Central Washington University  
Washington State Residency Requirements  
For Tuition and Fee Purposes

Students who were classified as non-residents may be eligible to establish residency for tuition and fee purposes. To qualify, students must be able to document their “intent” to establish Washington as their permanent domicile (residence) at least 12 months prior to the start of the quarter for which they are applying. Questionnaires and supporting documents will be accepted up to the 30th calendar day of the quarter. **PLEASE ALLOW AT LEAST TWO WEEKS FOR PROCESSING.**

Residency policies are set by the State of Washington (RCW 28B. 15) and applied uniformly throughout Washington's public colleges and universities. At Central Washington University, the office of Registrar Services processes applications for a change in undergraduate/graduate residency status.

**Determine whether you are an independent or dependent student:**

□ Financially independent student: You have not and will not be claimed as a dependent on anyone’s federal income tax return and have not and will not receive significant financial assistance in any form directly or indirectly from parents, relatives, legal guardians, or others for the current calendar year and for the calendar year immediately prior to the year in which residency application is made. Spouses do not qualify as “dependents” for residency purposes.

□ Financially dependent student: Your legal guardian(s) has/have lived in the state of Washington for at least one year immediately prior to the start of the quarter for which you registered for classes. You have been claimed as a dependent on the federal income tax return of one or both parents or legally appointed guardian(s) or person(s) having legal custody OR parent or legal guardian can document support in cash or in kind equal to or greater than the amount required to legally claim you as a federal tax exemption.

□ Non-citizen student: Your immigration status must be confirmed prior to establishing Washington state resident status. **Non-citizen independent students** must provide a copy of one of the following: a Permanent Resident Alien Card, front and back; I-94 Departure Record stamped with either “temporary I-551”, “refugee” or “asylee” status; A, E, G, H, I, K or L visas. The resident parent or legal guardian of a **dependent non-citizen student** must provide a copy of their immigration document as well.

<table>
<thead>
<tr>
<th>DOCUMENT CHECK LIST</th>
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<tr>
<td><strong>FINANCIALLY INDEPENDENT STUDENTS:</strong></td>
<td><strong>FINANCIALLY DEPENDENT STUDENTS:</strong></td>
</tr>
<tr>
<td>□ Completed residence questionnaire. Provide copies of documents listed below:</td>
<td>□ Student completes front of residence questionnaire; parent or legal guardian must complete back side and provide copies of all the documents below.</td>
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<tr>
<td>□ Income tax return for the previous calendar year. If you did not file an income tax return provide documentation of your financial resources. Students must prove they have “earned” 51% of the non-resident cost of attendance (tuition, room &amp; board, books and fees etc). Trust fund, state or financial assistance, gifts, spouse’s earnings, sale of personal or real property, financial aid, scholarships maybe considered income. CWU non-resident cost of attendance can be found at: <a href="http://www.cwu.edu/~admissions/index.php/estimated-expenses">www.cwu.edu/~admissions/index.php/estimated-expenses</a></td>
<td>□ Parent(s) income tax return for the previous calendar year (first &amp; signature pages only). If your parent(s) did not file an income tax return provide documentation of their financial resources (Trust fund, state or financial assistance, gifts, spouse’s earnings, sale of personal or real property, financial aid, scholarships).</td>
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<td>□ Domicile documentation: proof of your presence in Washington for the past 12 months (lease, home purchase agreement, letter from landlord).</td>
<td>□ Parent(s) domicile documentation: proof of parent(s) presence in Washington for the past 12 months (lease, home purchase agreement, letter from landlord.)</td>
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<tr>
<td>□ Driver’s License or State ID card</td>
<td>□ Parent(s) Driver’s License or State ID card – only one parent needs to provide a driver’s license.</td>
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<tr>
<td>□ Bank Statement or letter stating when account was opened.</td>
<td>□ Bank Statement or letter stating when parent(s) account was opened.</td>
</tr>
<tr>
<td>□ Vehicle Registration (if applicable)</td>
<td>□ Parent(s) Vehicle Registration (if applicable)</td>
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<tr>
<td>□ Voter’s registration card (if applicable)</td>
<td>□ Parent(s) Voter’s registration card (if applicable) – only one parent needs to provide a voter’s card.</td>
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<tr>
<td>□ Resident Alien Card (if non-citizen)</td>
<td>□ Parent(s) Resident Alien Card (if non-citizen)</td>
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All of the above applicable documents are the minimum required to make a decision on residency. Upon review, additional documentation may be required. Please submit your completed Residence Questionnaire and attached copies of required documents to Registrar Services. If you have questions please call 509-963-3001 or e-mail [reg@cwu.edu](mailto:reg@cwu.edu). Revised 12/18/2013
Directions: Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.

