status	<b>DEP INDEP</b>	Today's Date		Effective Date		<b>Resident</b>	<b>Non-Res</b>	Residence Classification Officer		<input type="checkbox"/> <b>ST</b>	<input type="checkbox"/> <b>UG</b> <input type="checkbox"/> <b>OTHER</b>
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Address (Street)	(City)	(State)	(ZIP)	ID Number																	
E-mail Address	Birth City, State, Country		Birth Date																		
1. Name of Last High School Attended _____ State _____ Year Graduated _____																					
2. For what term are you now seeking residence classification? Year <b>20</b> ____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____																					
3. Class Standing <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional School: _____																					
4. At this Institution I am or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year: Credit _____ Term _____ Year _____   Credit _____ Term _____ Year _____   Credit _____ Term _____ Year _____																					
5. Country of citizenship: If not USA, answer 5a, 5b and 5c.			5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No 5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No 5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No																		
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.			<b>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)</b>																		
6. Have you received financial assistance from a state or government unit or agency thereof during the <b>past</b> twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If yes</b> , indicate state or agency, type of assistance, disbursement dates, etc.																		
7. Will you be receiving state financial assistance during the <b>next</b> twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>If yes</b> , indicate state or agency, type of assistance, disbursement dates, etc.																		

**SECTION 2**

1. Are you applying for resident status as a <b>dependent student</b> whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</b>
2. Are you applying for resident status as a <b>financially independent student</b> ?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</b>
<b>2a. Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made. I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year immediately prior to the year in which this application is made.  Signature _____ Date _____	
<b>2b. To further substantiate your financial independence, you are required to submit appropriate documentation, including but not limited to the following:</b>	
<ul style="list-style-type: none"> <li>■ A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li> <li>■ A true and correct copy of your W2 form filed for the previous calendar year.</li> <li>■ Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li> <li>■ If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person(s) who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li> </ul>	

**SECTION 3 Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.**

1. This section is being completed and signed by: <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington: Month _____ Day _____ Year _____	Date you took action to officially declare Washington as your permanent, legal domicile: Month _____ Day _____ Year _____
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Purpose of moving to Washington:

2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS					
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State
From			To									
From			To									
From			To									

**Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. work stubs, letter from employer (on letterhead), transcripts, verification of weekly volunteer work, debit/credit card statements showing purchases made in Washington, lease agreement, etc).**

3. If you were out of Washington during the last 12 months, give dates and reasons for your absence.

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE		
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State
From			To				
From			To				
From			To				

4. Have you ever registered to vote in any state?  Yes  No

**If yes, attach a copy of your current voter's card.** **If yes,** list date, city and state for your last two registrations.

Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date Voted \_\_\_\_\_

Date \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date Voted \_\_\_\_\_

5. Do you own or use any motor vehicles, RV's, boats or mobile homes in any state?  Yes  No

**If yes,** give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).

Type of vehicle \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Purchase \_\_\_\_\_ Date of Registry \_\_\_\_\_

Type of vehicle \_\_\_\_\_ License Number \_\_\_\_\_ State \_\_\_\_\_ Date of Purchase \_\_\_\_\_ Date of Registry \_\_\_\_\_

6. Do you have a driver's license in any state?  Yes  No

**If yes, you must attach a copy of your driver's license.** **If yes,** in what state? \_\_\_\_\_

When did you first obtain a driver's license in that state? Date \_\_\_\_\_

Previous driver's license?  Yes  No **If yes,** in what state? \_\_\_\_\_

When did you first obtain a driver's license in that state? Date \_\_\_\_\_

7. Do you have a bank account?  Yes  No

**If yes, please attach documentation of account.** **If yes,** since what date? \_\_\_\_\_

Name of Bank \_\_\_\_\_ Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

8. Have you ever paid in-state tuition at any public institution of higher education?  Yes  No

**If yes,** date of last term \_\_\_\_\_

Name of Institution \_\_\_\_\_

Date Attended: From \_\_\_\_\_ To \_\_\_\_\_

8a. Have you ever attended a Washington college/university for more than 6 hours per term?  Yes  No

Date Attended: From \_\_\_\_\_ To \_\_\_\_\_

9. Are you a U.S. citizen?  Yes  No

**If no, attach a copy of your U.S. Permanent Resident card, I-94 or other immigration documentation.**

10. List business or professional licenses (name & state of issue):

\_\_\_\_\_

11. Other (evidence of coverage for medical, life, automobile or property insurance, state licenses such as hunting or fishing, etc.) Explain:

\_\_\_\_\_

**NOTICE:** Residence questionnaires requesting a change in residence classification shall be accepted up to the thirtieth calendar day following the first day of the quarter/semester for which application is made. Questionnaires received after that date shall be considered to have been filed as of the first day of the subsequent quarter/semester.

**STATEMENT OF INTENT**

I certify that it is my intention to make Washington my true, fixed, and permanent place of habitation. Signature of Parent (if completing SECTION 3) \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATION**

I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing is true and correct. Address (Street, City, State) \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_