



## APPLICATION FOR RESIDENCE CLASSIFICATION FOR TUITION PURPOSES

- based on *University of Nebraska Board of Regents* residency policy

Residency as it relates to tuition is different than establishing residency for other purposes. A change in resident classification for tuition purposes is not granted automatically. As a state institution, the University of Nebraska must abide by Nebraska State Legislature policy as determined by the University of Nebraska, Board of Regents. These regulations provide the basis upon which University staff shall determine whether an individual qualifies as a Nebraska resident for tuition purposes. In some instances, it may be possible that an individual may qualify as a "resident" of Nebraska for one purpose (such as securing a Nebraska driver's license) and still not meet the standards established by the Board of Regents for in-state resident status.

The University of Nebraska at Omaha (UNO) reserves the right to question and/or request a residency application and supporting documentation from any individual who wishes to be considered for resident tuition. An individual classified as a non-resident carries the burden of proof of eligibility for residency status when providing documentation to request resident tuition.

### Non-Resident Classification

Students may be considered non-residents if they:

- (1) Did not graduate from a Nebraska high school.
- (2) Have not established a home in Nebraska for a minimum of 12 months prior to the term or semester for which residency is sought since the most recent Nebraska residence start date, OR
- (3) Have been enrolled at any Nebraska institution for more than half-time status prior to the term or semester for which residency is sought since the most recent Nebraska residence start date.
- (4) Instances of non-resident classification:

- Recent arrivals to Nebraska
- Moving to Nebraska primarily to enroll in a post-secondary institution
- Enrolling in more than half-time status (per semester/term) in a post-secondary educational institution in Nebraska prior to the term for which residence classification is sought since the most recent Nebraska residence start date.
- Not holding U.S. Citizenship, a Permanent Resident, Asylee, or Refugee status as classified by the United States Citizenship and Immigration Services (USCIS)

### Applying for Resident Tuition

Students classified as non-residents can request reclassification by submitting a completed application with the required supporting documentation. This application must be signed before a notary public attesting to the accuracy of information. If it is determined that information on an application/affidavit has been falsified, the applicant may be subject to disciplinary action(s) before the applicant is permitted to continue to enroll. Such actions will be determined on an individual basis and may include disciplinary probation, suspension, expulsion, or reimbursing the University for the difference between the tuition paid and the non-resident tuition rate.



### When requesting residency for tuition purposes

- The applicant must be admitted to the University and have an active student status.
- The applicant must be enrolled in class(es) for the term in which residency is sought.
- Failure to enroll/register for the term for which residency is sought will result in the cancellation of the residency application and any approved resident status.
- Any applications that are determined to be incomplete after the last day to apply (see deadlines below) will be voided.

### Application Process

1. Review the Residence Categories and information.
2. Complete the Application for Residence Classification for Tuition Purposes.
3. Gather copies of required supporting documentation.
4. Submit the application with all required documentation to the appropriate Admissions Office prior to the deadline.
5. At any time prior to a committee decision, the applicant is responsible for any payments due or late fees that may accrue.

### Deadlines

TERM	DEADLINE
Fall	Friday of the third (3 <sup>rd</sup> ) week of classes
Spring	Friday of the third (3 <sup>rd</sup> ) week of classes
Summer	Friday of the first (1 <sup>st</sup> ) week of classes in which Summer enrollment begins

### Application Submission

The UNO Residency Committee will review each application and any documents submitted in request for residency for tuition purposes. Once an individual has been enrolled at any of the NU system campuses or one of Nebraska's state colleges as a resident student, he/she will be afforded that privilege during the balance of that enrollment, provided the student is readmitted and enrolled within a two year time period and is currently residing in the state of Nebraska.

### Appeals

Individuals who believe they have incorrectly been denied residence for tuition purposes may submit a letter of appeal along with any additional documentation to the Residency Committee representative in the Admissions Office. Appeals are reviewed by the Residency Committee, Director of Admissions, and the Associate Vice Chancellor for Academic Affairs and Dean for Graduate Studies.

*\*Once enrolled as a resident student, dependents whose parent, guardian or spouse then moves from the state shall not lose their resident status if they are continuously enrolled in the University system.*



**Personal Information**

UNDERGRADUATE  GRADUATE

**NU ID**

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Name \_\_\_\_\_  
Last First Middle

Current Address \_\_\_\_\_  
Street (No P.O. Box) City State Zip Code

Permanent Address \_\_\_\_\_  
Street (No P.O. Box) City State Zip Code

Telephone 

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 Email: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Birthplace: \_\_\_\_\_

**Citizenship:**  U.S. citizen

*If not US citizen, type of immigrant status:* \_\_\_\_\_ *Country of citizenship* \_\_\_\_\_

Perm Resident  Asylee  Refugee  Visa Status 

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Date immigrant status approved: ____ / ____
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**Residence Statement:**

I request resident tuition to begin:  Spring  Summer  Fall 20\_\_\_\_\_

My most recent physical residence start date in Nebraska began on: \_\_\_\_\_  
MM/DD/YYYY

