HOW TO FILE FOR RESIDENCY RECLASSIFICATION

Application Deadline:
All applications for residency reclassification must be submitted by the 15th day of the semester in which the student is applying for consideration. All applications and supporting documentation must be submitted online at www.weber.edu/residency.

Resident status is determined based on information provided on your WSU admissions application. If you believe that you may qualify for resident tuition you should: (1) review the following provisions and policies established by the Utah State Board of Regents for obtaining residency, (2) submit an online application for reclassification and (3) provide appropriate proof of residency.

Before applying for reclassification, you must be admitted to Weber State University. Applications for residency reclassification and supporting documents received after the 15th day of the semester will be considered for the next semester and applications are processed in the order in which they are received. Submitting an application does not guarantee resident tuition will be granted.

WSU reserves the right to request additional documentation necessary in determining eligibility. If further documentation is needed you will be notified via your WSU e-mail account.

The following items are generally needed in determining residency reclassification:

- A complete Application for Residency Reclassification submitted online by the applicable deadline
- You must be a U.S. citizen or have Permanent Resident Status
- Utah Driver’s License* – if you do not have a valid driver’s license from any other state and do not drive, please provide a copy of your Utah ID card. For more information on how to obtain a Utah drivers license or ID card visit www.dld.utah.gov
- Utah Vehicle Registration* – If you are operating a vehicle in Utah, provide a copy of the registration even if your name is not on the registration. www.dmv.utah.gov
- Utah Voter Registration* – to register to vote please visit www.voter.utah.gov

*Must be issued 90 days prior to the first day of class of the term for which you are applying.

Please read the following provision descriptions and be prepared to provide appropriate evidence of residency.

**Provision 1:** Have lived 12 continuous months in Utah immediately prior to the semester for which you are applying for resident status, intend to reside permanently in Utah and are financially independent

- **Verification of physical presence in Utah for at least 12 continuous months:** Acceptable verification include a letter from a Utah employer (must be on letterhead, include dates of employment and signed by someone authorized to verify employment) or a rental agreement/mortgage statement with occupancy dates specified. We cannot accept letters from friends/family, W-2 forms, or utility bills as proof of 12 months physical presence in Utah.
- **Proof of financial independence:** If you are under 25 years old, please provide a copy of the first two pages of your parents’ most recent federal tax return to verify you are not claimed as a dependant on their taxes.
- **Intent to reside permanently:** Provide a Utah drivers license or ID, vehicle registration, voter registration, bank statements, utility bills or other documents which validate your intention to live and work permanently in Utah.

**Provision 2:** Utah residents who have been away for temporary employment, education or charitable service.

- Statement explaining the nature of temporary absence from Utah (absence must be two years or less)
- Verification of non-resident tuition charges or non-resident status at out-of-state college/university
- Letter from organization verifying temporary volunteer/charitable service including dates of service (LDS missionaries may submit copies of their mission call and mission release)
- Copy of Utah state tax return filed during temporary absence from the state.
- Letter from out of state employer with employment dates, describing the temporary nature of the employment
Provision 3: Utah resident away from state less than 12 continuous months  
- Utah High School transcript  
- Verification that applicant was absent from Utah less than 12 months.  
- Current Utah drivers license

Provision 4: United States Armed Forces personnel who were Utah residents prior to active duty assignment OR military personnel that have returned to Utah OR have relocated to Utah and taken steps to establish residency  
- Copy of DD-214  
- Verification of Utah residency prior to deployment/assignment (for former Utah residents)  
- At least one item of documentation establishing Utah as permanent residence (rental agreement, mortgage statement, Utah drivers license, Utah tax return, utility bill sent to a Utah address, letter from an employer, etc)

Provision 5: Marriage to a Utah resident  
- State marriage license or certificate  
- Spouse’s Utah drivers license or State ID  
- Evidence to validate spouse is a Utah resident (Utah tax return, etc)  
- If you are foreign student, you must provide a copy of your I-485

Provision 6: Full-time permanent employment in Utah due to job transfer/recruitment  
- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date  
- If you are 25 years old or younger, proof you are not claimed in the last tax year as a dependant of a non-Utah resident  
- Application for admission to school must not be prior to working in Utah for at least 4 months.

Provision 7: Guardian/Spouse’s full-time, permanent employment in Utah  
- Letter (on company letterhead) from Utah employer verifying full-time employment including hire date.  
- Copy of parent’s federal tax return verifying you were claimed as a dependent OR marriage license/certificate if the employed person is the student’s spouse  
- Utah driver’s license of parent/spouse.

Provision 8: Dependent student who has at least one parent who has been domiciled in Utah for at least 12 continuous months  
- Most recent Utah state tax return & federal tax return for parent  
- Utah driver’s license, vehicle registration and voter registration of parent.  
- May also need student’s birth certificate

Provision 9: Extenuating Circumstances (R512.12)  
- Specific circumstances for qualification are listed under section 12 in the Utah Board of Regents Policies and Procedures document R512. All relevant evidence concerning the motivation for the move to Utah will be considered on a case-by-case basis.

Provision 10: Immigrant placed in Utah as a political refugee  
- Letter from refugee placement services such as International Rescue Committee, verifying direct placement in Utah from refugee’s home country.

If you believe you may qualify for courtesy residency based on one of the following Policy Exceptions listed below, please complete the residency application online at www.weber.edu/residency.  
- Job Corps students  
- Olympic Training Athletes  
- Membership in American Indian Tribe (not all tribes may qualify)  
- Membership in the Utah National Guard  
- Active Duty Military stationed in Utah  
- Recipient of State Social Services Benefits for educational expenses.