



# Petition for Classification as In-State for Tuition Purposes

**DO NOT MAIL OR E-MAIL THIS FORM AND SUPPORTING DOCUMENTS -  
PLEASE REFER TO SECTION 9**

## Who should file this petition?

Only U.S. citizens or U.S. Permanent Residents who are classified as out-of-state for tuition purposes at Auburn University and who believe further information could alter that decision may file this petition. *For more information see the Alabama and Non-Alabama Student Policy located at <http://bulletin.auburn.edu/generalinformation/financialinformation/alabamaandnonalabamastudentpolicy/>.*

## Qualifying Categories for Consideration as In-State for Tuition Purposes

**Important: Should your situation not fit any of the categories below, please review the Frequently Asked Questions (FAQ) found on the [residency website](#).**

**Category A:** An independent student who has established and maintained legal domicile and full time employment in the State of Alabama for a period of at least 12 consecutive months immediately preceding the first day of classes for the term. It is presumed that no student shall have gained or acquired in-state classification while attending any postsecondary educational institution in this state without clear evidence of having established domicile in Alabama for purposes other than attending a postsecondary educational institution in this state.

**Category B:** A dependent student under 24 years of age whose parent is a full-time employee of an Alabama employer prior to the first day of classes of the term, whose parent is not considered a remote worker, tele-commuter, or self employed, whose parent has established primary domicile in the State of Alabama, and who is claimed as a dependent on that parent's most recent federal income tax return.

**Category C:** A dependent student under 24 years of age whose parent has maintained legal domicile in the State of Alabama for at least 12 consecutive months as a remote worker, self-employed business person, or retiree immediately preceding the first day of classes for the term and who is claimed as a dependent on that parent's most recent federal income tax return.

**Category D:** Active duty military personnel who claim Alabama as their state of residence as shown on their leave and earnings statement, or who are assigned/ordered to the State of Alabama.

**Category E.** Alabama High School graduate admitted as non-resident ( Admissions will admit Alabama High School Graduates as non-resident when out-of-state activity is shown on academic transcripts).

## **Section One - Student Information**

Student's Full Name (Last Name, First Name, Middle Name)

Student ID Number (90#)

Student's Permanent Address

City, State, Zip

Student's Auburn E-mail Address

Semester and Year

Date of Birth (MM/DD/YY)

Student's Telephone Number

## **Section Two - Student's Claim of In-State Status for Tuition Purpose**

I am petitioning for classification as in-state for tuition purposes under Category:

Semester Year

## Section Three - For Persons Claiming In-State Status Under Category A

a) Please provide, in order, the following information/documents along with this application

1) A clear and complete statement covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including but not limited to: a) your purpose in coming to Alabama; b) your reasons for remaining in Alabama or leaving Alabama upon completion of your studies.

\* If you have come to the State of Alabama for the primary purpose of attending Auburn University from out of state, you will be denied residency.

2) Letter(s) of Employment containing the following: Dates of Employment, Total hours worked per week, Supervisor's name and contact information.

\* For the purposes of residency - Auburn University considers full time as 35 hours or more per week. Students employed full time with companies having different criteria should provide the company's standards in the letter of employment.

3) Copy of the first two pages of your Alabama Form 40 income tax return for the most recent tax year

4) Copy of the first two pages of your federal form 1040 income tax return for the most recent tax year

5) Copy of your W2 forms for the most recent tax year

6) Copy of your most recent earnings statement

\* Income reported on tax forms and most recent earnings statement should demonstrate a gross income of over \$10,000.00 for the 12 consecutive months in Alabama.

7) Copy of your Alabama driver license. If current AL license isn't the earliest, provide evidence of earliest AL license. A copy of your driver history can be obtained by visiting the Alabama DMV.

8) Copy of voided check showing your Alabama address or other proof of having established a checking/savings account in Alabama.

9) Copy of vehicle registration \* If you do not own the car your are driving, please provide a copy of the vehicle registration regardless of the state in which it is registered

10) If you are under age 24: Copy of the first two pages of your parent's federal 1040 income tax return for the most recent tax year.

11) Copy of your warranty deed or lease(s) for the past 12 months

## **Section Five – For Persons Claiming In-State Status Under Category B**

Please provide, in order, the following documents:

- 1) A clear and complete statement covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including but not limited to: a) your purpose in coming to Alabama; b) your reasons for remaining in Alabama or leaving Alabama upon completion of your studies.
- 2) Copy of the first two pages of parent's Alabama form 40 income tax return for the most recent tax year.
- 3) Copy of the first two pages of parent's federal form 1040 income tax return for the most recent tax year.
- 4) Copy of parent's W2 forms for the most recent tax year.
- 5) Copy of parent's most recent Federal Tax Transcripts
- 6) Copy of parent's most recent earnings statement
- 7) Copy of the first page of parent's warranty deed and/or lease(s) for the past 12 months.
- 8) Copy of your parent's Alabama Driver license. If current AL license isn't the earliest, provide evidence of earliest AL license. A record of earlier licenses can be obtained through the Alabama DMV.
- 9) Copy of your parent's vehicle registration
- 10) Letter of Employment showing start date, full time or part time status, and Withholding of Alabama Taxes

## **Section Six - For Persons Claiming In-State Status Under Category C**

Please provide, in order, the following documents:

- 1) A clear and complete statement covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including but not limited to: a) your purpose in coming to Alabama; b) your reasons for remaining in Alabama or leaving Alabama upon completion of your studies.
- 2) Copy of the first two pages of parent's Alabama form 40 income tax return for the most recent tax year.
- 3) Copy of the first two pages of parent's federal form 1040 income tax return for the most recent tax year.
- 4) Copy of parent's W2 forms for the most recent tax year.
- 5) Copy of parent's most recent Federal Tax Transcript
- 6) Copy of parent's most recent earnings statement
- 7) Copy of the first page of parent's warranty deed, lease(s) for the past 12 months.
- 8) Copy of your parent's Alabama Driver license. If current AL license isn't the earliest, provide evidence of earliest AL license. A record of earlier licenses can be obtained through the Alabama DMV.
- 9) Copy of your parent's Alabama vehicle registration
- 10) Provide copies of all warranty deeds and property leases in other states.
- 11) Letter of Employment showing start date, full time status, and withholding of Alabama Taxes
- 12) Parent's personal checking statements showing transactions for the past 12 months
- 13) Copy of your parent's most recent business license (if applicable)
- 14) Copy of your parent's warranty deeds, leases in other states for the past 12 months

## Section Seven - For Persons Claiming In-State Status Under Category D

Please provide, in order, the following documents:

- 1) A clear and complete statement covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including but not limited to: a) your purpose in coming to Alabama; b) your reasons for remaining in Alabama or leaving Alabama upon completion of your studies.
- 2) Copy of your or your parent's most recent LES
- 3) Copy of your or your parent's most recent Permanent Change of Station orders
- 4) Copy of your or your parent's most recent Federal Tax Return
- 5) Copy of your or your parent's most recent State Tax Return

## Section Eight - For Persons Claiming In-State Status Under Category E

Please provide, in order, the following documents:

- 1) A clear and complete statement covering facts and circumstances that, in your opinion establish your legal domicile in Alabama, including but not limited to: a) your purpose in coming to Alabama; b) your reasons for remaining in Alabama or leaving Alabama upon completion of your studies.
- 2) Letter from out-of-state or online institution regarding your residency status or that they are a private institution and do not differentiate between residents and non-residents
- 3) Copy of your or your parents' most recent AL Form 40 (page 1&2)
- 4) Copy of your or your parents' current AL Driver License

## Section Nine - Filing Instructions

To ensure consideration of Petitions Prior to the initial tuition payment deadline, they must be received by **July 1** for Fall Semester; **November 1** for Spring Semester; **May 1** for Summer Semester. **Petitions will not be considered for previous terms.**

**Secure submission:** Students must submit petitions using their AUACCESS username and password. A username and password are provided upon acceptance to Auburn University. Securely upload all residency documents by using Auburn University's [Secure FileMover](https://filemover.auburn.edu) located at <https://filemover.auburn.edu>. For Recipient, please use the following e-mail address: [resid@auburn.edu](mailto:resid@auburn.edu). **DO NOT** send your documents via e-mail. Please combine all files into one document prior to uploading if possible.

**\* Do NOT e-mail your documents. To ensure protection of your sensitive data, the Office of the Registrar immediately deletes all e-mailed documents.**

**\* Do NOT mail or hand carry your files to the Office of the Registrar. Mailed or hand carried petitions will not be processed and will be returned unopened or destroyed to protect your sensitive information.**

## Section Ten - Student's Oath and Affirmation

I, the undersigned, hereby declare, swear, and affirm to the authenticity of the information provided in this affidavit. I understand that in order to be eligible for resident tuition rates at Auburn University the burden of proof lies with me and that I may be asked to provide further information and documentation. I further understand that, if asked, my failure to provide this documentation will result in an immediate change in residency status and immediate payment for non-resident tuition for all previous semester in which I was enrolled. I understand that any false or misleading information in this affidavit or provided in support of this affidavit may result in denial of admission or expulsion from Auburn University. I understand that it may also cause me to be billed for the out-of-state tuition. I understand that supplying the requested documents does NOT guarantee a reclassification to in-state for tuition purposes. I hereby give permission for Auburn University to review or examine any and all documents and records, including any confidential loan forms and related data, and to discuss my residency status with parents or spouses as applicable, which may assist in clarifying my classification for tuition purposes.

I certify that my primary domicile address is \_\_\_\_\_, that I intend to remain at this address indefinitely, and that I possess more connections with the State of Alabama than with any other state.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If supplying taxes)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's or Spouse's Signature (If supplying taxes)

\_\_\_\_\_  
Date

### If reclassifying under category B, C, or D please have your parents complete the following:

I, the undersigned, hereby declare, swear, and affirm to the authenticity of the information provided in this affidavit. I understand that in order to be eligible for resident tuition rates at Auburn University the burden of proof lies with me and that I may be asked to provide further information and documentation. I further understand that, if asked, my failure to provide this documentation will result in an immediate change in residency status and immediate payment for non-resident tuition for all previous semesters in which the petitioning student was enrolled. I understand that any false or misleading information in this affidavit or provided in support of this affidavit may result in denial or admission or expulsion from Auburn University of the petitioning student. I understand that it may also cause the student be billed for the out-of state tuition. I understand that supplying the requested documents does NOT guarantee a reclassification to in-state for tuition purposes. I hereby give permission for Auburn University to review or examine any and all documents and records, including any confidential loan forms and related data related to the petitioning student, which may assist in clarifying classification for tuition purposes.

I certify that my primary domicile address is \_\_\_\_\_, that I intend to remain at this address indefinitely, and that I possess more connections with the State of Alabama than with any other state.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date