Application Deadline – Please submit this application and supporting documentation to the Office of the University Registrar on or before the 10th business day of the term for which you are seeking residency reclassification.

In order to help process your application, we will need copies of the following documents to accompany your application:

- Driver’s License and Automobile Registration
- Voter Registration Card
- Rental Lease Agreement (off-campus)
- Statement from employer verifying length of employment
- Previous year Federal and North Carolina tax forms (if you did not file taxes in the state of North Carolina we will need a copy of your parent’s federal 1040 tax forms)

**NOTE**

Please make and keep a copy of this application for your records. WE WILL NOT MAKE ADDITIONAL COPIES ONCE YOU HAVE SUBMITTED THE ORIGINAL.

Please mail (or fax) completed application and copies of all requested documents to:

North Carolina Central University  
Office of the University Registrar  
1801 Fayetteville Street  
Room 102 Hoey Administration Building  
Durham, North Carolina 27707  
Fax: (919) 530-7974
Requirements

Under North Carolina General Statute Chapter 116.143.1, to qualify for in-state tuition an applicant (legal resident) must demonstrate a **preponderance of evidence**:

- that he/she established and maintained a **domicile** in North Carolina at least twelve months before the first day of classes,
- with the **intent** to make North Carolina a permanent home **indefinitely**, and
- that he/she is not in North Carolina solely to attend college.

A **legal resident** is a person who qualifies as a domiciliary of North Carolina.

A **domicile** is a person’s permanent home for legal purposes. A domicile is not a temporary residence established for attending the University after which you intend to depart from the state. A person can have only one domicile, but numerous residences.

It is not the day you step foot in North Carolina that starts your clock, but the accumulation of evidence that starts it.

**Preponderance of Evidence** is the greater weight of evidence. The classifier is looking for a cluster of factual events/activities in support of the applicant’s claim for in-state residency for tuition purposes. If the evidence shows a cluster of significant events occurring at about the same time (within the same week, for example) the classifier will start counting from that point to determine if the twelve-month requirement has been met. If instead the evidence has gradually accumulated over time, the classifier must decide at what point a preponderance of the evidence shows intent to establish a North Carolina domicile. If this date is after the first day of classes for the term specified on the application, the classifier will not render an in-state decision for the term in question.

**Indefinitely** refers to duration of time having no exact limits. Indefinite does not mean you intend to stay in the state forever, instead it means that you have no end date predetermined.

**Determination of Intent** takes into consideration the following items which may be significant in determining “domiciliary intent”; however, **THE BELOW IS NOT A CHECKLIST. Not one element by itself guarantees or denies residency and these items are not comprehensive of evidence that could be used in support of a case.**

- Tax dependency
- Employment
- Voter registration and activity
- Jury duty
- Sources of financial support
- Car registration
- Driver’s license
- Property ownership
- State income tax returns
- Time in and out of state
- Ties to community
For Graduate, Doctoral, and Law Students ONLY
NORTH CAROLINA PUBLIC HIGHER EDUCATION
Residence - and - Tuition Status Application
NCCU ● Office of the Registrar ● 1801 Fayetteville Street ● Durham NC 27707

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for non-residents for tuition purposes. Copies of the applicable law and of implementing regulations are available for inspection in the James E. Shepard Memorial Library and may be examined upon request. In essence, the controlling 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 months immediately prior to his or her classification as a resident for tuition purposes.” G.S. 116-143.1 also sets forth statutory definitions, rules, and special provisions for determining resident status for tuition purposes. These provisions include special rules with respect to persons who are married or who are within identified subclasses for minors. Certain aliens may also qualify for resident tuition status. The residence Manual, located at the office identified in this paragraph should be consulted for the statutory and related regulatory conditions.

DIRECTIONS

1. Respond to all questions within the part(s) of the application that you are to complete. If any question is not applicable to your situation, write “Not Applicable” or “N/A”.

2. Print or type all responses. If necessary, write “see attached” in the space provided, and use separate additional sheets, numbering your responses the same as the corresponding question, and stapling or taping these sheets to this application form.

3. 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 “date” is requested, give day, month, and year.

4. Sign and date this application where indicated to make those acknowledgments and certifications necessary to render this a viable application. Application Deadline – on or before the 10th business day of the term for which you are seeking reclassification.

******************************
1. Student applicant’s full name (Miss, Mr., Mrs., Ms.)

2. Social Security Number (voluntary) or Student ID number _______________________

3. Date of Birth ____________________ Place of Birth _______________________

4. Do you claim to be a legal resident of the State of North Carolina?
   (Yes) ____ (No) _____ If so from what date? _______________________

   Note: If your response to question 4 is “No” you need not complete the rest of this form unless subsequently instructed to do so; sign and date the portion completed at the place indicated.

