

- Before starting, be sure to know which **PATHWAY** (numbered 1-8) will be followed; complete the worksheet section(s) indicated in the instructions below based on the PATHWAY.
- ALL applicants must complete all questions in SECTION 1 for identification, then any additional worksheet sections as instructed for the selected PATHWAY.
- Non-US citizens must also include *Attestation of Lawful Presence*; see website.

<b>SECTION 1: General Information-Student</b>		All applicants must complete questions in this section
If you are applying under <b>PATHWAY 3 Graduate of an Idaho High</b> <u>complete only this section</u> and proceed to certification (page 4).		Include copy of high school transcript with graduation.
If you are applying under <b>PATHWAY 4 Elementary/Secondary Education Completed in Idaho</b> , <u>complete only this section</u> and proceed to certification (page 4).		Include copy of Idaho school attendance records/grade reports <b>and</b> high school transcript with graduation.
<b>SECTION 2: Dependent Student</b>		
If you are applying under <b>PATHWAY 1 Dependent Student</b> complete this section <b>and parent</b> must <u>complete SECTION 4 Domicile</u> .		Include copy of parent current year tax return demonstrating dependent status.
<b>SECTION 3: Independent Student</b>		
If you are applying under <b>PATHWAY 2 Independent Student</b> , complete this section <b>and</b> student must <u>complete SECTION 4 Domicile*</u> .		Include copy of parent current tax return demonstrating non-dependent status (if under age 25).
<p><b>*Full-time graduate/professional Independent Students</b> may leave SECTION 4 Domicile blank but must include home deed or lease agreements covering at least prior 12 months to demonstrate continuous residence and proof of prior year full-time enrollment along with parent taxes.</p> <p>Question 15 does not apply to an independent student basing residency on self.</p>		
If you are applying under <b>PATHWAY 5 Married to an Idaho Resident</b> complete this section and designate spouse information on question 15.		Include copy of marriage certificate.
If spouse is <u>not</u> a current resident student, spouse must <u>complete SECTION 4 Domicile</u> .		If spouse is a current student, include statement of residence classification.
<b>SECTION 4: Domicile</b>		To be completed by the person who residency is based upon
(22) Employment for prior 12 months	Include record of <b>hours worked</b> weekly, bi-weekly, or monthly (earnings amount do not demonstrate).	
(23) Idaho tax return(s)	Include copies of <b>Idaho</b> tax return for current year, and prior year if filed (form 40 or 43 only).	
(24) Home ownership	Include copy of deed.	
(25) Home rental/lease	Include copy of lease agreements covering at least prior 12 months.	
(26) Voter Registration	Include copy of Idaho voter registration including registration date (check idahovotes.gov).	
(27) Personal property registration	Include copies of current registration (not title).	
(28) Idaho driver's license/ID card	Include copy of current driver's license or ID card.	
(29) Bank account	Include copy of most current statement and one from at least 12 months prior, from same account.	

(30) Children in school	Include documentation for enrollment for prior 12 months (e.g. report card)
(34) Acceptance of permanent employment	Include copy of signed offer letter including start date of employment.
(34) Abandonment of prior domicile	Include copy of sale of prior home, move-out statement from rental, or bill for moving expenses, if available.
(34) Utilities	Include current utility statement and one from 12 months prior for same utility.
(34) Care for relative	Include physician statement confirming need for care, including date started.
<b>SECTION 5: Armed Forces</b>	
If you are applying under <b>PATHWAY 6</b> <b>Armed Forces</b> , <i>complete only this section</i> by selecting the appropriate option and proceed to certification (page 4).	If dependent, include copy of parent current tax return demonstrating dependent status.  If spouse, include copy of marriage certificate.
(37) Armed forces member stationed outside of Idaho	Include copy of military orders <b>and</b> DD1966, DD4, or Leave & Earnings Statement.
(38) Armed forces member stationed in Idaho	Include copy of military orders.
(39) Idaho National Guard	Include copy of DD4/2 parts D & E.
(40) and (41) Former armed forces member	Include copy of DD214 member copy 4.
<b>SECTION 6: Idaho Native American Tribe Member</b>	
If you are applying under <b>PATHWAY 7</b> <b>Idaho Native American Tribal Member</b> <i>complete only this section</i> and proceed to certification (page 4).	Include copy of tribal membership card or papers.
<b>SECTION 7: Graduate or Professional Student</b>	
If you are applying under <b>PATHWAY 8</b> <b>Graduate or Professional Student at Idaho Institution</b> , <i>complete only this section</i> and proceed to certification (page 4).	Include copy of transcript demonstrating graduation from Idaho institution <b>and</b> lease(s) or deed of ownership for residence covering last full 12 months of undergraduate program.

**MAKE SURE TO SUBMIT ALL 4 PAGES OF THE WORKSHEET**

**DO NOT SUBMIT THESE INSTRUCTIONS PAGES WITH YOUR APPLICATION**

Completed worksheets with copies of documentation should be mailed to (or submitted in-person):

Office of the Registrar  
University of Idaho  
875 Perimeter Dr MS 4260  
Moscow, ID 83844-4260



## IDAHO STATE BOARD OF EDUCATION - Residency Determination Worksheet

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to penalty of perjury under the laws of the State of Idaho. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Qualifications for residency must be met prior to the opening day of the term for which the reclassification is sought. **Complete this worksheet in full, checking all applicable boxes and attach copies of all required documentation.** This worksheet and all required documentation must be submitted by the 10th day of the term in which reclassification is sought. Failure to provide required documentation with the worksheet will result in denial of residency. The requirements for residency are found at *Idaho Code Title 33, Chapter 37* and *Idaho Board of Education Policy V.Q.*

### SECTION 1: General Information – Student

(1) Name (Last, First, Middle):		(2) Phone Number: ( )	<b>FOR OFFICE USE ONLY</b>
(3) Current Address (street, city and state):		(4) Student ID Number: <b>WWAMI APPLICANT</b>	Evaluator:
(5) Email Address:		(6) Term and year for which you are seeking residency:	<input type="checkbox"/> Dependent <input type="checkbox"/> Independent
(7a) Name of Last High School Attended:		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
(7b) State:	(7c) Graduation Month and Year:	Date Received:	
<input type="checkbox"/> (7d) I have completed six (6) years of elementary and secondary education in Idaho. If you check this box, provide school records or other evidence confirming attendance.			Effective:
(8) Student's country of citizenship:			
(9) If you are <u>not</u> a United States citizen, to qualify for Idaho residency for tuition purposes, you must provide proof of lawful presence in the United States. "Lawful presence" is verified through the means set forth in <i>Idaho Code, Section 67-7903</i> .			

### SECTION 2 (Dependent Student)

(10) One or more of my parents or court appointed legal guardians ("parent/guardian") provide at least 50% of my financial support **and** has maintained domicile in Idaho for at least 12 months prior to the term for which I am registering.

If you check this box, your parent/guardian must provide proof of providing at least 50% of your financial support (e.g., dependent on tax return) and provide proof of domicile in Idaho (by completing **SECTION 4** and providing all requested supporting documentation).

### SECTION 3 (Independent Student)

(11) I receive less than 50% of my support from my parent/guardian and have continuously resided and maintained a bona fide domicile in Idaho primarily for purposes other than educational for the 12 months preceding the term for which I am registering.

If you check this box, you (or your spouse, if applicable) must complete **SECTION 4** and provide all requested supporting documentation.

#### (12) Student's Sworn Statement:

I have not been and will not be claimed as a dependent for federal income tax purposes by any person except myself (or my spouse, if applicable), during the twelve (12) months preceding the opening date of the term for which resident status is requested, and have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as a dependent for federal income tax purposes by any person except myself or my spouse during the current or prior 12 months.

Signature: \_\_\_\_\_

(13) Date: \_\_\_\_\_

**SECTION 3 (Independent Student - Continued)**

<input type="checkbox"/> (13) I have been physically present in Idaho for the 12 months prior to the term for which residency is sought.	<b>Attach documentation.</b>
<input type="checkbox"/> (14) I have not attended an Idaho college or university as a full-time student during the prior 12 months.	
<input type="checkbox"/> (14a) I have attended an Idaho college or university as a full-time student during the prior 12 months and was employed full time during the prior 12 months and have filed an Idaho state resident income tax return for the prior tax year.	<b>Attach employment documentation and copy of tax return.</b>
<input type="checkbox"/> (15) I am married to an Idaho resident and my spouse is classified, or is eligible for classification, as a resident for the purposes of attending an Idaho college or university, and I was <u>not</u> enrolled as a full-time student in any term during the 12-months prior to the term for which I am seeking residency. If you check this box, your spouse must provide proof of Idaho domicile (by completing <b>SECTION 4</b> and providing all requested supporting documentation). My spouse's name is: _____ <input type="checkbox"/> (16) My spouse attends _____ college/university, is classified as an Idaho resident, and has the following ID number: _____	<b>Attach proof of marriage and proof of spouse's residency status, including copy of marriage license.</b>

**SECTION 4 (Domicile)**

**Domicile** "means that individual's true, fixed and permanent home and place of habitation. It is the place where that individual intends to remain, and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere." *Idaho Code, Section 33-3717B(1)(a).*

If you are applying as a **dependent** student under SECTION 2, your parent /guardian must complete this section. If you are applying as an **independent** student under SECTION 3, you, (or your spouse if your claim of residency is based on your spouse), must complete this section. **Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.**

(17) This section is completed by: Print Name: _____ <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Spouse <input type="checkbox"/> Student	(18) Date of your arrival in Idaho : Month ____ Day ____ Year ____	(19) Date you declared Idaho as your domicile and abandoned all prior domiciles: Month ____ Day ____ Year ____										
(20) Purpose for moving to Idaho:												
(21) Have you lived in Idaho full-time for the 12 months prior to the term or which residency is sought? <input type="checkbox"/> Yes <input type="checkbox"/> No												
(22) List chronologically your employment and physical residence <b>for the 12 months prior</b> to the term for which residency is sought. Provide supporting documentation from employer confirming employment and hours worked, and evidence of home address such as utility statements, rental agreements, and bank statements. Attach additional pages if necessary.												
DATES OF EMPLOYMENT		LOCATION (OF EMPLOYMENT)	OCCUPATION	HOME ADDRESS								
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State
From			To									
From			To									
From			To									
(23) <input type="checkbox"/> I filed an Idaho tax return in _____ and _____ (include last two years).										<b>Attach copies of the first and last pages of your Idaho tax returns for prior 2 years.</b>		
(24) Have you owned a home in Idaho for the 12 months prior to the term for which residency is sought? <input type="checkbox"/> Yes <input type="checkbox"/> No										<b>If yes, attach a copy of your deed.</b>		
(25) Have you rented a home in Idaho for the 12 months prior to the term for which residency is sought? <input type="checkbox"/> Yes <input type="checkbox"/> No										<b>If yes, attach a copy of your rental/lease agreement.</b>		
(26) Have you ever registered to vote in Idaho? <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list date and city of voter registration.</b>							Date: _____ City: _____			<b>If yes, provide copy of your voter registration.</b>		

**SECTION 4 (Domicile), continued**

(27) Have you registered any personal property in Idaho (such as motor vehicles, RV's, travel trailers, boats or mobile homes) that requires registration and the payment of taxes or fees? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, attach a copy of registration. Do <u>not</u> attach copies of vehicle title(s).
(28) Do you have an Idaho driver's license or Idaho issued ID card? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list date originally issued: _____	If yes, attach a copy of your current driver's license or Idaho issued ID card.
(29) Do you have an account with an Idaho financial institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date account opened: _____ Name of bank: _____ Branch location: _____ City: _____	If yes, attach documentation.
(30) My minor children are enrolled in K-12 school in Idaho.		If yes, attach documentation from schools at which your children are enrolled.
(31) I have received financial assistance from a state governmental unit or agency during the past 12 months. <input type="checkbox"/> I don't wish to provide this information to prove domicile.		If yes, attach documentation.
(32) I will receive state financial assistance during the next 12 months. <input type="checkbox"/> I don't wish to provide this information to prove domicile.		If yes, attach documentation.
(33) If applying as an independent student, have you ever paid in-state tuition at any college or university? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, date of last term attended: _____ Name of institution: _____ Dates attended: from _____ to _____		If yes, attach documentation.
(34) Attach any additional documents which support your claim of domicile in Idaho: work stubs, letter from your employer, lease agreement, acceptance of a permanent offer of employment, evidence of presence of household goods in Idaho, evidence of abandonment of a previous domicile, utility statements from accounts in your name, etc.		

