



For Office Use Only	
Approved _____	Denied _____
Date _____	Initial _____

NC Residence and Tuition Status Reclassification Application

IMPORTANT- Please read all instructions before completing this form

1) This reclassification application must be completed to assist in determining if you are eligible for in-state tuition. North Carolina Statute (G.S. 116-143.1) requires that, "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 consecutive months immediately prior to his or her classification as resident for tuition purposes." G.S. 116-143.1 also sets forth statutory definitions, rules, and provisions including special rules with respect to persons who are married, individuals identified within specific subclasses of minors, certain active-duty military service members and their dependents, NC National Guard and non-U.S. citizens who may also qualify for resident tuition status. Consult the *North Carolina State Residence Classification Manual* to become familiar with these statutory and regulatory conditions.

Any residency reclassification application submitted without meeting the following criteria will be returned to the student.

2) **Apply for only one term per application.** No change in residency status may be obtained for an academic term that has ended. *North Carolina residency requirements can be found on the*

Office of the Registrar website -- NC Residency page.

3) **Respond to all questions** - If a question does not apply to your situation, write "not applicable" or "N/A."

4) **Print legibly in dark ink or type all responses.** Do not complete your application using a pencil. If additional space is required to write your responses, use separate sheets of paper, numbering them the same as the question being answered. Attach these sheets to the application form.

5) **Be completely accurate** to the best of your knowledge and understanding. Knowingly falsifying your responses may subject you to disciplinary action, including dismissal from the institution. When a date is requested, give month, day, and year.

6) **Attach the documentation** listed on page 4 to support your claim that you are a North Carolina resident for tuition purposes.

7) **Sign and date** where indicated on page 4. An application submitted without being signed does not constitute a legal document.

1. Full name: _____ E-mail address _____

2. Banner ID #: _____

3. Are you currently enrolled at Winston-Salem State University? Yes No

If **no**, have you been admitted to a future term? Yes No

Check the term and indicate the year in which you want this decision to apply:

Fall Spring Summer I Summer II Year 20_____

4. Date of birth: _____ Place of birth (city, state, country): _____

5. Are you a U.S. Citizen? Yes No *If no, complete the **Non-U.S. Citizen** form in addition to the Residence and Tuition Application provided on the Office of the Registrar's web page. If you are a naturalized U.S. citizen, attach a copy of your citizenship document or U. S. Passport to this application.*

6. When and from what state or foreign country did you move your home and legal residence to North Carolina?

Moved from _____ Date ____/____/____

7. Why and when did you move your home to North Carolina?

Reason _____ Date ____/____/____

8. Current address (street, city, state, zip): _____

Since ____/____/____ Telephone: ____/____/____

9. Permanent home address (street, city, state, zip): _____

Since ____/____/____ Telephone: ____/____/____

10. Previous home address in NC: _____

From ____/____/____ to ____/____/____

11. Last previous home address outside NC: _____

 From ____ / ____ / ____ to ____ / ____ / ____

12. Has your residence status for tuition purposes been previously determined by a North Carolina public educational institution?
 Yes No If yes, (A) Name of institution: _____
 (B) Classification: Resident Nonresident
 (C) Last term and year you were so classified: _____

13. List **all** the places you have spent at least seven (7) consecutive days during the past 24 months beginning with the most recent. Include your current address and all other places you have lived, vacationed, and spent breaks from school.

Address (street, city, state)	Purpose	Dates (From/To)
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Secondary (high or preparatory) school(s) attended, including this one. Begin with the most recent school attended.

School name	Address (city, state)	Dates attended (From/To)
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____

15. Post-secondary schools (universities, colleges, community colleges, etc.) attended including WSSU. List in order beginning with the most recent school attended.

School name	Address (city, state)	Dates attended (From/To)
a) _____	_____	_____
b) _____	_____	_____
c) _____	_____	_____

16. List employment for wages in the last twenty-four (24) months, latest first:

a) Employer _____	City _____	State _____	From/To _____	Hours/Week _____
b) Employer _____	City _____	State _____	From/To _____	Hours/Week _____
c) Employer _____	City _____	State _____	From/To _____	Hours/Week _____

17. List the sources and uses of the money required to meet **all** of your expenses: Total percentage in each year must equal 100%.

