



CHANGE IN RESIDENCY STATUS AFFIDAVIT

STATEMENT AND AFFIDAVIT FOR RESIDENCY CLASSIFICATION AT KENTUCKY PUBLIC COLLEGES AND UNIVERSITIES

The "Determination of Residency Status for Admission and Tuition Assessment Purposes" is to be used by each public college and university pursuant to KRS 164.020 and KRS 164.030 and is codified as 13 KAR 2:045. These institutions are Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, University of Kentucky, University of Louisville, Western Kentucky University, and the Kentucky Community and Technical College System.

Form section for office use only containing fields for Student, Semester, Date semester begins, Date application filed, ID, Decision, By, Date, and various administrative codes like Log, Ltr, Mld, SFA, Class, Styp, Cmp, Prgm, Ctlg, Mj1, Mj2, Mn1, Mn2, AdmtCnty/St, Brth, SAAADMS, SAADCRV, SOASUPL, SFAREGS, SGASTDN, TSAAREV, GDOC.

OATH AND AUTHORIZATION FOR USE OF RECORDS

To the student: This statement must be notarized before submitting. Do NOT sign this statement until you are directed to do so by a Notary.

The undersigned person, being first duly sworn, states as follows: That the foregoing statements and all supporting documents are, and each of them is, true and correct. That any and all of my documents maintained by this institution may be released to University officials or to the Residency Review Committee to be used in the determination of my status as a resident or nonresident of the Commonwealth of Kentucky (or regional state and county) for admission and tuition assessment purposes.

Signature of Applicant

For the notary: Subscribed and sworn to before me this ___ day of ___, ___ (year).

Signature of Notary Public

State: ___ County: ___

My commission expires ___

A. BASIS FOR APPLICATION

I'm seeking residency in the state* of _____, county of _____ .

*Throughout this application, this will be the state referred to herein as "this state."

CHECK ONE:

I'm seeking residency as: *(see Residency Documentation Required Checklist on www.murraystate.edu/residency)*

- Independent person
- Dependent person of parent or guardian
- Independent person based on spouse's residency
- Duty in Armed Forces (under section 7 of 13 KAR2:045)
- Beneficiary of a Kentucky Educational Savings Plan Trust (KESPT)

CHECK ONE:

I'm seeking a change in residency status for: *(see deadline in the University Calendar on myGate)*

- Fall 20__
- Spring 20__
- Summer 20__

Residency applications are not retroactive.



B. PERSONAL INFORMATION

Name _____
Last First Middle Maiden, Jr., III, etc.

Social Security Number ____ - ____ - ____ Birthdate ____/____/____
MO DAY YEAR

State or Nation of Birth _____ County of Birth _____

MSU Email Address _____@murraystate.edu
(any questions regarding this affidavit or documents submitted will be sent to this email address)

Home/Cell Phone (____) _____ Work Phone (____) _____

Permanent Address _____

List addresses where you have lived for the last 5 years (beginning with most recent address).

Dates		Place of Residence		
From Mo/Yr	To Mo/Yr	Number/Street	City	State
	Present			

Most recent address information on this signed form will be used to update your myGate record unless you specify otherwise by checking here: _____

C. ENROLLMENT INFORMATION

1. Have you previously filed an application for change in residency status? Yes No
If yes, for what semester? _____

2. Check one: Undergraduate Graduate

3. High School _____
Name City/State Date of Graduation

4. List ALL educational institutions attended after high school graduation.

Attended From Mo/Yr	Attended To Mo/Yr	Educational Institution	City/State	Full/Part-Time	Tuition Paid (In-State/Out-of-State)

5. Have you lived in the state you are seeking residency while enrolled in 6 or fewer hours for the previous 12 months before the first day of classes for the semester for which you are applying for residency? Yes No

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D. DETERMINATION OF DEPENDENT vs INDEPENDENT STATUS

1. Most recent year **you** filed income tax returns **as an independent person claiming yourself as an exemption (no one else allowed to claim you):**

Federal _____ State _____ Never filed as an independent _____

2. Most recent year either parent **last claimed you as an exemption** on income tax returns:

Federal _____ State _____

3. Most recent year your spouse **last claimed you as an exemption** on income tax returns:

Federal _____ State _____ Not Applicable _____

4. Does your parent or any other person **currently** claim you as a dependent or exemption for federal or state tax purposes?

