

## Residency Appeal Packet/Checklist

**NOTE: Applicants appealing for Alabama Residency are stating that they are a financially independent resident in the State of Alabama. As a financially independent person, all items must be met for approval.**

### ALABAMA RESIDENT

An Alabama Resident is someone who meets the following criteria:

- Is of contractual age (19 Years of Age)
- Is not in the state for the purpose of gaining an education
- If taking classes:
  - Undergraduate level cannot take over 9 hours per semester
  - Graduate level cannot take over 6 hours per semester
- Is not living on campus
- Has been employed full time (35 hours per week) in Alabama at least 12 consecutive months
- Generates an annual adjusted gross income of at least \$10,000.00.
- Files Alabama 40 & Federal 1040 tax returns

### Checklist Requirements:

- ✓ Reclassification Application <http://residency.auburn.edu/index.php/application/>
- ✓ Brief letter explaining basis for appeal
- ✓ Certification Statement ([click here](#))
- ✓ *Letter of employment verification* – must include starting date, full time status (**OR** if 2 part time jobs, state # of hours worked per week), withholding of Alabama taxes, signature of employer and contact information.
- ✓ Most recent year-to-date paystub at time of evaluation.
- ✓ Copy of applicant's most recent Alabama Form 40 state tax return (Pages 1 & 2).
- ✓ Copy of applicant's most recent Federal 1040 tax return (Pages 1 & 2).
- ✓ If 26 & under, copy of parents' most recent Federal 1040 tax return showing applicant not claimed as dependent.
- ✓ Copy of lease or deed showing applicant has lived in Alabama for at least 12 consecutive months.
- ✓ Copy of Alabama driver's license.
- ✓ Copy of Alabama vehicle registration
- ✓ Copy of Alabama voter's registration ([alabamavotes.gov](http://alabamavotes.gov))
- ✓ Proof of banking in Alabama (voided check or checking account statement with AL address)

**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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*Only the first two pages of Federal 1040 and Alabama Form 40 tax returns are necessary.*

*Documents may be submitted by:*

- *Requesting a link to the Residency Drop Box by sending a request to [residency@auburn.edu](mailto:residency@auburn.edu) (Preferred Method)*
- *Mailed: Attention: Residency Advisor – Sam Walden  
Office of the Registrar  
152 South College Street, Auburn University, AL 36849*
- *Hand delivered to Office of the Registrar, Langdon Hall, Auburn University*