PURDUE UNIVERSITY

Updated 2022

Instructions for Completing the Residence Classification Form

Paper application for use by REGIONAL CAMPUSES only

Purdue West Lafayette and Polytechnic Statewide students: all electronic applications must be submitted through the Slate portal, and the residency portal can only be accessed by students who are currently enrolled in classes at the University. The application portal opens on the first day of classes of each academic semester or session for which residence classification is sought and closes at the end of 15 business days. More information and portal access can be found on the Purdue West Lafayette website (www.purdue.edu/registrar/residency)

It is very important that you, and your parent(s) if you are a dependent, read the following instructions before completing the Residence Classification Form.

General Information for All Applicants

1. Before filling out the application, please read Purdue University's *Residence Classification of Students for Tuition Purposes* policy available online at http://www.purdue.edu/policies/business-finance/iid1.html to understand the regulations that must be satisfied to be re-classified as an Indiana "in-state" resident for tuition purposes.
2. The applicant must respond in full to each item on the application. If an item is not applicable, please indicate with an "N/A" in the blank. Your Purdue University student identification number (PUID) is required.
3. An application with missing or incomplete information will not be reviewed until all necessary documents have been submitted.
4. The application must be physically signed and dated by the applicant (and the applicant and parent/guardian if the applicant is Dependent). Unsigned forms will be considered as incomplete.
5. The applicant must provide the required documentation listed on page 2 of the instructions (i.e., copies of Indiana driver's license, Indiana vehicle registration, entire state and federal income tax returns^, W-2's^, lease/mortgage, voter's registration card, bank account statement, etc.) with the classification form. All copies must be clearly legible. *Please note that all tax documents and leases submitted must be signed and dated.*
6. All Residence classification forms and documents received outside of normal business hours, including when the University is closed, will be marked as received the following business day. This includes all forms of submission. Please note, Residence classification forms and documents are not accepted via email. Return form and all documents to:

   Students attending regional campuses should return their residence classification form and all accompanying documentation to the appropriate office on that campus.

7. The student applicant must be admitted to Purdue University to submit a residence classification form.
8. According to *University Operating Procedures:* "A student's application for classification as a Resident must be submitted on the appropriate form supplied by the Registrar's Office any time after the Domicile requirement has been met (including one year of consecutive residence) but **no later than 15 business days after the first day of classes of the academic semester or session for which reclassification is sought**."
9. Upon receipt by the appropriate office, the completed application and supporting materials will be reviewed. Within 30 business days of the date a complete application is received, an email containing a decision or a request for additional information will be sent to the applicant's Purdue email address.

Independent Students

1. Complete Section I: Student Data (Items 1 - 26).
2. Read the *Certification by Student*; sign and date the application.

Military Personnel and their families

1. Complete Section I: Student Data (Items 1 - 26).
2. Read the *Certification by Student*; sign and date the application.

Dependent Students

1. Complete Section I: Student Data (Items 1 – 16 and 23 – 25).
2. Student must read the *Certification by Student*; sign and date the application.
3. Parent/guardian must complete Section II: Parent or Guardian Data (Items 27 - 32).
4. Parent/guardian must read the *Certification by Parent or Guardian*; sign and date the application.

PURDUE UNIVERSITY

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Required Documentation for Independent Students*

If you are an Independent Student (responsible for your own financial needs, have not been dependent on Parent or Guardian for financial support for at least 12 months and cannot be claimed as a dependent on anyone else's personal income taxes), you should complete items 1 - 26. The following documentation is required for you (and spouse if married):

- ☐ a copy of driver's license
- ☐ a copy of vehicle registration
- ☐ a physically signed and dated copy of most recent state income tax return, including all forms, schedules and worksheets^
- ☐ a physically signed and dated copy of most recent federal income tax return, including all forms, schedules and worksheets^
- ☐ a copy of most recent W-2's^
- ☐ a signed and dated copy of lease agreement/mortgage statements showing the past 12 months
- ☐ a copy of voter's registration card (if applicable)
- ☐ a copy of most recent bank statement, including daily transaction detail
- ☐ a statement from employer indicating your beginning date, position, status (permanent/temporary), and location of employment
- ☐ a copy of most recent pay stub or military Leave and Earnings Statement with year-to-date information
- ☐ a copy of permanent resident card, temporary visa, "Notice of Deferred Action under DACA Program", or "Employment Authorization Document" (if applicable)