Parent Yes No Other person Yes; who? _____ No

5. Indicate your current means of financial support for tuition and fees, room and board, books and transportation (in annual dollars):

Work \$ _____ Spouse \$ _____ Parent \$ _____ Trusts \$ _____
Grants \$ _____ Scholarships \$ _____ Financial Aid \$ _____ Assistantships \$ _____
Loans \$ _____ Other \$ _____; explain _____

Provide any additional information not specifically requested on the list of supporting documents but which may explain the nature of the financial support available to you. _____

E. INFORMATION IN SUPPORT OF DOMICILE

1. What was your primary reason for coming to the state you are seeking residency?
 School Full-time employment Family relocation Marriage Other _____
2. What is your primary reason for being in the state you are seeking residency at this time?
 School Full-time employment Family relocation Marriage Other _____
3. What family do you have presently living in the state you are seeking residency? _____
4. Are you a citizen of the United States? Yes No; **provide a copy of visa/passport**
5. Are you receiving benefits from the Kentucky Educational Savings Plan Trust (KESPT), covered under a vested participation agreement? Yes No
 Have you maintained continuous residence in Kentucky for 8 consecutive years while participating in the KESPT program? Yes No

6. Have you, your spouse, or a parent recently had a work transfer to or accepted full-time employment in the state you are seeking residency? You Parent/Guardian Spouse None

7. List employers for the past five years for the person the residency request is based on (see page 2):
(For example: if residency request is based on parent’s domicile, provide that parent’s employment history.)

Employee Name	From Mo/Yr	To Mo/Yr	Employer	City/State	Average Hrs/Week	Weeks Worked/Yr

8. Do you have licensing or certification for a **professional or occupational purpose in the state you are seeking residency**? Yes: Type _____ No

9. Have you, your spouse, or a parent paid the following taxes in the state you are seeking residency during the last 12 months? Real Property Yes No Occupational Yes No

10. Do you, your spouse, or a parent own a home in the state you are seeking residency that is considered the primary residence? Yes No

			Dates Used as Residence	
Property Owned By	Address, City, State	Used by Student as Residence (Y/N)	From Mo/Yr	To Mo/Yr

11. Do you, your spouse, or a parent have a signed lease for at least 12 months for noncollegiate housing in the state you are seeking residency? Yes No

12. Address where you live during school vacation periods: _____

13. Do you operate a motor vehicle in the state you are seeking residency? Yes No
 Whose name is on the vehicle registration? _____
 State in which the vehicle is licensed _____
 Number of miles you travel to school _____ Number of miles you travel to work _____
14. In what state is your driver's license registered? _____ License # _____
15. In what state are you **currently** registered to vote? _____ Not registered
 Other states in which you have been registered to vote _____

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F. MILITARY INFORMATION

Complete only if residency is based on Duty in Armed Forces (section 7 of 13 KAR 2:045).

Student

- Do you qualify to receive Post 9/11 GI Bill Benefits? Yes No
 Are you now, or have you been, in the military? Yes (please supply the following info) No
 Branch _____ Active Duty began (Mo/Yr) _____
 Was Kentucky your state of residence when inducted? Yes No; State _____
 If yes, did you maintain Kentucky as your legal home of record while in the service? Yes No
 If no, on what date, if any, did address change to Kentucky? (Mo/Yr) _____
 Active Military Service From (Mo/Yr) _____ to _____ (exclude reserve time)
 Discharge Date (Mo/Yr) _____ Discharged to what city/state? _____

Parent, Guardian, or Spouse

- Which of the following are, or have been in the military? Father Mother Guardian Spouse
 Branch _____ Active Duty began (Mo/Yr) _____
 Was Kentucky the state of residence when inducted? Yes No; State _____
 If yes, did s/he maintain Kentucky as legal home of record while in the service? Yes No
 If no, on what date, if any, did address change to Kentucky? (Mo/Yr) _____
 Active Military Service From (Mo/Yr) _____ to _____ (exclude reserve time)
 Discharge Date (Mo/Yr) _____ Discharged to what city/state? _____

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G. SUPPORTING INFORMATION FOR DEPENDENT STUDENTS

Complete only if your residency is based on parent, guardian, or spouse's residency.

