Dear Student:

A request for a change in residency classification status can be a long, time-consuming and costly process. The Office of Admissions wishes to respond promptly and in complete fairness to all students who make application. Therefore, please take a moment to read the statements below before deciding to apply. Your consideration is appreciated.

NOTES ON RESIDENCY CLASSIFICATION PROCESS

1. Each student requesting residency classification should have a strong, well-documented case for having the residency application status changed. Ample and specific guidelines are available for your reading to assure that you have a good cause to initiate such a request for residency classification (see Board of Governors Academics Rule 2.4 - Residency Status for Admissions, Tuition, and Fee Purposes).

2. Completion of the two-page Application for Classification as a Resident Student at West Virginia University is mandatory prior to discussing residency reclassification with office personnel. To be reclassified for a particular semester, the application must be submitted two (2) weeks prior to the deadline for the payment of tuition and fees.

3. All copies of supporting evidence (i.e., driver’s license, tax forms, etc.) must be attached to the application described in Number 2 above. Neglecting to submit supporting documents will cause delay in a decision being made. Please submit your application and supporting documents to the “Residency Unit” at the address below. The evidence should demonstrate that the student’s primary purpose for living in West Virginia is other than attending an institution of higher education. Merely answering the “Additional Information” questions on the application affirmatively does not necessarily establish residency for tuition and fee purposes. It is the student’s responsibility to submit all supporting evidence to be considered with the student’s application. No additional evidence or documentation will be considered after the application has been submitted unless it is requested by the Office of Admissions.

4. Your signed submission of the application authorizes the Office of Admissions’ personnel to review your academic records and to make inquiry, where applicable, to substantiate your supporting evidence.

5. You may be contacted for a personal interview regarding your application. Please indicate your telephone number on the application.

6. Your application will be reviewed and a decision made. If your resident status request is granted, you will be notified in writing. If a denial is issued, you will be sent a written explanation and informed of appropriate appeal procedures.
APPLICATION FOR CLASSIFICATION AS A RESIDENT STUDENT AT WEST VIRGINIA UNIVERSITY

Please read the BOG Academics Rules 2.4 - Residency Status for Admission, Tuition and Fee Purposes before completing this application and provide all documentation as indicated.

Name _______________________________________________________ WVU Student No. _______________________

Present PERMANENT home address: ___________________________________________________________________

Home Telephone: ( __________ ) _____________________________________________ Birth Date _________________

Enrollment status at WVU:
Previously enrolled - Dates: _____________________ Currently enrolled - Date first enrolled: ____________________
Future enrollment - Entry Date: __________________

Residency status requested for
  o Spring
  o Fall
  o Summer

What is your present means of financial support (e.g., parents, self, financial aid)? ____________________________

Are you receiving any type of financial aid? Yes ☐  No ☐  If yes, list type/source: _____________________________

_____________________________________________________________________________________________________

DEPENDENCY INFORMATION:
Response in this section should be based upon section 4 of the Board of Governors Rules and Policies.

This application is being made on the basis of: (check only one)

_____ Personal independence (provide information requested below and forward supporting documentation relative to yourself)

_____ Dependency on parent/guardian/spouse (provide information below and forward supporting documentation relative to parent/guardian/spouse)

Residency Information: Attach documentation of your residency in West Virginia for the previous 12-month period (lease agreements, deeds of trust, etc.).

From ___________________ 20 ____ to ___________________ 20 ____ at ______________________________________

From ___________________ 2 0____ to ___________________ 20 ____ at ______________________________________

Employment Information: Attach documentation of employment for the period being used in support of this application.

Company name ____________________________________________ Address ____________________________________________ Dates ____________

Company name ____________________________________________ Address ____________________________________________ Dates ____________

Additional Information
Below is a list of affirmative actions that are partial evidence of an individual's domicile. This list is not exhaustive and completion of these affirmative actions does not guarantee reclassification. If you have taken any of the actions below, you must attach documented evidence of the action. Please attach any other documentation that demonstrates your primary purpose for living in West Virginia is for purposes other than attending an institution of higher education.

For each Yes on the following you must attach documented evidence.

Do you own residential property in West Virginia?  Yes ☐  No ☐
Have you filed a West Virginia Income Tax Return during the past 12 months?  Yes ☐  No ☐
If married, is your spouse a resident of West Virginia?  Yes ☐  No ☐
Do you have a motor vehicle licensed in West Virginia that is registered in your name?  Yes ☐  No ☐
Do you possess a valid West Virginia driver's license?  Yes ☐  No ☐
Have you obtained full-time employment in West Virginia?  Yes ☐  No ☐

For Resident Aliens: Date Permanent Alien Card Issued ____________________________________________
PROVIDE A WRITTEN STATEMENT OUTLINING AND EXPLAINING YOUR CLAIM TO RESIDENT STUDENT STATUS. PLEASE BE BRIEF AND SPECIFIC. FOCUS YOUR STATEMENT ON FACTORS THAT DEMONSTRATE THAT YOUR PRIMARY PURPOSE FOR LIVING IN WEST VIRGINIA IS OTHER THAN ATTENDING AN INSTITUTION OF HIGHER EDUCATION.

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I affirm/attest that the information and accompanying documentation herein is true and accurate, and freely authorize the verification of each if considered necessary for the proper consideration of this application.

Signature of applicant ____________________________________________ Date __________

(Applicable to students seeking resident status on the basis of parent/guardian/spouse)

Signature of parent/guardian/spouse ____________________________________________ Date __________