Required Documentation for Veteran Students and Students Currently Serving in the United States Military, Indiana National Guard, or United States Military Reserve*

If you are a United States military veteran, currently serving in the United States Military, separated from the Indiana National Guard, or currently serving in the Indiana National Guard or the United States Military Reserves, you should complete items 1 – 26. The following documentation is required:

- ☐ a copy of your driver's license, state identification card, car registration, or voter's registration card
- ☐ a copy of your authorized standing orders if you are currently serving in the United States Military
- ☐ a copy of your authorized DD-214 (Member-4 copy)
- ☐ a copy of your most recent military Leave and Earnings Statement if you are currently serving in the Indiana National Guard or United States Military Reserves

Required Documentation for Dependent Students*

If you are a Dependent Student (parent/guardian provided financial support for the past 12 months and/or you were claimed as a dependent on their personal income taxes), you should complete items 1 - 16 and 23 – 25, and parents or guardians should complete Items 27 - 31. The following documentation is required:

- ☐ a statement from both parents'/guardians' employers indicating beginning date, position, status (permanent/temporary), and location of employment
- ☐ a copy of both parents'/guardians' most recent pay stubs with year-to-date information
- ☐ a copy of both parents'/guardians' driver's licenses
- ☐ a copy of both parents'/guardians' vehicle registrations
- ☐ a physically signed and dated copy of parents'/guardians' most recent state income tax return, including all forms, schedules and worksheets ^
- ☐ a physically signed and dated copy of parents'/guardians' most recent federal income tax return, including all forms, schedules and worksheets ^
- ☐ a copy of both parents'/guardians' most recent W-2's^
- ☐ a signed and dated copy of your parents'/guardians' lease agreement/mortgage statement showing the past 12 months
- ☐ a copy of both parents'/guardians' voter's registration cards (if applicable)
- ☐ a copy of both parents'/guardians' most recent bank statement, including daily transaction details
- ☐ a copy of both parents'/guardians' permanent resident cards/temporary visa's (if applicable)
- ☐ a copy of your permanent resident card, temporary visa, "Notice of Deferred Action under DACA Program", or "Employment Authorization Document" (if applicable)
- ☐ a copy of parents'/guardians' 1) most recent and 2) twelve months prior military Leave and Earnings Statement(s) (if applicable)

***Depending on your situation, other documentation may be requested.**

^For **residence status beginning with a *summer session or fall* semester:** Please include a copy of the state & federal income tax return for the year prior to the summer or fall session.

^For **residence status beginning with a *spring* semester:** Please include a copy of 1) the most recent state & federal income tax return, and 2) a copy of a December pay stub with year-to-date information.

Purdue University Regional Campus Application
RESIDENCE CLASSIFICATION INFORMATION FOR TUITION PURPOSES

Updated 2022

(Please print)

Residence status requested beginning: _____ Fall _____ Spring _____ Summer Year _____

