

RESIDENCY REQUIREMENTS AT WASHINGTON STATE UNIVERSITY  
SUMMER 2009, FALL 2009, SPRING 2010 INSTRUCTIONS

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➔ **ATTENTION GRADUATE STUDENTS:** Please submit the Residency Questionnaire to the Graduate School.

**Undergraduate and Professional students:** Please submit the Residency Questionnaire and **ALL** supporting documentation to the Office of Registrar or urban campus office by the dates below.

For the SUMMER 2009 term, the deadline is May 25, 2009.  
For the FALL 2009 semester, the deadline is September 22, 2009.  
For the SPRING 2010 semester, the deadline is February 9, 2010.

**Undergraduate and Professional Students:**

Office of the Registrar  
Washington State University  
French Administration Building, Room 346  
Pullman, WA 99164-1035  
(509) 335-5346 FAX (509) 335-7823

**Graduate Students:**

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

- Faxed documentation **will not be accepted**; please submit via mail or in person.
- 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.
- 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.ASPX](http://www.registrar.wsu.edu/Registrar/Apps/Residency.ASPX).

Carefully read ENTIRE QUESTIONNAIRE, including the ***fine print***. Submit **ALL** supporting documentation. ***Incomplete questionnaires and lack of supporting documentation will delay evaluation and could result in denial.***

**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 the cost of attendance for out-of-state students.***

Fill out both sides of the questionnaire **COMPLETELY**.

1. Provide the following **required** items:

- a) Copies of lease, rental agreement, letter from landlord, rent receipts, canceled checks or home purchase agreement verifying domicile in Washington for the **12 months prior beginning of semester**.
- b) Copy of Washington voter's registration card or statement from county auditor with date registered, if you are registered to vote. (**Must have obtained 12 months prior to beginning of semester**)

- c) Copy of Washington State vehicle registration, if you own or use a vehicle in the state of Washington. If you use (but do not own) a vehicle, it must 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 State identification card if you do not drive. **(Must have obtained 12 months prior to beginning of semester)**
  - e) Any other documents you may have *with dates* showing that you have established a "home" in Washington (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, you must also provide a copy of your parents' return(s) **(only the first page listing dependents and the signature block are required)**.
  - g) If 24 or younger, submit *supporting 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.)*
    - a. Financial aid grants, scholarships and loans authorized by the Financial Aid Office in the student's name may be considered as personal income.
    - b. A trust or other account available to the student may be considered evidence of financial dependence *if* the account was created **before the student entered high school**. You must submit documentation of the date account was established and proof the account was used to pay for 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.
    - c. Personal loans, Parent PLUS loans, checking & savings accounts, gifts, and cash earnings **SHALL NOT** be counted as income in this calculation. Receipt of the Parent PLUS loan will contradict financial independence.
  - 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, Temporary Resident card or other verification of your status with the U.S. Citizenship and Immigration Service (USCIS).
3. Sign Section 2 and the back of Questionnaire form.

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

- 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.
- 2. Your parent or court-appointed guardian completes Section 3 and provides documents

verifying his/her status as a Washington State resident (*See above section A: 2a-2f on 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, Temporary Resident Card or other verification of his/her status with USCIS.

3. You and your parent must sign the back of the residence Questionnaire form.

### **C. MILITARY PERSONNEL/CIVIL SERVICE**

1. If you are active–duty military or the dependent of an active military member **stationed in the state of Washington**, 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, vehicle registration) REQUIRED
  - Copy of his/her federal tax return for the most recent tax year (only the listing of dependents and signature block are required)