

Residency Appeal Packet/Checklist

ALABAMA RESIDENTS WHO ATTENDED OUT-OF-STATE COLLEGES & UNIVERSITIES (FOR 12 MONTHS OR LESS)

- For students, age 26 and under, who graduated from an AL high school and are claimed on parent taxes.
- ✓ 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](#))
- ✓ Proof of graduation from Alabama high school (can access internally upon receipt of appeal)
- ✓ Letter from previous institution stating the following:
 - It is a private institution and does not differentiate between resident and non-resident fees
 - **and/or** Your record shows a permanent address in Alabama
 - **and/or** You were considered a non-resident at said institution

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.

ALABAMA RESIDENTS WHO ATTENDED OUT-OF-STATE COLLEGES & UNIVERSITIES (FOR MORE THAN 12 MONTHS)

- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed and dated by student and parent (if applicable) ([click here](#))
- ✓ Letter from previous institution stating the following:
 - It is a private institution and does not differentiate between resident and non-resident fees.
 - Your record shows a permanent address in Alabama
 - You were considered a non-resident at out-of-state institution
- ✓ Parents' most recent Alabama Form 40 state tax return showing student claimed as dependent (Two main pages).
- ✓ Parents' most recent Federal 1040 tax return showing student claimed as dependent (Two main pages).
- ✓ *Letter of employment verification* – must include starting date, position, full time status, withholding of Alabama taxes, signature of employer and contact information.
- ✓ Copy of lease or deed showing residency in Alabama

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 or hand carried to 04 Langdon Hall.*
- *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