SECTION I: STUDENT DATA

Student PUID #_____

1. Name: _____ Purdue email:_____
   (Last) (First) (Middle)
2. Date of Birth: _____/_____/_____ Place of Birth: _____
   (Month) (Day) (Year) (State) (Country)
3. U.S. Citizen: ☐Yes ☐No If no, are you:
   ☐ Permanent Resident #_____ ____/____/____; ☐ Temporary Visa _____; or ☐Other _____
   (Resident number) (Date Issued) (Type) (Type)
4. Student Status: ☐ New Student ☐ Continuing Student ☐ Re-entering Student ☐ Transfer
5. Student Level: ☐ Undergraduate ☐ Graduate ☐ Professional ☐ Non-degree
6. Current Local Address: _____
   (Number) (Street) (Apt #)
   _____ Telephone: (_____) _____
   (City) (State) (Zip code)
7. Permanent Home Address: _____
   (Number) (Street) (Apt #)
   _____ Telephone: (_____) _____
   (City) (State) (Zip code)
8. Marital Status: ☐ Single ☐ Married (Note: If **not** married, go to item 16)
9. Name of Spouse: _____
   (Last) (First) (Middle)
10. Date of Marriage: _____/_____/_____
    (Month) (Date) (Year)
11. Spouse Enrolled at an Educational Institution: ☐ Yes ☐ No If yes: _____
    (Name of Institution)
    Enrollment Began: _____/_____ Current Status: ☐ Full-time ☐ Part-time
    (Month) (Year)
12. Spouse Currently Employed: ☐ Yes ☐ No If yes: _____
    (Employer name)
13. Dates of spouse's current employment: _____/_____ to _____/_____ Monthly Earnings: $_____
    (Month/year) (Month/year)
    Spouse Occupation: _____
14. Spouse resides in Indiana: ☐ Yes ☐ No If no, where does spouse reside? _____
15. Spouse U.S. Citizen: ☐Yes ☐No If no:
    ☐ Permanent Resident #_____ ____/____/____; ☐ Temporary Visa _____; or ☐Other _____
    (Resident number) (Date Issued) (Type) (Type)
16. List dates of attendance, locations, and degrees received (if any) from high schools and all colleges you have attended.

Dates (month/year)	Full time	Part time	Institution	City	State	Degree Earned
/ to /						
/ to /						
/ to /						
/ to /						

17. List all sources of financial support other than employment income (i.e., parental support, valuable gifts such as a car, savings, inheritance, trusts, financial aid [grants, scholarships, loans, parent loans], etc.)

Type of Financial Support	Source of Financial Support	Date Received	Amount
		/	
		/	
		/	
		/	

18. Indicate beside each item below where (state) and when (month/year) these actions were most recently done by both Applicant and Spouse; if these actions have never been taken, indicate with N/A.

	Where	**When** (Applicant)	**Where**	**When** (Spouse)
Acquired a driver's license	_____	_____ / _____	_____	_____ / _____
Registered and licensed a motor vehicle	_____	_____ / _____	_____	_____ / _____
File state resident income tax return and W-2's	_____	_____ / _____	_____	_____ / _____
Acquired real estate or signed a lease for principal dwelling	_____	_____ / _____	_____	_____ / _____
Registered to vote	_____	_____ / _____	_____	_____ / _____
Established a bank account	_____	_____ / _____	_____	_____ / _____
Acquired permanent resident card/temporary visa	_____	_____ / _____	_____	_____ / _____

19. Are you a United States military veteran or separated from the Indiana National Guard: ☐ Yes ☐ No
If yes: _____/_____/_____ Honorable discharge: ☐ Yes ☐ No
(Date of last discharge)

20. Are you currently serving in the Indiana National Guard or United State Military Reserves? ☐ Yes ☐ No
If yes, specify branch of military: _____

21. Are you currently serving in the United States military? ☐ Yes ☐ No
If yes, specify branch of military: _____

22. List locations and dates where you have resided during the last two (2) years.

City	**State**	**Dates** (month/year)	**Primary Activity**
		/ to /	
		/ to /	
		/ to /	
		/ to /	

23. Name and Address of parents/guardians: _____
(Names) (Number) (Street and Apt #)
_____
(Number) (Street and Apt #) (City) (State) (Zip code) (Country)

24. Parent/Guardian residence your permanent home: ☐ Yes ☐ No
If no, when did parent/guardian residence cease to be your permanent home? _____/_____
(Month) (Year)

25. Parent/Guardian claimed you as a dependent on last year's personal income taxes: ☐ Yes ☐ No

26. List dates of your employment, employers, locations of employers, and gross income during the past two (2) years.

Dates (month/year)	**Employers**	**State**	**Full-time**	**Part-time**	**Gross Income**
/ to /					
/ to /					
/ to /					
/ to /					

Certification by Student

I understand that for resident consideration, I must apply no later than fifteen (15) business days after the first day of classes of the academic session for which resident classification is sought.

