

Residency Appeal Packet/Checklist

STATE OF ALABAMA EMPLOYEE – Individuals, spouses and 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, full time status, position, withholding of Alabama taxes, signature of employer and contact information.
- ✓ Your most recent Alabama Form 40 state tax return.

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:

- *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*