**SECTION 5 (Armed Forces / Idaho National Guard)**

If you are applying for residency as a dependent student and your parent/guardian is in the Armed Forces or Idaho National Guard, or if you are applying for residency as an independent student and you are, or your spouse is, in the Armed Forces or Idaho National Guard, complete this section. **"Armed Forces"** means the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or the reserve forces of those groups.

(35) I am applying for residency as a dependent student and the following checked boxes apply to my parent/guardian.

(36) I am applying for residency as an independent student and the following checked boxes apply to:    me    my spouse.

<input type="checkbox"/> (37) I am a member of the Armed Forces, entered service as an Idaho resident, and have maintained Idaho resident status, but am stationed outside of Idaho.	Attach a copy of the applicable military documentation (DD-214, Member 4 copy).
<input type="checkbox"/> (38) I am a member of the Armed Forces and currently stationed in _____ County, Idaho.	
<input type="checkbox"/> (39) I am an officer or an enlisted member of the Idaho National Guard.	
<input type="checkbox"/> (40) I am a former member of the Armed Forces, served for at least 2 years, separated under honorable conditions, and am entering this institution within 1 year of the date of separation and (a) at the time of separation designated Idaho as my intended domicile, or (b) listed Idaho as my home of record while in service.	
<input type="checkbox"/> (41) I am a former member of the Armed Forces, served for at least 2 years, separated under honorable conditions, have moved to Idaho for the purpose of establishing domicile and will take steps to establish domicile in Idaho within one (1) year of registration at this institution.	

**SECTION 6 (Idaho Native American Indian Tribe Member)**

<input type="checkbox"/> (42) I am a member of one of the following Idaho Native American Indian Tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, Kootenai, Eastern Shoshone, Northwestern Shoshone.	Attach a copy of your tribal membership papers.
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**SECTION 7 (Graduate Student)**

(43) I am enrolling in a graduate or professional program within 36 months after receiving my baccalaureate degree from an Idaho public or private higher education institution, and I resided in Idaho during the last 12 months of the undergraduate program.

**Attach a copy of documentation of your residence in Idaho during the last 12 months of the undergraduate program. See, documentation required above for questions 22 -34.**

**CERTIFICATION:**

Print student's name: \_\_\_\_\_.

State of \_\_\_\_\_

County of \_\_\_\_\_

I hereby certify, under the penalty of perjury, that all statements herein and the information provided are true and correct, and this institution may rely on such statements and information. I fully understand that this institution reserves the right to all available remedies in the event such information is not true and correct, including but not limited to the recovery of all fees to which this institution is legally entitled, but which were not collected because of false information stated herein. I further understand that this institution may take any legal action necessary to recover any outstanding financial obligation. I expressly authorize the Institution to receive, inspect, and copy the confidential tax information and records of my individual income tax return for the last two years from the Idaho State Tax Commission and the U.S. Internal Revenue Service to verify that income tax returns have been filed and match those submitted as part of this application for residency.

Signature of Student: \_\_\_\_\_

**CERTIFICATION:**

I hereby certify, under the penalty of perjury, that all statements herein and the information provided are true and correct, and this institution may rely on such statements and information. I fully understand that this institution reserves the right to all available remedies in the event such information is not true and correct, including but not limited to the recovery of all fees to which this institution is legally entitled, but which were not collected because of false information stated herein. I further understand that this institution may take any legal action necessary to recover any outstanding financial obligation. I expressly authorize the Institution to receive, inspect, and copy the confidential tax information and records of my individual income tax return for the last two years from the Idaho State Tax Commission and the U.S. Internal Revenue Service to verify that income tax returns have been filed and match those submitted as part of this application for residency.

Signature of Parent/Guardian (or Spouse): \_\_\_\_\_