SECTION 1

Name (Last, First, MI) ___________________________ Day Phone Number (____) ___________ FOR OFFICE USE ONLY

Address (Street, State, Zip) ___________________________ Student ID Number ___________________________ Status __________________

E-mail Address ___________________________ Birth City, State, Country ___________________________ Birth Date ___________ Age ___________

Today’s Date ___________________________ Effective Date ___________

1. Last high school attended ___________________________________________ State ___________ Year Graduated ___________

2. If you are applying for resident status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? Yes No

If you have previously applied at this institution for a change in residence status, indicate: Term ___________ Year ___________

Resident Non-Resident ___________________________ Residence Classification Officer ___________________________

3. Class Standing: □ Undergraduate □ Graduate □ Professional School: ___________________________

4. At this institution, you are or will be enrolled as: New Student Continuing Student Returning Former Student

If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year:

Credits ___________ Term ___________ Year ___________ | Credits ___________ Term ___________ Year ___________ | Credits ___________ Term ___________ Year ___________

5. Country of citizenship: ___________________________ 5a. Do you hold permanent or temporary resident immigration status? Yes No

If not USA, answer 5a, 5b and 5c. ___________________________

5b. Do you hold “Refugee-Parolee,” “Conditional Entrant” or PRUCOL status? Yes No

Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.

5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? Yes No

If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, “Refugee-Parolee,” “Conditional Entrant,” PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)

6. Have you received financial assistance from a state governmental unit or agency during the past twelve months? Yes No

If yes, indicate state, agency, type of assistance, disbursement dates, etc.

7. Will you be receiving state financial assistance during the next twelve months? Yes No

If yes, indicate state, agency, type of assistance, disbursement dates, etc.

SECTION 2

1. Are you applying for resident status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? Yes No

If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent’s or legal guardian’s state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent’s or legal guardian’s state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

2a. Student’s Sworn Statement:

I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.

Signature ___________________________ Date ___________________________

2b. To further substantiate your financial independence, you are required to submit appropriate documentation.

A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such non-taxable income must be submitted. A true and correct copy of your W2 form filed for the previous calendar year.

Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.

If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent’s or legal guardian’s state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.

3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? Yes No

4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? Yes No

Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.
### SECTION 3

1. This section is being completed and signed by:
   - Parent
   - Legal Guardian
   - Student

   **Date of your arrival in Washington:**
   - Month: _____ Day: _____ Year: _____

   **Purpose of moving to Washington:**

   **Date you took action to officially declare Washington as your permanent, legal domicile:**
   - Month: _____ Day: _____ Year: _____

2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

   **DATES OF EMPLOYMENT**
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<th>Yr.</th>
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   **LOCATION**
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<th>City</th>
<th>State</th>
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   **OCCUPATION**
<table>
<thead>
<tr>
<th>Employer</th>
<th>Hrs/wk</th>
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   **HOME ADDRESS**
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<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
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   **Note:** You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

   **DATES OF ABSENCE**
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   **PURPOSE OF ABSENCE**
   |      |
   |      |

4. Have you ever registered to vote?
   - Yes
   - No

   **If yes, attach a copy of your current voter's card.**
   - Date: _____ City: _____ State: _____ Date Voted: _____

5. Do you own or use any motor vehicles, RV's, boats or mobile homes?
   - Yes
   - No

   **If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).**
   - Type of vehicle: ____ License Number: ____ State: ____ Date of Registry: _____

6. Do you have a valid driver's license?
   - Yes
   - No

   **If yes, you must attach a copy of your current driver's license.**
   - Previous driver's license?
     - Yes
     - No

   **If yes, in what state:**
   - Date: _____

   **When did you first obtain a driver's license in that state?**
   - Date: _____

7. Do you have a bank account?
   - Yes
   - No

   **If yes, please attach documentation of date you opened account.**
   - Name of Bank: ____ Branch: ____
   - Date: _____ City: ____ State: ____ Date of Registry: _____

8. Have you ever paid in-state tuition at any public institution of higher education?
   - Yes
   - No

   **If yes, date of last term:**
   - Name of Institution: ____ Dates Attended: From: ____ To: ____

   **8a. Have you ever attended a Washington college/university for more than 6 hours per term?**
   - Yes
   - No

   **If yes, where:**
   - Dates attended: From: ____ To: ____

9. Are you a US Citizen?
   - Yes
   - No

10. List business or professional licenses (name & state of issue)

### Additional Comments:

**STATEMENT OF INTENT**
I certify that I have declared Washington as my true, fixed, and permanent place of habitation.

**Signature of Parent (if completing SECTION 3):** __________________________

**Date: __________________**

**CERTIFICATION**
I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.

**Signature of Student:** __________________________

**Date: __________________**

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