Parent/Legal Guardian

Father's name _____
 Father's permanent address _____
 Father's phone number _____ Years continuously living at this address _____

Parent/Legal Guardian

Mother's name _____
 Mother's permanent address _____
 Mother's phone number _____ Years continuously living at this address _____

Spouse

Spouse's name _____ Date of marriage (Mo/Yr) _____
 Spouse's permanent address _____
 Spouse's phone number _____ Years continuously living at this address _____
 What family does spouse have presently living in the state you are seeking residency? _____
 List of **spouse's** addresses for the last 5 years (beginning with most recent address).

Dates		Place of Residence		
From Mo/Yr	To Mo/Yr	Number/Street	City	State
	Present			

Spouse's High School _____
 Name City/State Date of Graduation

List educational institutions **spouse** attended after high school graduation.

Attended From Mo/Yr	Attended To Mo/Yr	Educational Institution	City/State	Full/ Part- Time	Tuition Paid (In-State/Out-of-State)



H. COMMENTS Describe other factors pertinent to your residence status (attach additional page, if necessary).
NOTE: All colleges in KY must determine residency based solely on this Kentucky Regulation - 13KAR2:045.



I. SUBMISSION (initial each item)

- Applications that are incomplete, not notarized, or without supporting documentation, will be returned to the applicant, thereby jeopardizing the applicant's adherence to schedules and deadlines.
- Know the tuition deadline. Filing a residency affidavit does not count as payment. Please allow two weeks between filing and the tuition payment deadline. Otherwise, your affidavit may not be reviewed prior to tuition payment being due, and you are responsible for your full balance.
- If you choose to stay in courses past the 100% refund deadline and your appeal is denied, this will not be a sufficient reason for a 100% refund from your courses.
- If additional information is needed, the Residency Officer will contact you via your MSU email. Please respond to any inquiries about your residency appeal within 5 business days. If the Residency Officer does not hear from you, this may be reason for automatic denial.
- You will be notified of the decision by mail. Every student has the right of appeal through the Residency Appeal Committee. This is a formal process that is outlined to you if denied.

Please sign & date below

I have reviewed the residency documentation required checklist (found below & on the www.murraystate.edu/residency website) and provided copies of all applicable documentation needed. I have answered every relevant question and have read, understand, and initialed all items under Section I: Submission.

 Student's Signature Date

Residency Documentation Required Checklist

GENERAL INFORMATION

Independent: a person who is 100% financially independent of anyone and can support him/herself without relying on financial aid/loans/grants, with the exception of support from an independent spouse, and proving this financial independence for a minimum of 12 months preceding enrollment at MSU.

Dependent: a person who does not have the ability to demonstrate financial independence from their parents, other persons or financial aid/loans/grants, with the exception of support from an independent spouse.

Note: A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency. A person shall not be determined to be a Kentucky resident by the performance of an act that is incidental to fulfilling an educational purpose or by an act performed as a matter of convenience. Mere physical presence in the state you are seeking residency, including living with a non-parental relative, friend, or fiancé, shall not be sufficient evidence of domicile and residency.

Submission of these documents DOES NOT guarantee residency will be granted. If we have any questions and/or need any additional documentation, we will contact the student via his/her MSU email address.

*Residency can be reviewed for Kentucky or for Murray State University's regional tuition states of Illinois, Indiana, Missouri, or Tennessee. Please supply the proper documentation for the state in which you are seeking residency.

