

Residency Appeal Packet/Checklist

DEPENDENT OF ALABAMA RESIDENT – For Parents who work fulltime only in Alabama.

- 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](#))
- ✓ Parents' most recent Alabama Form 40 state tax return showing student claimed as dependent. *
- ✓ Parents' most recent Federal 1040 tax return showing student claimed as dependent. *
- ✓ *Letter of employment verification* – must include starting date, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
- ✓ Copy of parents' lease or deed showing residency in Alabama

DEPENDENT OF ALABAMA RESIDENT – For Guardians

Note: “A person who establishes a guardianship for the purpose of avoiding non-Alabama fees will be subject to nonresident tuition.” Auburn Bulletin p. 23

- ✓ Application/Checklist Coversheet ([click here](#))
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement - signed and dated by student and parent/s (if applicable) ([click here](#))
- ✓ Copy of legal document establishing guardianship.
- ✓ Guardians' most recent Alabama Form 40 state tax return showing student claimed as dependent. *
- ✓ Guardians' most recent Federal 1040 tax return showing student claimed as dependent. *
- ✓ *Letter of employment verification* – must include starting date, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
- ✓ Copy of guardians' 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
- 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