

## Residency Appeal Packet/Checklist

### HYUNDAI/TIER ONE EMPLOYEES - For parent, spouse, dependents

- ✓ 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, position, full time status, withholding of Alabama taxes, signature of employer and contact information.
- ✓ For a dependent, parents' most recent Federal 1040 tax return showing student claimed as dependent.
- ✓ If for spouse, copy of marriage license.

**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.**

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#### *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*