- = These documents shall have **limited** value in residency determination because of the ease and convenience in completing them, but are **required** to be submitted. [13KAR2:045 Section 10(3)]
- = These supporting documents will provide greater value in residency determination; submit as many of these documents as possible to support your residency claim. [13KAR2:045 Section 10(2)]

INDEPENDENT STUDENT

- Student's driver's license
- Student's automobile registration
- Student's voter registration (*if registered to vote*) <http://elect.ky.gov/registertovote/Pages/default.aspx>
- Student's current long-term (12 month) lease (for non-collegiate housing) or deed
- Student's federal and state income tax returns for the previous calendar year showing student is financially independent (W2 or 1099 can be provided in addition to federal and state tax returns)
- Letter on official letterhead from employer, including dates of employment (or date of transfer), position, salary, average hours per week, number of weeks worked per year, and the employee's address the employer has on file
- Proof of loans/financial aid, *if applicable*
- Proof of visa or immigration status, *if applicable*
- If student is under the age of 24, a notarized statement from parents regarding financial support and tax dependent status or a copy of the parent's previous year's income tax returns showing student is not claimed as a dependent
- Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status, such as:
 - Letter from a prior post-secondary institution stating your resident status
 - Certificate or license indicating professional or occupational licensure documenting state of residency
 - Recent receipt of payment of property taxes where the student resided preceding the date of the residency application
 - Proof of having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
 - Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DEPENDENT STUDENT OF PARENT/GUARDIAN

- Parent's driver's license
- Parent's automobile registration
- Parent's voter registration (*if registered to vote*) <http://elect.ky.gov/register tovot e/Pages/default.aspx>
- Parent's long-term (12 month) lease (for non-collegiate housing) or deed
- Parent's federal and state income tax returns for the previous calendar year claiming student as a dependent (W2 or 1099 can be provided in addition to federal and state tax returns)
- If parents moved for employment, letter on official letterhead from employer, including date of transfer
- Proof of loans/financial aid, *if applicable*
- Proof of visa or immigration status from parents and student, *if applicable*
- Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status; such as:
 - Letter from a prior post-secondary institution stating student's or parent's resident status
 - Certificate or license indicating professional or occupational licensure documenting state of residency
 - Recent receipt of payment property taxes where the parent resided preceding the date of the residency application
 - Proof of parent's having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
 - Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DEPENDENT STUDENT BASED ON SPOUSE'S RESIDENCY

- Student and spouse's driver's licenses
- Student and spouse's automobile registration
- Student and spouse's voter registration (*if registered to vote*) <http://elect.ky.gov/register tovot e/Pages/default.aspx>
- Student and spouse's current long-term (12 month) lease (for non-collegiate housing) or deed
- Student and spouse's federal and state income tax returns for the previous calendar year claiming student as an independent (W2 or 1099 can be provided in addition to federal and state tax returns)
- Marriage license
- Letter on official letterhead from student and spouse's employers, including dates of employment (or date of transfer), position, salary, average hours per week, number of weeks worked per year, and the student's address the employer has on file
- Proof of loans/financial aid, *if applicable*
- Proof of visa or immigration status, *if applicable*
- Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status, such as:
 - Letter from a prior post-secondary institution stating spouse's resident status
 - Certificate or license indicating professional or occupational licensure documenting state of residency
 - Recent receipt of payment property taxes where the student resided preceding the date of the residency application
 - Proof of spouse having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
 - Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DUTY IN ARMED FORCES: MILITARY MEMBER, SPOUSE, OR DEPENDENT CHILD LIVING IN OR FROM KENTUCKY

- Military orders for active duty service stationed in Kentucky for a period of 30 days or longer
- Military ID of member, spouse, or dependent child
- If being discharged, a copy of the DD-214 (must return to Kentucky within 6 months of discharge)
- If stationed in another state on active duty, a copy of enlistment papers showing Kentucky as the permanent home of record
- NOTE: Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency.

BENEFICIARY OF A KY EDUCATIONAL SAVINGS PLAN TRUST (KESPT)

- Documentation verifying fully vested enrollment in the KESPT (see 11 KAR 12:040 for requirements)