Source	Current Calendar Year		Preceding Calendar Year	
	% of Total	Used for	% of Total	Used for
Your (student's) earnings	_____	_____	_____	_____
Your savings	_____	_____	_____	_____
Loans/grants/scholarships	_____	_____	_____	_____
Parents or Legal Guardian	_____	_____	_____	_____
Name _____	_____	_____	_____	_____
Trust/college fund	_____	_____	_____	_____
Other (specify) _____	_____	_____	_____	_____
Total	100%		100%	

18. Did you claim yourself as an exemption on state and/or federal income tax returns for the previous tax year? Yes No
 If **Yes**, in what state(s) were the income tax returns filed? Federal: _____ State(s): _____
 If **No**, who did? _____ Relationship to you _____ Filed in what State(s) _____

Do you intend to claim yourself as an exemption on state and/or federal income tax returns for the current tax year? Yes No

If **No**, who does? _____ Relationship to you _____ Filed in what State(s) _____

19. For which tax year did you last file a state income tax return? _____ In what state or foreign country? _____

If this was a NC return, did you show you were a non-resident of NC for any period of the tax year? Yes No

If **yes**, for what period of time? _____

Are state income taxes being withheld from your earnings during the current tax year? Yes No

If **yes**, in which state or foreign country?

20. Where and on what date did **YOU** last do any of the following? *Provide month, day, and year. If never done, write NEVER.*

	State or Foreign Country	Month/Day/Year
a. Registered to vote	_____	____/____/____
b. Served on jury duty	_____	____/____/____
c. Acquired or renewed a driver's license	_____	____/____/____
d. Listed personal property for taxation	_____	____/____/____

e. Registered/licensed a motor vehicle	Type of vehicle (list all)	Where registered/licensed	Month/Day/Year
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____
_____	_____	_____	____/____/____

21. Provide the following information on the motor vehicle(s) you maintain and operate in NC (*attach additional pages if required*):

Owner's name: _____

Owner's address: _____

Name of the insurer: _____ Insured in what state? _____

22. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, savings accounts, pets, jewelry, appliances, etc.) and give the percentage of your total personal property maintained at each address. *Total percentage must equal 100%.*

Address	% At This Address
_____	_____
_____	_____

23. PARENT'S INFORMATION:

Father living? Yes No Name _____

Permanent home address (street, city, state): _____ Since: ____/____/____

Telephone: _____ Employer: _____ Employed since: ____/____/____

Employer's address (city, state): _____

Are your parents separated or divorced? Yes No If **yes**, who has/had custody of children? _____

Mother living? Yes No Name: _____

Permanent home address (street, city, state): _____ Since: ____/____/____

Telephone: _____ Employer: _____ Employed since: ____/____/____

Employer's address (city, state): _____

Are your parents separated or divorced? Yes No If **yes**, who has/had custody of children? _____

Do you have a court-appointed legal guardian? Yes No If **yes**, provide the following information and a signed copy of the court order appointing guardianship:

Location of court making appointment (city, state): _____ Date of appointment: ____/____/____

Guardian's name: _____
 Permanent home address (street, city, state): _____
 Since: ____/____/____ Telephone: _____ Employer: _____

 Employer's address (city, state): _____ Employed since: ____/____/____

24. Are you currently living with a person(s) who contributes to your financial support, or have you done so within the past 24 months?

