# Residency Questionnaire and Instructions

**Attention Graduate Students:** Please submit the Residency Questionnaire below to the Graduate School. You can also access the Residency Questionnaire online [Here](http://residency.wsu.edu).

**Undergraduate and Professional students:** Please submit the Residency Questionnaire and ALL supporting documentation to the Office of Registrar or urban campus office by the deadline date.

## Deadline

30th day of classes of the term for which you are seeking residency

(i.e. if you are seeking residency for the Fall term, it would be the 30th day of classes for fall semester)

You can find the deadline on the WSU Academic Calendar [HERE](http://residency.wsu.edu).

Ensure you are viewing the calendar for the correct term.

For SUMMER, the deadline is Monday following the 5th day of classes of the first session.

The questionnaire and supporting documentation must be RECEIVED by the appropriate office by this date.

<table>
<thead>
<tr>
<th>Undergraduate and Professional Students</th>
<th>Graduate Students</th>
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</thead>
<tbody>
<tr>
<td>Office of the Registrar</td>
<td>The Graduate School</td>
</tr>
<tr>
<td>Washington State University</td>
<td>Washington State University</td>
</tr>
<tr>
<td>French Administration Building, Room 346</td>
<td>French Administration Building, Room 324</td>
</tr>
<tr>
<td>Pullman, WA 99164–1035</td>
<td>Pullman, WA 99164–1030</td>
</tr>
<tr>
<td>(509) 335–5346 FAX (509) 335–7823</td>
<td>(509) 335–6424 FAX (509) 335–1949</td>
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<tr>
<td>Residency website:</td>
<td>Residency website:</td>
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<tr>
<td><a href="http://residency.wsu.edu">http://residency.wsu.edu</a></td>
<td><a href="http://residency.wsu.edu">http://residency.wsu.edu</a></td>
</tr>
</tbody>
</table>

- Please complete the Residency Questionnaire (PDF document) online. Enter your information, print, and sign. Submit with supporting documentation to the appropriate office listed above.
- Faxed documentation will not be accepted; please submit via mail or in person.
- Decisions on resident status are based on documentary evidence submitted, which become a part of your file and are not returned.
- Students are responsible for paying the RESIDENT portion of their fees while awaiting a determination of their residency status.
- Residency policies are set by the State of Washington (RCW 28B.15) and applied uniformly throughout Washington’s public colleges and universities.

- **READ ENTIRE QUESTIONNAIRE**, including the fine print.
- Submit ALL supporting documentation.
- Incomplete questionnaires and lack of supporting documentation will delay evaluation and could result in denial.
IF YOU ARE FINANCIALLY INDEPENDENT:

- You are not claimed as a dependent by either parent on federal IRS income tax returns AND
- You pay at least 51% of the cost of attendance

Cost of attendance includes: tuition, fees, room, board, books, supplies & transportation as published by WSU Office of Financial Aid.

1. Fill out both sides of the questionnaire COMPLETELY.

2. Provide the following required items:
   a) Copies of lease(s), rental agreement, letter from landlord, rent receipts, canceled rent checks or home purchase agreement verifying domicile in Washington for the 12 months prior to beginning of semester. You must account for the entire 12 month period.
   b) Copy of State of Washington voter’s registration card or statement from county auditor with date registered, if you are registered to vote. (Must have obtained 12 months prior to beginning of semester)
   c) Copy of State of Washington vehicle registration, if you own or use a vehicle in the state of Washington. If you use (but do not own) a vehicle, it must be registered in the state of Washington. (Must have registered vehicle 12 months prior to beginning of semester)
   d) Copy of State of Washington driver’s license or State of Washington identification card if you do not drive. (Must have obtained 12 months prior to beginning of semester)
   e) Any other documents you may have with dates showing that you have established a “home” in Washington (bank accounts).
   f) Copy of your federal tax return and W-2 forms for the most recent tax year. If you have not filed a tax return, please provide copies of W-2 forms, if any.
   g) If you are 24 or younger, you must also provide a copy of your parents’ return(s) (first page listing dependents and the signature block are required).
   h) If 24 or younger, submit documents verifying your financially independent status for the current calendar year and the prior calendar year. (To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that he or she has met, through his or her income, the expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made.)
      i. Financial aid grants, scholarships and loans authorized by the Financial Aid Office in the student’s name may be considered as personal income.
      ii. A trust or other account available to the student may be considered evidence of financial independence if the account was created before the student entered high school. You must submit documentation of the date account was established and proof the account was used to pay for expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made.
      iii. 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 will contradict financial independent status.
      i) If you are not a US citizen, but hold permanent resident immigration status, temporary resident status, “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 the U.S. Citizenship and Immigration Service (USCIS).

