

## Residency Appeal Packet/Checklist

**ALABAMA RESIDENT EMPLOYED-OUT OF-STATE-** For parents or spouse, not student.

***(Eligible 12 months after both parents move to state with below stipulations and documents provided.)***

- If married, both parents must reside full-time in Alabama and all school-aged children must either be enrolled in an Alabama school or have graduated from their out-of-state high school.
- If parents are divorced and the parent who is an Alabama resident does not claim the student as dependent on taxes, then proof of partial custodial rights can be shown via divorce decree.
- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed/dated by student, parent and/or spouse (if applicable) ([click here](#))
- ✓ *Letter of employment verification* – must include starting date, fulltime status, position, territory, if applicable, signature and contact information of employer.
- ✓ Copy of most recent Alabama Form 40 state tax return showing student claimed as dependent. (two main pages).
- ✓ Copy of most recent Federal 1040 tax return showing student claimed as dependent (two main pages).
- ✓ Copy of most recent Federal Tax Return Transcript. Tax Return Transcripts can be requested at <https://www.irs.gov/Individuals/Get-Transcript>.
- ✓ Copy of any filed out-of-state tax returns, if applicable
- ✓ Copy of parents' lease or deed showing residency in Alabama (one-year-old).
- ✓ Copy of parents' personal checking account statements demonstrating physical presence in Alabama for preceding 12 months.
- ✓ Copy of Alabama driver's license for both parents, if married.
- ✓ Copy of Alabama vehicle registration for both parents, if married.
- ✓ Copy of Alabama voter's registration found at [www.alabamavotes.gov](http://www.alabamavotes.gov) for both parents, if married.

**Please note - supplying all documents required for a residency appeal does NOT guarantee residency but allows us to assess each situation and apply Alabama law accordingly.**

---

### *Attention to details:*

- Only the first two pages of Federal 1040 and Alabama Form 40 tax returns are necessary.
- Do not send electronic filing cover sheets. Do not send W2's.
- Forms submitted with information marked out or erased will not be considered. Exception: First 5 digits of social security numbers on taxes may be marked out. All documents may be:
  - Scanned and e-mailed PDF format: [residency@auburn.edu](mailto:residency@auburn.edu)
  - Mailed: Attention: Residency Advisor- Meg Alexander  
Office of the Registrar  
04 Langdon Hall  
152 South College Street  
Auburn University, AL 36849
  - Hand carried and delivered to 04 Langdon Hall, Auburn University