5. Beginning with what term of enrollment do you claim entitlement to the in-state tuition rate, if that is your claim? _______________________

6. Address while attending this institution (current, not past):

   _______________________ _______________________ Telephone: _______________________

7. Permanent home address:

   _______________________ _______________________ _______________________
Since (date) __________________________ Telephone: ____________________

8. Last previous home address in N.C. was __________________________________________
from (date)____________________ to ______________________

Last previous home address outside N.C. was ______________________________________
from (date)____________________ to ______________________

9. Are you currently enrolled in this institution? (Yes) _________ (No) _______________
Are you applying for admission? (Yes) _________ (No) _______________

10. Secondary (high or preparatory) school you attended, in sequence.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address (place/state)</th>
<th>Dates attended (from) (to)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

11. Post-Secondary schools (universities, colleges, junior colleges, community colleges, etc.) you have attended, in sequence (including this institution).

<table>
<thead>
<tr>
<th>Name</th>
<th>Address (place/state)</th>
<th>Dates attended (from) (to)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

If married, post-secondary schools (universities, colleges, junior colleges, community colleges, etc.) your spouse has attended, in sequence (including this institution).

<table>
<thead>
<tr>
<th>Name</th>
<th>Address (place/state)</th>
<th>Dates attended (from) (to)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

12. Has your residence status for tuition purposes ever been previously determined by a North Carolina public educational institution? (Yes) _________ (No) _______________

If yes:

(a) Give name of institution ____________________________________________

(b) Circle classification: Resident Non-resident

(c) Give last term and year you were so classified: _________________________

13. Father Living? (Yes) _____ (No) ______ Name: ___________________________
Permanent home address: ____________________________________________
Since (date): __________________ Occupation: _______________________

14. Mother living? (Yes) _____ (No) ______ Name: ___________________________
Permanent home address: ____________________________________________
Since (date): __________________ Occupation: _______________________

15. Are parents separated or divorced? (Yes) _______ (No) _______ If yes, who has custody of children? ____________________________
16. Legal guardian of the person (Yes) _____ (No) _______ Name: _____________________
   Permanent home address: _____________________________________________
   Since (date): _______________ Occupation: __________________________
   Court appointed at (place) __________________________ on (date)__________

17. Why and when did you move your home to North Carolina?
   (reason) _____________________________________________________________
   __________________________ on (date)______________________________

18. When and from what state or foreign country did you move your home and legal residence to North Carolina? Moved from__________________________
   __________________________ on (date)______________________________

19. When do you claim that you began your legal residence (domicile) in North Carolina?
   (date) __________________________

20. Your marital status: single _______ married ________ (date) __________
   divorced _______ (date) __________ separated ________ (date) __________
   legal separation _______ (date) widowed ________ (date) __________
   marriage annulled ________ (date)

21. If married, your spouse’s name ________________________________
   Occupation____________________ Employer______________________
   Permanent home address ____________________________
   Since (date) __________________________ Last previous permanent home address
   outside N. C. ____________________________ to ____________________________
   Present legal residence (domicile) in (State) ______________________________
   Since (date) __________________________

22. List in chronological order, to date of this application all places you have spent at least 7 consecutive days during the past three years, including vacations and places lived:
   Place __________________ Dates (from) ______ (to) ______ Purpose
   (a)__________________________ ______________________________ __________
   (b)__________________________ ______________________________ __________
   (c)__________________________ ______________________________ __________

   If married, list in chronological order, to date of this application all places your spouse has spent at least 7 consecutive days during the past three years, including vacations and places lived:
   Place __________________ Dates (from) ______ (to) ______ Purpose
   (a)__________________________ ______________________________ __________
   (b)__________________________ ______________________________ __________
   (c)__________________________ ______________________________ __________

23. Who (including yourself) last claimed you as an exemption on State and/or Federal income tax returns, for what tax year, and in what state filed?
   (a) On State return for ____________ tax year, filed in (State) ________________
       Name ________________________________ relationship to you __________
   (b) On Federal return for ____________ tax year, filed in (State) ________________
       Name ________________________________ relationship to you __________
   (c) Is it the present intention of anyone (including yourself) to claim you as a dependent on State and/or Federal income tax returns for the current tax year?
(Yes) ____ (No)____ If so, who? __________________________________________
Relationship to you ___________________________ With respect to tax returns to be filed in what state(s)? __________________________

24. Name each state or foreign country (1) where you did any of the following within the last 24 months or (2) if not done in the last 24 months, where such acts were last done. (Provide month, day and year of each such act, if never done, write “never”).