3. Sign Section 2 and the back of Questionnaire form.
IF YOU ARE FINANCIALLY DEPENDENT (SUPPORTED BY A PARENT/GUARDIAN):

1. Fill out Section 1 and Section 2 of the questionnaire. If you are not a U. S. citizen, but hold permanent resident immigration status, temporary resident status, “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.

2. Your parent or court-appointed guardian completes Section 3 and provides documents verifying his/her status as a Washington State resident as stated below:
   a. Copies of lease, rental agreement, letter from landlord, rent receipts, canceled checks or home purchase agreement verifying domicile in Washington for the 12 months prior to beginning of semester. You must account for the entire 12 month period.
   b. Copy of State of Washington voter’s registration card or statement from county auditor with date registered, if you are registered to vote. (Must have obtained 12 months prior to beginning of semester)
   c. Copy of State of Washington vehicle registration, if you own or use a vehicle in the state of Washington. If you use (but do not own) a vehicle, it must be registered in the state of Washington. (Must have registered vehicle 12 months prior to beginning of semester)
   d. Copy of State of Washington driver’s license or State of Washington identification card if you do not drive. (Must have obtained 12 months prior to beginning of semester)
   e. Any other documents you may have with dates showing that you have established a “home” in Washington (bank accounts).

3. Provide a copy of your parent(s) federal income tax return for the most current year verifying your dependent status (only the listing of dependents and signature block are required) . If your parent or court-appointed guardian is not a U.S. citizen, but she/he 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 his/her Resident Alien Card, Temporary Resident Card or other verification of his/her status with USCIS.

4. You and your parent must sign the back of the Residency Questionnaire form.

C. MILITARY PERSONNEL/CIVIL SERVICE

1. If you are active-duty military or the dependent of an active military member stationed in the state of Washington, provide a copy of your military ID and your orders to: Veterans Affairs Office
   French Administration Bldg Room 346 PO Box 641035
   Pullman, WA 99164-1035

2. If you are a dependent of an active-duty military, or civil servant, who claims Washington as his/her residence, but who is stationed outside of the State of Washington, your parent or guardian must complete Section 3 of the questionnaire and also provide:
   - Evidence he/she is a member of the military
   - Evidence of his/her Home of Record
   - Evidence of ties maintained to the State of Washington (voter registration, driver’s license, vehicle registration) REQUIRED
   - Copy of his/her federal tax return for the most recent tax year (first page listing dependents and the signature block are required).
**Washington State University Residence Questionnaire**

**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 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 one year before you are eligible for resident tuition.

### SECTION 1

<table>
<thead>
<tr>
<th>Name (Last, First, MI)</th>
<th>Phone Number</th>
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<table>
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<tr>
<th>Address (Street)</th>
<th>Email Address</th>
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<tbody>
<tr>
<td>(City) (State) (Zip)</td>
<td>Birth City, State, Country</td>
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<thead>
<tr>
<th>Student ID Number</th>
<th>Status</th>
<th>Type</th>
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<tr>
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<table>
<thead>
<tr>
<th>1. Last high School Attended</th>
<th>State</th>
<th>Year Graduated</th>
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<tr>
<th>2. For what term are you now seeking residence classification?</th>
<th>Year</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have previously applied to this institution for a change in residence status, indicate: Term</td>
<td>Year</td>
<td></td>
<td></td>
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<td></td>
</tr>
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<tr>
<th>3. Class Standing:</th>
<th>Undergraduate</th>
<th>Graduate</th>
<th>Professional</th>
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<table>
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<tr>
<th>School:</th>
<th>Residence Classification Officer</th>
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<tr>
<th>4. At this Institution, you are or will be enrolled as:</th>
<th>New Student</th>
<th>Continuing Student</th>
<th>Returning Former Student</th>
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</table>

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<tr>
<th>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:</th>
<th>Credits</th>
<th>Term</th>
<th>Year</th>
<th>Credits</th>
<th>Term</th>
<th>Year</th>
<th>Credits</th>
<th>Term</th>
<th>Year</th>
</tr>
</thead>
</table>

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<tr>
<th>5. Country of citizenship:</th>
<th>5a. Do you hold permanent or temporary resident immigration status?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
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<tr>
<th>If not USA, answer 5a, 5b and 5c.</th>
<th>5b. Do you hold &quot;Refugee-Parolee,&quot; &quot;Conditional Entrant&quot; or PRUCOL status?</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tr>
<th>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.</th>
<th>5c. Do you hold a visa classification of A, E, G, H-1, I, K or L?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
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<tr>
<th>6. Have you received financial assistance from a state governmental unit or agency during the past twelve months?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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<tr>
<th>7. Will you be receiving state financial assistance during the next twelve months?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### SECTION 2

1. **Are you applying for resident status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year?**

   - Yes
   - No

2a. **Student's Sworn Statement:**

   - 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; and 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 and for the calendar year immediately prior to the year in which this application is made.

   **Signature** __________________________  **Date** ________

2b. **To further substantiate your financial independence, you are required to submit appropriate documentation.**

   - 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.
   - A true and correct copy of your W2 form filed for the previous calendar year.
   - 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.
   - 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 or persons 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.

3. **Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person?**

   - Yes
   - No

Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school?

   - Yes
   - No
SECTION 3

1. This section is being completed and signed by:
   □ Parent □ Legal Guardian □ Student

   Date of your arrival in Washington: ____________________________
   Purpose of moving to Washington: ____________________________
   Month: ________ Day ________ Year ________

   Date you took action to officially declare Washington as your permanent, legal domicile:
   Month: ________ Day ________ Year ________

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 |

   Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, 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 |

4. Have you ever registered to vote?
   □ Yes □ No

   If yes, attach a copy of your current voter's card.
   Date __________ City __________ State __________ Date Voted __________

5. Do you own or use any motor vehicles, RV's, boats or mobile homes?
   □ 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 Registry __________

6. Do you have a valid driver's license?
   □ Yes □ No

   If yes, you must attach a copy of your current driver's license.
   Previous driver's license? □ Yes □ No

   If yes, in what state:
   __________________________
   Date __________________________
   When did you first obtain a driver's license in that state?
   __________________________
   Date __________________________
   When did you first obtain a driver's license in that state?

7. Do you have a bank account?
   □ Yes □ No

   If yes, please attach documentation of date you opened 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 __________________________
   Dates Attended: From __________ To __________

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

   If yes, where __________________________
   Dates attended From __________ To __________

9. Are you a US Citizen?
   □ Yes □ No

   If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.

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

   ____________________________________________________

   ____________________________________________________

   ____________________________________________________

   ____________________________________________________

   ____________________________________________________

   Additional Comments:

   ____________________________________________________

STATEMENT OF INTENT

I certify that I have declared Washington as 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 and all supporting documentation are true and correct.

Parent Address (Street, City, State) __________________________

Signature of Student __________________________ Date __________________________