I understand that a student or prospective student who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as other penalties that may be prescribed by the law. I affirm, under the penalties for perjury, that the following representations, including information related to my citizenship status and/or presence in the United States, are true.

I, the undersigned, certify and affirm, under the penalties for perjury, that I have read the foregoing form entitled *Residence Classification Information for Tuition Purposes* and that the responses and information contained therein are true, accurate, and complete.

_____ _____
(Signature of student) **(Month/Day/Year)**

SECTION II: PARENT OR GUARDIAN DATA

27. ☐ Parent(s) ☐ Guardian(s) *(A copy of legal guardianship document is required.)*

Name(s): _____ Telephone: (____) _____

Current Address: _____
(Number) (Street) (Apt #)

_____
(City) (State) (Zip code) (Country)

Inclusive dates at this address: _____/_____ to _____/_____
(Month) (Year) (Month) (Year)

Both parents reside at this address: ☐ Yes ☐ No If no, where? _____

Inclusive dates at this address {**_place below address information_}

Previous address _____
(Number) (Street) (Apt #)

_____
(City) (State) (Zip code) (Country)

28. Parents or guardians of: _____
(Student name)

29. (Father/Guardian) U.S. Citizen: ☐ Yes ☐ No If no:
☐ Permanent Resident #_____ ____/____/____; ☐ Temporary Visa _____; or ☐ Other _____
(Resident number) (Date Issued) (Type) (Type)

(Mother/Guardian) U.S. Citizen: ☐ Yes ☐ No If no:
☐ Permanent Resident #_____ ____/____/____; ☐ Temporary Visa _____; or ☐ Other _____
(Resident number) (Date Issued) (Type) (Type)

30. Parent/guardian employment:

	Dates (month/year)	**Employers**	**State**	**Full time**	**Part time**
Father/Guardian	/ to /				
	/ to /				
Mother/Guardian	/ to /				
	/ to /				

31. Parents/guardians physically reside in Indiana: ☐ Yes since _____/_____/_____ ☐ No – location _____
(Month) (Day) (Year)

32. Indicate beside each item below where (state) and when (month/year) these actions were most recently done by both parents or guardians; if these actions have never been taken, indicate with N/A.

	Where	**When** (Parent #1)	**Where**	**When** (Parent #2)
Acquired a driver's license	_____	_____ / _____	_____	_____ / _____
Registered and licensed a motor vehicle	_____	_____ / _____	_____	_____ / _____
File state resident income tax return and W-2's	_____	_____ / _____	_____	_____ / _____
Acquired real estate or signed a lease for principal dwelling	_____	_____ / _____	_____	_____ / _____
Registered to vote	_____	_____ / _____	_____	_____ / _____
Established a bank account	_____	_____ / _____	_____	_____ / _____
Acquired permanent resident card/temporary visa	_____	_____ / _____	_____	_____ / _____

Certification by Parent or Guardian

I understand that for resident consideration, a student must apply no later than fifteen (15) business days after the first day of classes of the academic session for which resident classification is sought.

I understand that a person who shall knowingly provide false information or shall refuse to provide or shall conceal information for the purpose of improperly achieving resident student status shall be subject to the full range of penalties which may be provided by the law. I affirm, under the penalties for perjury, that the following representations, including information related to my citizenship status and/or presence in the United States, are true.

I, the undersigned, hereby certify and affirm, under the penalties for perjury, that I have read the foregoing form entitled *Residence Classification Information for Tuition Purposes* and that the responses and information contained therein are true, accurate, and complete.

_____ _____ _____
(Signature of Father/Guardian) **(Signature of Mother/Guardian)** **(Month/Day/Year)**

FOR PURDUE UNIVERSITY USE ONLY

ACTION (to be completed by the appropriate University official)

Approved _____ Date_____

Denied _____ Date_____

Basis for decision

Residence code _____ Effective session_____

Comments: