

Residency Appeal Packet/Checklist

REMOTE/SELF-EMPLOYED/RETIRED WORKER – For Parents or spouse, not student.

Includes jobs involving traveling out-of-state or multiple state territory

Note: Documentation must show residency for the 12 months preceding student enrollment.

- 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 before the one-year waiting period begins.
- 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, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
(If self-employed: copy of business license, articles of incorporation, lease/deed of business)
- ✓ Copy of parents' most recent Alabama Form 40 state tax return.
- ✓ Copy of parents' out of state tax return, if applicable.
- ✓ Copy of parents' most recent Federal 1040 tax return.
- ✓ Copy of parents' most recent Federal Tax Return Transcript.
Tax Return Transcripts can be requested at <https://www.irs.gov/Individuals/Get-Transcript>
- ✓ Copy of lease or deed showing residency in Alabama for the preceding 12 months (one-year-old)
- ✓ Copy of parents' personal checking account statements demonstrating physical presence in Alabama for the 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 (alabamavotes.gov) for both parents, if married.

- **At time of approval, at least one additional year of Alabama & Federal taxes will be stipulated to assure continued permanent employment and residence.**
- **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*