<table>
<thead>
<tr>
<th>(State or Foreign country)</th>
<th>(Month/day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) voted</td>
<td></td>
</tr>
<tr>
<td>b) registered to vote</td>
<td></td>
</tr>
<tr>
<td>c) called to serve on jury duty</td>
<td></td>
</tr>
<tr>
<td>d) acquired or renewed driver’s license</td>
<td></td>
</tr>
<tr>
<td>e) filed state income tax return</td>
<td></td>
</tr>
</tbody>
</table>

If this was a N.C. return, did YOU show on this return that you were a NON-resident of N.C. for any period of the tax year? _____ yes ____ no. If yes, what period? __________________________. If this was not a N.C. return, did you show on this return that you were a RESIDENT of N.C. for any period of the tax year? _____ yes ____ no. If yes, what period? ______________________

<table>
<thead>
<tr>
<th>(State or Foreign Country)</th>
<th>(Month/day/Year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>f) had state income tax withheld during the current year</td>
<td></td>
</tr>
<tr>
<td>g) filed state intangible tax return</td>
<td></td>
</tr>
<tr>
<td>h) listed personal property for taxation</td>
<td></td>
</tr>
<tr>
<td>i) acquired ownership of property for use as your principle dwelling</td>
<td></td>
</tr>
<tr>
<td>j) registered/licensed a motor vehicle (car, truck, or other requiring license)</td>
<td></td>
</tr>
</tbody>
</table>

Type of vehicle Where registered/licensed Date (list all)
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

25. The car(s) or other motor vehicles that you maintain and operate in N.C. are owned by (Name) _____________________________

(Address) _____________________________

Registered/licensed in (state or foreign country) _____________________________

26. The car(s) or other motor vehicles that you maintain and operate in NC are insured in the name of _____________________________

(Address) _____________________________
27. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, savings accounts, pets, jewelry, appliances, etc.) and give percentage value (of total personal property) maintained at each address:

<table>
<thead>
<tr>
<th>Address</th>
<th>% at this address</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td></td>
</tr>
<tr>
<td>b)</td>
<td></td>
</tr>
<tr>
<td>c)</td>
<td></td>
</tr>
</tbody>
</table>

28. List employment for wages in the last 24 months:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address (place and state)</th>
<th>Dates</th>
<th>Hrs./wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

If married, list your spouse’s employment for wages in the last 24 months:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address (place and state)</th>
<th>Dates</th>
<th>Hrs/wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

29. List the sources and uses of the money required to meet your expenses:

<table>
<thead>
<tr>
<th>Source</th>
<th>Preceding Calendar year</th>
<th>% of Total</th>
<th>Used for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your earnings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent(s) or Guardian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse(s) earnings</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Source                        | Current Calendar year | % of Total | Used for |
|-------------------------------|                       |            |----------|
| Your earnings                 |                         |            |          |
| Parent(s) or Guardian         |                         |            |          |
| Spouse(s) earnings            |                         |            |          |
| Other (specify)               |                         |            |          |

30. (a) Are you now in, or a veteran of, active military service or other Federal government employment? (Yes) ____ (No) ______

If answer is “yes”

Your home address upon entry ____________________________

Your official home address now __________________________

Date this home address was declared ____________________

Your official “home of record” _________________________

Legal residence you most recently claimed on DD Form 2058 (State of Legal Residence Certificate) ___________________

Date you completed that DD Form 2058 ____________________

Your address upon discharge ____________________________

Place to which you were paid mileage upon discharge __________________________

(b) If you, your spouse, or one or both of your parents are now in active military service, attach to this application a copy of the “Leave and Earnings Statement” for the most recent pay period and for the pay period 12 months ago, for each such person.

