

**RESIDENCY REQUIREMENTS AT WASHINGTON STATE UNIVERSITY
SPRING 2007, SUMMER 2007, FALL 2007 INSTRUCTIONS**

Undergraduate and Professional Student Residency:

**Office of the Registrar
French Administration Building, Room 346
Washington State University
Pullman, WA 99164-1035
(509) 335-5583 FAX (509) 335-7823**

Graduate Student Residency:

**The Graduate School
French Administration Building, Room 324
Washington State University
Pullman, WA 99164-1030
(509) 335-6424 FAX (509) 335-1949**

Residency Instructions:

Residency policies are set by the State of Washington (RCW 28B.15) and applied uniformly throughout Washington's public colleges and universities. Requirements may be found at following website:
www.registrar.wsu.edu/Registrar/Apps/Residency.ASP.

Undergraduate and professional students must submit the Residency Questionnaire and all supporting documentation to the Office of Registrar, or urban campus office, by the dates below. Graduate students must submit the Residency Questionnaire to the Graduate School, by the dates below.

**For the SPRING 2007 semester, the deadline is February 6, 2007.
For the SUMMER 2007 semester, the deadline is May 21, 2007.
For the FALL 2007 semester, the deadline is September 18, 2007.**

Decisions on residence status are based on documentary evidence submitted, which become a part of your file and are not returned.

Students are responsible for paying the resident portion of their fees while awaiting a determination of their residency status.

A. IF YOU ARE FINANCIALLY INDEPENDENT:

A financially independent student is not claimed as a dependent by his/her parents and pays at least 51% of all expenses including room, board, and non-resident tuition, books, and supplies.

1. **Fill out both sides of the questionnaire COMPLETELY.**
2. Provide the following items:
 - a. Copies of rent receipts, lease, letter from landlord, canceled checks or home purchase agreement verifying residency in Washington for the 12 months prior to the first class day of the semester.
 - b. Copy of Washington voter's card, if you vote. **(Must have obtained 12 months prior to beginning of semester.)**
 - c. Copy of Washington State vehicle registration, if you own a vehicle. If you use (but do not own) a vehicle, it must also be registered in Washington State. **(Must have registered vehicle 12 months prior to beginning of semester.)**
 - d. Copy of Washington State driver's license or Washington ID, if you do not drive. **(Must have**

obtained 12 months prior to beginning of semester.)

- e. Any other documents you may have to show that you have established a “home” in Washington (e.g. club/organization membership cards, bank accounts).
 - f. Copy of your federal tax return for the most recent tax year. If you have not filed a tax return, please provide copies of W-2 forms, if any. If you are 24 or younger, provide a copy of your parents’ return(s) (only the listing of dependents and the signature block are required) in addition to your return.
 - g. Documents verifying your financially independent status for the current calendar year and the prior calendar year: To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that he or she has met, through his or her income, the expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made. Personal loans, PLUS loans, gifts, and cash earnings shall not be counted as income in this calculation. Financial aid grants, scholarships and loans authorized by the Financial Aid Office in the student’s name may be considered as personal income. A trust or other account available to the student shall be considered evidence of financial dependence. If the account was created before the student entered high school, there shall be a rebuttable presumption of dependence.
 - h. If you are not a US citizen, but hold permanent resident immigration status, temporary resident status, “Refugee-Parolee,” “Conditional Entrant” status, or are permanently residing in the United States under color of law, attach a copy of both sides of your Resident Alien Card, Form I-94, Temporary Resident card or other verification of your status with the Immigration and Naturalization Service (INS).
3. Sign Section 2:2 A and back of form.

B. IF YOU ARE FINANCIALLY DEPENDENT (SUPPORTED BY A PARENT):

1. Fill out Section 1 and Section 2 or the questionnaire. **If you are not a U. S. citizen**, but hold permanent resident immigration status, temporary resident status, “Refugee-Parolee,” “Conditional Entrant” status, or are permanently residing in the United States under color of law, attach a copy of both sides of your Resident Alien Card or Form I-94.
2. Your parent or court-appointed guardian completes Section 3 and provides documents verifying his/her status as a Washington State resident (See A2, a-f this sheet) and federal tax return verifying your dependent status. If your parent or court-appointed guardian is not a U.S. citizen, but she/he holds permanent or temporary resident status, or “Refugee-Parolee,” “Conditional Entrant” status, or is permanently residing in the United States under color of law, attach a copy of both sides of his/her Resident Alien Card, Form I-94, Temporary Resident Card or other verification of his/her status with INS.
3. You and your parent sign the back of the residence Questionnaire.

C. MILITARY PERSONNEL/CIVIL SERVICE

1. If you are active-duty military or the dependent of an active military member, provide a copy of your military ID and your orders, to Veterans Affairs Office in French Administration room 346, Pullman, WA 99164-1035.
2. If you are a dependent of an active-duty military, or civil servant, who claims Washington as his/her residence, but who is stationed outside of the State of Washington, your parent or guardian must complete Section 3 of the questionnaire and also provide:
 - Evidence he/she is a member of the military
 - Evidence of his/her Home of Record
 - Evidence of ties maintained to the State of Washington (voter registration, driver’s license, etc.)
 - Copy of his/her federal tax return for the most recent tax year (only the listing of dependents and signature block are required).

