

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

Student Name (last, first)	UW student number (if available)	UW email address (if available)

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 must provide the required documentation listed for the University of Washington Residence Classification Office to review my residency questionnaire.***

- 1. Documents verifying your financially independent status for the current calendar year (this year) and the prior calendar year.** You must demonstrate evidence of responsibility for a minimum of 51% of your expenses for current and previous calendar year over the course of the year. The UW defines “expenses” as tuition and mandatory fees (if applicable) and room and board costs per the published cost of attendance (unless the student can document lower housing costs). You must also show that you did not and will not receive significant financial assistance either directly or indirectly from anyone else (other than your spouse) for that same time period. Financial resources that may be used to show financial independence include:

- Your earnings documented on a federal IRS tax form (W-2 and/or 1099) for the calendar year immediately prior to the year in which application is made;
- Your earnings documented on a pay check stub for the current calendar year (the year in which application is made);
- Financial aid grants, scholarships and loans authorized by the Financial Aid Office in your name;
- In some situations, a trust account in your name (GET, 529 College Savings Plan, etc.) may be considered a financially independent resource, if the account was created before you entered high school and meets other specific criteria. You must provide the following for the Residency Office to be able to make a determination:
  - Documentation of the date the account was established, how much was in the account at the time you graduated high school, and a ledger of all deposits to and disbursements from the account after June of your high school graduation year, AND
  - Documentation that you are the sole account owner and beneficiary, and that you have had independent access and control over the account during the time period under review for financial independence, AND
  - The paper trail showing the location and control of the funds as they moved from the account to pay your expenses, if used in the current calendar year and/or the calendar year immediately prior to the year in which application is made.

*Personal loans, PLUS loans, checking & savings accounts, gifts, and cash earnings shall not be counted as income in this calculation. Receipt of the Federal Parent PLUS loan for more than 51% will contradict financially independent status.*

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

2. **Documents verifying that you were not claimed as a dependent** by your parent(s)/legal guardian(s) for the most recent calendar year and will not be claimed as a dependent on an income tax return for the current calendar year. This requirement applies to students who are 25 years of age or younger. Acceptable documentation includes:
- A copy of the federal IRS tax return signature page and the listing of dependents for your parent(s) or legal guardian(s) for the most recent tax year; **AND**
  - A signed, notarized statement from your parent(s) or legal guardian(s) indicating that you will not be claimed on their federal IRS tax return for the current calendar year (and for the most recent calendar year if taxes have not yet been filed).

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

3. **Documentation showing that you 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***. Also include documentation of your residence covering January of the previous calendar year to present, even if you were living outside of Washington for part of that time. This is needed to determine your total expenses for the period under review. Acceptable documents include:

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

INITIALS \_\_\_\_\_

4. **Documentation of your 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 physical presence; however, different forms of documentation can be combined to cover the 12-month period in question. Acceptable documents include:

- Transcripts indicating you have taken classes in a physical classroom in the state, OR
- Pay stubs or signed employer letter on letterhead showing your employment in the state, OR
- Bank/Credit Card records showing physical transactions that you have made in the state.

INITIALS \_\_\_\_\_

5. **State of Washington voter's registration** *if you are currently registered to vote*. Acceptable documents include:

- A copy of your 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) \_\_\_\_\_

6. **State of Washington vehicle registration** if you ***own or are 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). *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) \_\_\_\_\_

7. **State of Washington driver's license or State of Washington identification card** (if you do not drive). 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) \_\_\_\_\_

8. **Non-US Citizens** - If you are not a U.S. citizen, but hold permanent or temporary resident status, or "Refugee-Parolee," "Conditional Entrant" status, or are permanently residing in the United States under color of law, attach a copy of both sides of your Resident Alien Card, Temporary Resident Card or other verification of your status with USCIS.

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

9. **If you have attended a Washington State institution of higher education for 7 or more credits per quarter at any time during the last 12 months**, you must also conclusively overcome the presumption that you reside in the state for primarily educational purposes. Acceptable documentation includes:

- Documentation of significant (at least 30 hours/week) employment at a non-student position in Washington State; AND/OR
- Documentation of a spouse's/partner's significant (at least 30 hours/week) employment at a non-student position in Washington State; AND/OR
- Documentation supporting that you reside in Washington State to provide care to a family member.

*You do not have to provide this documentation if you have not been attending a Washington State institution of higher education for 7 or more credits per quarter.*

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

10. You must sign and date Section 2a on page one of the questionnaire, and the Statement of Intent and Certification on page two of the questionnaire.

INITIALS \_\_\_\_\_



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. 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	<b>FOR OFFICE USE ONLY</b>	
			— —	Type	<b>U G P N C R</b>
Address (Street)	(City)	(State)	(ZIP)	Student Number	Status <b>DEP INDEP</b>
E-mail Address	Birth City, State, Country		Birth Date		Today's Date
1. Name of Last High School Attended					Effective Date
_____ State _____ Year Graduated _____					<b>Resident Non-Res</b>
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: _____					Residence Classification Officer
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 _____					<input type="checkbox"/> <b>ST</b> <input type="checkbox"/> <b>UG</b> <input type="checkbox"/> <b>OTHER</b>
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.			<i>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.)</i>		
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			If yes, 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			If yes, 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	<i>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.</i>
2. Are you applying for resident status as a <b>financially independent student</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i>
2a. <b>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 _____	
2b. <b>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:  <div style="text-align: center;"><input type="checkbox"/> Student</div>		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 _____	
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.					
<b>DATES OF EMPLOYMENT      LOCATION      OCCUPATION      HOME ADDRESS</b>					
Mo. Day Yr.		Mo. Day Yr.		City State	
From		To		Employer Hrs/wk	
From		To		Street City State	
From		To			
From		To			
<b>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).</b>					
3. If you were out of Washington during the last 12 months, give dates and reasons for your absence.					
<b>DATES OF ABSENCE</b>		<b>LOCATION</b>		<b>PURPOSE OF ABSENCE</b>	
Mo. Day Yr.		Mo. Day Yr.		City State	
From		To			
From		To			
From		To			
4. Have you ever registered to vote in any state? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If yes, attach a copy of your current voter's card.</b>		<b>If yes, list date, city and state for your last two registrations.</b> Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____			
5. Do you own or <b>use</b> any motor vehicles, RV's, boats or mobile homes in any state? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).</b> 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? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If yes, you must attach a copy of your driver's license.</b>		<b>If yes, in what state?</b> _____		When did you first obtain a driver's license in that state? Date _____	
		Previous driver's license? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>		<b>If yes, in what state?</b> _____	
7. Do you have a bank account? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If yes, please attach documentation of account.</b>		<b>If yes, since what date?</b> _____			
		Name of Bank _____ Branch _____ City _____ State _____			
8. Have you ever paid instate tuition at any public institution of higher education? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If yes, date of last term</b> _____ Name of Institution _____ Date Attended: From _____ To _____		8a. Have you ever attended a Washington college/university for more than 6 hours per term? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div> Date Attended: From _____ To _____			
9. Are you a U.S. citizen? <div style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</div>					
<b>If no, attach a copy of your U.S. Permanent Resident card, I-94 or other immigration documentation.</b>					
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.

Address (Street, City, State) \_\_\_\_\_

**CERTIFICATION**

I certify that the foregoing is true and correct.

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