Former state of residence: \_\_\_\_\_

Applying as dependent based on spouse or parent:  Yes  No

Spouse/Parent Name \_\_\_\_\_

**Residency Category:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b>A.</b> Legal Age Adult/ Emancipated Minor             | <input type="checkbox"/> <b>G.</b> Active Duty Military & Dependents               |
| <input type="checkbox"/> <b>B.</b> Dependent Minor                                | <input type="checkbox"/> <b>H.</b> Nebraska High School Grad/ NE Dream Act         |
| <input type="checkbox"/> <b>C.</b> Legal Age Dependent                            | <input type="checkbox"/> <b>I.</b> Former University/State College Resident Status |
| <input type="checkbox"/> <b>D.</b> Married to Nebraska Resident                   | <input type="checkbox"/> <b>J.</b> Native American                                 |
| <input type="checkbox"/> <b>E.</b> Asylee, Refugee, or Permanent Resident         | <input type="checkbox"/> <b>K.</b> Recruited or Transferred Employee               |
| <input type="checkbox"/> <b>F.</b> University or State College Staff or Dependent | <input type="checkbox"/> <b>L.</b> Nebraska High School Graduate/Veteran           |
|   | <input type="checkbox"/> <b>M.</b> Military Veteran & Dependents                   |

**Affidavit**

**Must be signed in the presence of a notary.**

The undersigned person affirms:

- a. The state of Nebraska is my permanent residence by virtue of compliance with residency regulations.
- b. The responses on this application are accurate and complete and that all documents attached are true and unaltered

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature & Seal



**Documentation**

Refer to the instructions for each Residence Category and provide the requested documentation as indicated. The University reserves the right to request additional documentation to support the residency application. Only the original notarized application will be accepted. For all other documents, please provide legible copies.

**Documentation I** – submit **one (1)** or a combination of the following to meet the 12 month requirement

- Current lease or rental agreement
- Cancelled checks issued to landlord, mortgage company, or leasing company
- Signed and dated document verifying Nebraska home ownership, e.g., Warranty Deed, Closing Statement, Real Estate Transfer Statement, or Settlement Statement
- Notarized Landlord Verification Form

**Documentation II** – submit any **three (3)** of the following

- Nebraska driver’s license
- Nebraska Voter Registration card
- Checking or Savings Bank account
- Nebraska vehicle registration (*pink slip*)
- Current pay statement verifying Nebraska taxes withheld
- Nebraska state income tax return
- W-2 indicating Nebraska taxes withheld  
*(No Utility Bills are accepted)*

**Additional Documentation** – Submit the required document(s) per your category

- Copy of official marriage certificate. (NOT decorative, commemorative copy, translated copies.)
- Copy of most recent federal tax return, signed and dated
- Copy of military orders stating current active duty or Home of Record in Nebraska.
- Copy of DD 214 form, discharge from active duty military. (Within last three years.)
- Original employer letter on company letterhead. (Must include “recruited” or “transferred”, date of employment and permanent full-time employment status.)
- Copy of Permanent Resident, Asylee, or Refugee status verification
- Official Nebraska high school transcript. (Faxed, scanned, or hand carried copies are not acceptable.)
- Statement from a Nebraska state university or state college verifying resident status during attendance. (Must be readmitted and enrolled within 2 years.)
- Copy of tribal verification. (*Tribal Enrollment card, Bureau of Indian Affairs document, Tribal Membership card, Certificate of Bloodline, etc.*)

**Qualifying Native American Tribes**

Arapaho	Iowa	Ponca
Arikara	Kickapoo	Potawatomie
Northern Cheyenne	Kiowa	Sac and Fox
Southern Cheyenne	Mandan	Dakota Sioux
Comanche	Missouria	Lakota Sioux
Crow	Omaha	Nakota Sioux
Hidatsa	Otoe	Santee Sioux
Jicarilla Apache	Pawnee	Winnebago



