RESIDENCY DOCUMENTATION CHECKLIST

To assist with collection of documentation required to be included with application worksheet for selected pathway and domicile requirements. Documentation should be copied; do not submit originals. Domicile documentation must demonstrate each factor has been established and maintained for the minimum 12 months required. Applicant will be contacted if additional documentation is required after initial review.

**PATHWAY DOCUMENTATION** (for one chosen pathway)

1. **Dependent Student**
   - Parent tax return (current Idaho form 40 or 43; do not include schedules or additional tax forms)
   - Evidence of parent residence ownership or lease for preceding 12 months (see domicile documentation below)

2. **Independent Student**
   - Parent tax return (current federal form 1040 or Idaho form 40 or 43; do not include schedules or additional tax forms)
   - Evidence of student residence ownership or lease for preceding 12 months (see domicile documentation below)

3. **Graduate of Idaho High School**
   - High school transcript, including graduation date

4. **Elementary/Secondary Education Completed in Idaho**
   - Transcripts or grade reports from Idaho schools covering 6 years and
   - High school transcript, including graduation date

5. **Married to an Idaho Resident**
   - Marriage certificate

6. **Armed Forces**
   - Dependent Student of Military Member: parent tax return (current federal form 1040 or Idaho form 40 or 43)
     - (one of the following for independent student or parent of dependent student)
     - *Stationed Out of Idaho*: military orders and DD1966, DD4, or Leave & Earnings Statement
     - *Stationed in Idaho*: military orders
     - *Idaho National Guard*: DD4/2 parts D & E
     - *Separated within Two Years*: DD214 member 4 copy

7. **Member of Idaho Native American Tribe**
   - Tribal membership card or papers
DOMICILE DOCUMENTATION (must be for person which residency is based upon)

- **Permanent Full-Time Employment in Idaho** (question 22)
  - Pay stubs or other records demonstrating **hours worked** weekly, bi-weekly, or monthly; must include dates and actual hours worked for prior 12 months (i.e. current and prior 12 months).

- **Idaho Tax Return** (question 23)
  - Idaho form 40 or 43; do not include schedules or additional tax forms (include current and past year, if filed). SSN’s may be redacted/removed, but figures must be shown.

- **Ownership or Leasing of Residence in Idaho** (questions 24 or 25)
  - **Homeowner:** home deed (of sale, of purchase, etc.) even with an existing mortgage the deed confirms ownership and date of sale.
  - **Renting/Leasing:** lease(s) covering past 12 months and are current; two or more leases may be required to cover the minimum 12 months.

- **Registration & Payment of Idaho Taxes/Fees** (question 27)
  - Current vehicle registration.

- **Registration to Vote in Idaho** (question 26)
  - Voter record from county of **date registered** or copy of completed Idaho Voter Registration form signed by official.
  
  *Note:* Idaho Votes online records do not qualify as they do not demonstrate date registered.

- **Idaho Driver’s License or ID Card** (question 28)
  - Current driver’s license or ID card.

- **Abandonment of Previous Domicile** (question 34)
  - Demonstrate of sale of prior home, or
  - Move-out statement from prior rental agency/landlord confirming date vacated, or
  - Rental agreement for self-moving vehicle (e.g. U-Haul) or for professional movers.

- **Account with Idaho Financial Institution** (question 29)
  - Current monthly or quarterly bank statement and statement from 12 months ago; must be from **same account** (last 4 of account number shown) and include address of account holder.

- **Dependent Children in Idaho Schools** (question 30)
  - Enrollment letter or transcript/grade reports for prior 12 months.

- **Acceptance of Permanent Employment in Idaho** (question 34)
  - Signed offer letter for employment including start date of employment.

- **Care for Relative in Idaho** (question 34)
  - Physician statement confirming need for care including date care began.

- **Utility Statements** (question 34)
  - Current statement from utility and statement from 12 months ago for same utility; must include name and service address of account holder (can be any water, sewer, electric, natural gas, etc.).