

HOW TO FILE A RESIDENCY APPLICATION FOR TUITION PURPOSES

APPLICATION & CERTIFICATION TERM DEADLINES

Spring Semester	December 1st
Summer Semester	May 1st
Fall Semester	July 15th

PLEASE READ BOARD OF REGENTS POLICY AND PROCEDURES R512 TO DETERMINE HOW YOU MAY QUALIFY FOR RESIDENCY

If you believe you qualify for residency under one of the following Policy Exceptions, you would need to obtain a “Certification for Resident Exception For Tuition Purposes” form from the Residency Office or from the One Stop Office. Complete the form and submit it with the requested documentation to the Utah Valley University Admissions Office. The policy exceptions are:

- Job Corps students (6.1)
- Olympic training athletes (6.2)
- Membership in American Indian Tribe (not all tribes qualify, read the Policy) (6.3)
- Membership in Utah National Guard (6.4)
- Active Duty Military assigned to Utah (6.5)

If you do not qualify for one of the exceptions, do not complete the Certification form. Instead, you should complete the Application for Resident Re-classification.

THE FOLLOWING DOCUMENTATION IS REQUIRED BY EVERY APPLICANT (4.4)

- Must be a U.S. citizen or have Permanent Resident Status (7.3)
- Utah driver’s license (If you hold no valid driver’s license from any other state and do not drive, provide a copy of a Utah ID card)
- Utah vehicle registration (If you are operating a vehicle in Utah, provide a copy of the registration)
- Proof of Utah voter registration

Document copies must be included with the application.... Sorry, our office cannot make the copies

THE FOLLOWING LIST OUTLINES THE ADDITIONAL DOCUMENTS REQUIRED based on how you qualify under the policy for residency eligibility:

- 1. One-Year Rule (12 continuous months of physical presence in Utah) and Declaring Financial Independence** (4.3)
 - Verification of physical presence in Utah for at least 12 continuous months. Acceptable forms of verification include enrollment in on-campus courses or a letter from a Utah employer (letter must be on letterhead, dated and include from and to dates of employment and be signed by someone authorized to verify employment). Unacceptable forms of verification include utility bills, W-2 form or letters from friends. It is the responsibility of the applicant to be able to prove physical presence in Utah for the required 12 month period. (Can be gone only a total of 30 days during this 12 month period)
 - Verification of financial independence showing that you are not claimed as a dependent on the tax return of any person who is not a resident of Utah. Provide the most recent copy of your federal tax return or your parent’s out-of-state return.
 - Must have the driver’s license, vehicle & voter registration for AT LEAST 3 MONTHS prior to the first day of class of the term for which the student is seeking resident status.
- 2. Utah Resident Away on Temporary Employment, Education, Charitable or Military Service** (4.5.a)
 - Letter from the applicant explaining nature of temporary employment out of the state
 - Verification of payment of non-resident tuition paid at out-of-state college
 - Letter from organization verifying temporary volunteer/ecclesiastical service, including dates of service
 - Copy of state tax return filed during temporary absence from state