	CATEGORY	DESCRIPTION	DOCUMENTATION I (Proof of Home)	DOCUMENTATION II (Supporting Documents)	ADDITIONAL DOCUMENTATION
<input type="checkbox"/>	<b>A. Legal Age or Emancipated Minor:</b>	An individual who has established a home in NE where he/she are habitually present & shall verify with documentation the intention to make NE their permanent place of residence. <b><i>(Cannot be enrolled in MORE THAN 6 credits per semester if attending any NE institution.)</i></b>	Must provide proof of an established home in NE for at least <u>12 months</u> since most recent Nebraska residence start date.	Three (3) supporting documents provided by applicant.	N/A
<input type="checkbox"/>	<b>B. Dependent Minor (less than 19 yrs. of age):</b>	A minor whose parent/guardian has established a home in NE where they are habitually present with the bona fide intention of making NE their permanent place of residence.	Parent or guardian must provide proof of current established home in NE.	Parent/Guardian: Three (3) supporting documents provided by applicant.	* Signed copy of most recent federal tax return showing the applicant is a dependent of the parent or guardian.
<input type="checkbox"/>	<b>C. Legal Age Dependent (19 – 24 yrs. of age):</b>	A person of legal age who has established a home in NE and is a dependent for federal income tax purposes of a parent/guardian who has established a home in NE.	Parent or guardian must provide proof of current established home in NE.	Parent/Guardian: Three (3) supporting documents provided by applicant.	* Signed copy of most recent federal tax return showing the applicant is a dependent of the parent or guardian.
<input type="checkbox"/>	<b>D. Married to a Nebraska Resident:</b>	An individual who has married a resident of NE. Resident shall be required to verify residency prior to the marriage.	Spouse must provide proof of an established home in NE for at least <u>12 months</u> since most recent Nebraska residence start date.	Spouse: Three (3) supporting documents provided by <u>Nebraska resident</u> .	* Marriage Certificate
<input type="checkbox"/>	<b>E. Permanent Resident, Asylee or Refugee:</b>	An individual who has become a permanent resident alien of the United States or has been granted Asylee or Refugee status. <b><i>(Cannot be enrolled in MORE THAN 6 credits per semester if attending any NE institution)</i></b>	Must provide proof of an established home in NE for at least <u>12 months</u> since most recent Nebraska residence start date.	Applicant: Three (3) supporting documents.	* Verification of Permanent Resident, Asylee, or Refugee Status.
<input type="checkbox"/>	<b>F. University or State College Staff Member or Dependent:</b>	At least .5 FTE Staff member or dependent/spouse of staff member, of the Univ. of NE, a NE state college, or NE community college.	Not Required.	Not Required.	* Human Resource verification: Employment Date, Permanent, min .5FTE, Benefits eligible * Spouse: Marriage Certificate or Verification of dependent status.
<input type="checkbox"/>	<b>G. Active Duty Military or NE National Guard &amp; Dependents:</b>	Active Duty Military, Active Duty National Guard, or dependent/spouse, with the armed services of the U.S.A. who has been assigned to a duty station in NE.	Not Required.	Not Required.	* Orders stating current Active Duty or home of record in NE or proof of NE state income taxes. * Spouse: Marriage Certificate or Verification of dependent status if not listed on orders.
<input type="checkbox"/>	<b>H. Nebraska High School Graduate/ Nebraska Dream Act.</b>	A person who is a graduate of a Nebraska high school and who meets the requirements of Nebraska law found in Neb. Rev. Stat. §85-502(8),	Must provide proof of current established home in NE.	Applicant: Three (3) supporting documents.	* Official Nebraska high school transcript or copy of diploma or NE GED.



	CATEGORY	DESCRIPTION	DOCUMENTATION I (Proof of Home)	DOCUMENTATION II (Supporting Documents)	ADDITIONAL DOCUMENTATION
<input type="checkbox"/>	<b>I. Former University/State College Resident Student:</b>	An individual who has been enrolled at one of the Univ. of NE or NE state colleges, as a resident for tuition purposes, and reenrolls within two years of the last date of enrollment.	Must provide proof of current established home in NE.	Applicant: Three (3) supporting documents.	* Statement from University or State College indicating resident classification.
<input type="checkbox"/>	<b>J. Native American:</b>	An individual not residing in NE who is a member of a Native American tribe that is indigenous to or has historically migrated to/from NE.	N/A	N/A	* Documentation attesting to affiliation with qualifying tribe.
<input type="checkbox"/>	<b>K. Recruited or Transferred Employees:</b>	Individuals (and their spouse and dependents) who, because of special talents & skills, were Recruited/Transferred for full-time employment by a business entity.	Must provide proof of current established home in NE.	Applicant & Parent/Spouse: Three (3) supporting documents provided by applicant.	* Letter from employer on company letter-head: Must include "Recruited" or "Transferred", date of employment, and permanent full-time status. * Spouse: Marriage Certificate or Verification of dependent status.
<input type="checkbox"/>	<b>L. Nebraska High School Graduate-Veteran:</b>	A person who has served with the military who has been honorably discharged, is a graduate of a NE high school, and has established a home in NE with the intent to make NE a permanent residence.	Must provide proof of current established home in NE.	Applicant: Three (3) supporting documents.	* Official Nebraska high school transcript or copy of diploma.
<input type="checkbox"/>	<b>M. Military Veteran or Dependent/ Spouse:</b>	A person who has served the military, has been off active duty for three (3) years or less, or a dependent or spouse of such veteran, if the person is registered to vote in NE and demonstrates objective evidence of intent to be a resident of NE. (Note: this category does not apply to a veteran who qualified for benefits pursuant to 38 U.S. C § 3317 (the Yellow Ribbon program); however, spouses or dependents are still eligible.	Not required.	Applicant: Voter's registration card and any one (1) of the (3) items: Nebraska driver's license, Nebraska ID card, or Nebraska vehicle registration (pink slip).	* DD 214 – Certificate of Release or Discharge from Active Duty Military. * Spouse: Marriage Certificate or Verification of dependent status.

*The University of Nebraska at Omaha shall not discriminate based upon age, race, ethnicity, color, national origin, gender-identity, sex, pregnancy, disability, sexual orientation, genetic information, veteran's status, marital status, religion, or political affiliation.*

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