31. If you (1) now live regularly with (2) have lived with during the immediately preceding 24 months (except for vacation visits of fewer than 7 consecutive days), or (3) continue to maintain close ties with and periodically live with another person who is a relative by blood, marriage, or court order, or a legal guardian of the person, or (4) have been claimed within the immediately preceding 24 months as a dependent for taxation purposes by
someone other than yourself, answer the following for each such person. (Answer only for
one adult at each address. If married, complete for spouse; if separation occurred within last 24
months, complete for spouse; if divorce occurred within last 24 months, complete for ex-spouse.)

a) Name ______________________________________ Relationship to you ____________

Permanent home address _______________________________________________________

Lived at this address since (date) ________________________________________________

Last previous permanent home address __________________________________________

from (date) ______________ to (date) _______________

Is any such person now in, or a veteran of, active military service or other

Federal government employment? (Yes)______ (No) ______

If answer is “yes”, provide the following for each such person:

Home Address upon entry _______________________________________________________

Official home address now ______________________________________________________

Date this home address was declared _____________________________________________

Official “home of record” ______________________________________________________

Legal residence you most recently claimed on DD Form 2058 (State of

Legal Residence Certificate) ____________________________________________________

Date that DD Form 2058 was completed __________________________________________

Address upon discharge _________________________________________________________

Place to which mileage was paid upon discharge _____________________________________

b) Places (states or foreign country) and dates where each of the following acts (1) was

performed by each such person within the last 24 months or (2) if not done in the last 24

months, where such person last did each act. (Provide month, day and year of each such

act: if never done, write “never”).

(State or Foreign Country) (Month/day/Year)

voted ________________________________             __________________

registered to vote ________________________________             __________________

called to serve on jury duty ________________________________             __________________

acquired or renewed ________________________________             __________________

driver’s license ________________________________             __________________

filed state income tax return ________________________________             __________________

If this was a N.C. return, did the TAX PAYER show on this return that he/she was a NON-

resident of N.C. for any period of the tax year? _____ yes _____ no. If yes, what period?

___________________________. If this was not a N.C. return, did the taxpayer show on this

return that he/she was a RESIDENT of N.C. for any period of the tax year?

_____yes _____no. If yes, what period?

(State or Foreign Country) (Month/day/Year)

filed state intangible tax return ________________________________             __________________

listed personal property for taxation ________________________________             __________________

acquired ownership of property for use as principle dwelling ________________________________             __________________

Inclusive dates of such property ownership from (date)___________ to (date)________________

registered/licensed motor vehicle(s) ________________________________             __________________

Claimed you as an exemption on State Income tax return ________________________________             __________________

Federal income tax return ________________________________             __________________
32. If you are an alien, answer and complete the following appropriately:

a) I possess a valid, current visa (Yes) ______ (No) ____________
My visa has the designation of _______ (A,B,C,D,E,F,G,H,I,J,K,L or M plus a number). (Note: B,C,D,F,H,J and M visas reflect a presence in the United States not sufficient to support a bona fide claim to North Carolina legal residence.)
My visa was issued as of ____________________________(date).

b) I possess a valid, current Form I-151 or I-551 (Alien Registration Receipt Card)
(Yes) ____________ (No) _____________. It’s Registration Number is ________________: it reflects my entry into the United States as an immigrant on ____________________(date).

c) I possess a valid, current Form I-181b (Memorandum of Creation of Record of Lawful Permanent Residence) (Yes) __________ (No) _______________.
It reflects my entry into the United States as an immigrant on ____________________(date).

d) Immediately before I received my Form I-151 (or Form I-551 or Form I-181b) I possessed a valid current visa. (Yes) ______ (No) _______. This was an immigrant visa.
(Yes) ______ (No) _______. This was a visa with letter designation of ____________.
My visa was issued as of __________________________(date).

e) I possess a valid, current Form I-94 (Arrival-Departure Record Parole Edition) (Yes) ____ (No) _______. The parole date on the form is ________________________.

f) I possess a document issued by Immigration authorities (letter, form, certificate, etc.) that shows that I will later be issued one or more of the documents described above. (Yes) ____ (No) _______. It’s effective date is _______. Identify _________________________.
(Attach a copy if permitted by immigration law. If not, be prepared to display the document for inspection upon request.)

g) I possess a document issued by Immigration authorities not identified above that supports my claim to resident tuition status. (Yes) ______ (No) _______.
Its effective date is _______. Identify _________________________.
(Attach a copy if permitted by immigration law. If not, be prepared to display the document for inspection upon request.)

33. Describe any other circumstances, events, or acts, specifying their place and date that you feel support your claim to North Carolina residence for tuition purposes.

— I hereby acknowledge that completion of item # 2 (Social Security number) is voluntary, is requested by the institution solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.

— I hereby certify that all information I have set forth herein is true, to the best of my knowledge, pursuant to my reasonable inquiry where needed.

— I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution and that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

_______________________________________________________
Applicant’s signature ____________________________
Date

_______________________________________________________
Signature of parent or guardian (if applicant is under 18 years of age) ____________________________
Date