Yes No *If yes, answer the following for each such person. Answer for only one adult at each address.*

a. Name: _____ Relationship to you: _____
 Permanent address (street, city, state): _____ Since ____/____/____
 Last previous address (street, city, state): _____ from ____/____/____ to ____/____/____
 Employer: _____ Employed since: ____/____/____

b. Where and on what date did this person do any of the following: *Provide month, day, and year. If never done at all, write "NEVER".*

	State or Foreign Country	Month/Day/Year
Registered to vote	_____	____/____/____
Acquired or renewed driver's license	_____	____/____/____
Listed personal property for taxation	_____	____/____/____
Acquired principal dwelling	_____	____/____/____
Registered/licensed motor vehicle(s)	_____	____/____/____
Filed state income tax return	_____	____/____/____

25. **MILITARY DUTY:**

a. Have you, your spouse, or either of your parents been in active military service or other federal government employment within the past two years? Yes No *If yes, answer the following for each such person:*

Name: _____ Relationship to you: _____
 Home address upon entry: _____
 Official home of record: _____
 Official home address now: _____
 Date this home address was declared: _____
 Legal residence most recently claimed on DD form 2058 (State of Legal Residence Certificate): _____
 Date that DD Form 2058 was completed: _____
 State for which income tax withheld: _____ From what date? ____/____/____
 Home address upon discharge: _____ Date of discharge: _____
 Place to which mileage was paid upon discharge: _____

Required documentation: *Attach copies of the Leave and Earnings Statements for the most recent pay period and for the pay period 12 months ago.*

b. Certain tuition benefits are provided for active-duty military personnel stationed in North Carolina and their dependent relatives. Do you believe you qualify for this benefit? Yes No. *If yes, complete and submit the **Special Military Tuition Benefits for Active Duty Personnel or Dependent Relatives** form provided on the Registrar web page.*

- c. Certain tuition benefits are provided for North Carolina National Guard. Do you believe you qualify for this benefit? Yes No. *If yes, complete and submit the **Special Military Tuition Benefits for National Guard Personnel** form provided on the Registrar web page.*

26. SPECIAL GROUPS:

- a. Are you the spouse of a North Carolina resident? Yes No. *If yes, complete and submit the **Special Tuition Benefits for Spouses of North Carolina Residents** form provided on the Registrar web page.*
- b. Are you a family member of a deceased or disabled emergency worker who served in North Carolina? Yes No. *If yes, complete and submit the **Tuition Benefits for Family Members of Deceased or Disabled Emergency Workers** form provided on the University Registrar's web page.*
- c. Are you a North Carolina public school teacher seeking in-state tuition incident to courses for certification and professional development? Yes No *If yes, complete and submit the **In-state Tuition for North Carolina Teachers Certification and Professional Development** form provided on the Registrar web page.*

27. ADDITIONAL INFORMATION:

If there are additional circumstances, events, or acts that you feel support your claim to North Carolina legal residence (domicile) for tuition purposes, please attach a separate sheet giving a description of each and specifying places and dates.

I certify that all the information I have given on this application is complete and correct. I understand my failure to provide complete, accurate, and truthful information on this application will be grounds to deny my application for North Carolina Residency Reclassification. I acknowledge that Winston-Salem State University may verify information provided, but may divulge the contents only as permitted under the *Family Educational Rights and Privacy Act of 1974*.

Applicant's signature

Date signed

Parent or guardian signature *(if applicant is under 18 years of age.)*

Date signed

THE FOLLOWING DOCUMENTATION IS REQUIRED WITH ALL RESIDENCY APPLICATIONS

Once your residency reclassification has been determined, you will not be able to introduce additional documentation for consideration should you be denied residency and wish to appeal the decision.

If you are basing your intent to establish North Carolina as your bona fide permanent residence for tuition purposes on your residency acts, attach copies of the following:

Current driver's license, voter registration, vehicle registration, most recent Federal and State income tax returns and W-2s; most recent paycheck stub (if more than one employer in current year, provide final stub from each); lease(s) and/or home purchase agreement (with signatures) where your permanent residence was maintained for the 12 months preceding the term of school for which you are applying.

If you are basing your intent to establish North Carolina as your bona fide permanent residence for tuition purposes based in part on your parents' residency acts, attach copies of the following (in addition to your information above):

Parents' residency acts as listed above for the student. If relocation to the State was due to parents' employment, provide verification of the date of hire or transfer and first day of employment in North Carolina.

Where to submit your Residence and Tuition Status Application

Office of the Registrar

Winston-Salem State University

202 Thompson Center

601 S. Martin Luther King Jr. Dr.

Winston-Salem, NC 27110