

For Graduate, Doctoral, and Law Students ONLY

RESIDENCE - AND - TUITION STATUS APPLICATION

NCCU • Office of the Registrar • 1801 Fayetteville Street • Durham NC 27707
Phone: (919) 530-6654 • Fax: (919) 530-7974

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.

Name	Address (place/state)	Dates attended (from) (to)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Name	Address (place/state)	Dates attended (from) (to)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Name	Address (place/state)	Dates attended (from) (to)
_____	_____	_____
_____	_____	_____
_____	_____	_____

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) _____
 _____ (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. _____
 from (date) _____ 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").

	(State or Foreign country)	(Month/day/Year)
a) voted	_____	_____
b) registered to vote	_____	_____
c) called to serve on jury duty	_____	_____
d) acquired or renewed driver's license	_____	_____
e) filed state income tax return	_____	_____

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? _____

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

Address	% at this address
a) _____	_____
b) _____	_____
c) _____	_____

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

Employer	Address (place and state)	Dates	Hrs./ wk.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Employer	Address (place and state)	Dates	Hrs/wk.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Source	Preceding Calendar year		Current Calendar year	
	% of Total	Used for	% 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