

APPLICATION FOR IN-STATE TUITION RATES

Office of Admissions, P.O. Box 9018, Virginia State University, VA 23806



This form must be completed if you are claiming entitlement to Virginia in-state tuition rates pursuant to section 23-7.4, *Code of Virginia*. Section 1 must be completed by the applicant. Section 11 of this form must be completed by the parent, spouse or legal guardian. Supporting documents and additional information must be provided with the application. All questions must be answered. Incomplete/unsigned or illegible applications will experience a delay in processing. Admitted students who register for classes while in pending domicile status will be assessed out-of-state tuition rates.

SECTION I: APPLICANT

1. Name of Applicant _____
LAST FIRST MIDDLE FORMER/MAIDEN

2. Social Security Number (requested): [][][]-[][]-[][][][] 3. Date of Birth: [][]-[][]-[][]

4. E-mail Address _____ 5. Daytime Phone No. (_____) _____

6. Citizenship Status ☐ U.S. Citizen ☐ U.S. Permanent Resident ☐ Non-U.S. Citizen, Non-Permanent Resident

7. Do you currently live outside of Virginia but consider yourself to be a Virginia resident? ☐ Yes ☐ No

8. How long have you lived in Virginia? _____ Year(s) _____ Month(s)

9. Where have you lived for the last two years? **List current address first:** *Please submit a copy of the most recent mortgage or lease.*

From (MM/YY)	To (MM/YY)	Street Address	City	State	Zip Code
/	/				
/	/				

Students under the age of 24 are presumed to be dependent on a parent, spouse, or legal guardian unless one of the following factors apply:

10. a. Are you age 24 or older (as of the first day of the semester in which you intend to enroll)? ☐ Yes ☐ No
b. Are you a veteran or active duty member of the U. S. Armed Forces? ☐ Yes ☐ No
c. Are you a ward of the court or was a ward of the court until age 18? ☐ Yes ☐ No
d. Are both parents deceased, no adoptive or legal guardian? ☐ Yes ☐ No
e. Are you a graduate student/professional student? ☐ Yes ☐ No
f. Do you have any legal dependents other than your spouse (e.g. child)? ☐ Yes ☐ No
g. Are you married? ☐ Yes ☐ No
11. Are you currently enrolled in a public college or university? If yes, list the school: _____ ☐ Yes ☐ No
a. Are you paying in -state tuition rates? ☐ Yes ☐ No
12. Do your parents, spouse or legal guardian provide over half of your financial support or claim you as a dependent? ☐ Yes ☐ No
If yes, Section 11 must also be completed by a parent, spouse or legal guardian.
13. a. For the 12 months prior to the term in which you will enroll, have you filed a Virginia income tax return or paid income tax on all earned income? ☐ Yes ☐ No
b. Are you exempt from filing an income tax return? ☐ Yes ☐ No
If no, where did you file a tax return or pay income taxes? _____
14. For the 12 months prior to the term in which you will enroll, have you:
a. been a registered voter in Virginia? ☐ Yes ☐ No
b. held valid Virginia drivers license? ☐ Yes ☐ No
c. Had your motor vehicle registered in Virginia? ☐ Yes ☐ No
15. Are you an active duty member of the U. S. Armed Forces? If no skip to Question 16. ☐ Yes ☐ No
a. Are Virginia income taxes currently paid on all military income? ☐ Yes ☐ No
If yes, provide copies of your military orders and a LES or State of Legal Residence Certificate showing Virginia as your state of legal residence for income tax purposes. If no, provide a copy of your military orders, ID card, and lease/deed.
16. Are you the dependent of a military parent, spouse, or legal guardian with military orders to VA who also resides in VA? ☐ Yes ☐ No
If yes, have the military member complete Section II (questions 1, 5, 9, and signature). Provide copies of the following documentation: military member's orders, military dependent ID card, and lease/deed.
17. Within the last year have you lived outside of VA but worked in VA and earned at least the equivalent of a full-time minimum wage salary, and paid income taxes to Virginia within the last 12 months? ☐ Yes ☐ No
If yes, provide copies of the following documentation: state and federal income taxes and current pay stub.

I certify under penalty of disciplinary action that the information I have provided is true and accurate.

APPLICANT SIGNATURE

DATE

SECTION II: PARENT, LEGAL GUARDIAN OR SPOUSE

1. Name of ☐ Parent ☐ Legal Guardian or ☐ Spouse _____
2. Citizenship Status ☐ U.S. Citizen ☐ U.S. Permanent Resident ☐ Non-U.S. Citizen, Non-Permanent Resident
Do you have a pending Permanent Resident status? ☐ Yes ☐ No If yes, please indicate your previous visa status _____
Current visa type and number _____ Award Date: _____ Expiration Date: _____
(Provide documentation to support your visa status)
3. How long have you lived in Virginia? _____ Year(s) _____ Month(s)
4. Do you currently live outside of Virginia but consider yourself to be a Virginia resident? ☐ Yes ☐ No
5. Where have you lived for the last two years? **List current address first: Please submit a copy of the most recent mortgage or lease.**
- | FROM (MM/YY) | TO (MM/YY) | STREET ADDRESS | CITY | STATE | ZIP CODE |
|--------------|------------|----------------|-------|-------|----------|
| ____/____ | ____/____ | _____ | _____ | _____ | _____ |
| ____/____ | ____/____ | _____ | _____ | _____ | _____ |
| ____/____ | ____/____ | _____ | _____ | _____ | _____ |
6. Do you provide over half of the financial support for the applicant or claim the applicant as a dependent on your federal and Virginia income tax returns? ☐ Yes ☐ No
7. a. For the 12 months prior to the term in which your dependent will enroll, will you have you filed a Virginia income tax return or paid income tax on all earned income? ☐ Yes ☐ No
b. Are you exempt from filing an income tax return? ☐ Yes ☐ No
If no, where did you file a tax return or pay income taxes? _____
8. For the 12 months prior to the term in which your dependent will enroll, will you have:
a. been a registered voter in Virginia? ☐ Yes ☐ No
b. held valid Virginia drivers license or Virginia ID card? ☐ Yes ☐ No
c. if you own a motor vehicle, had your motor vehicle registered in Virginia? ☐ Yes ☐ No
9. Are you an active duty member of the U. S. Armed Forces? If no skip to Question 10. ☐ Yes ☐ No
a. Are Virginia income taxes currently paid on all military income? ☐ Yes ☐ No
If yes, provide copies of the following documentation: state and federal income taxes and current pay stub.
If no, provide a copy of your military orders, ID card, and lease/deed.
b. Is the person who completed Section I of this form your dependent? ☐ Yes ☐ No
c. Are you residing in Virginia with orders to a military base/installation/post in Virginia or a contiguous state? ☐ Yes ☐ No
If yes to the questions 9b and 9c, provide military orders, military dependent ID card, and lease/deed.
10. Are you a retired military member who currently resides in VA and resided in VA at the time of your retirement? ☐ Yes ☐ No
If yes, do you claim the applicant as a dependant for federal and Virginia income tax purposes? ☐ Yes ☐ No
If yes, provide copies of your military orders, lease or mortgage agreement and military ID card.
11. Within the last year have you lived outside of VA but worked in VA and earned at least the equivalent of a full-time minimum wage salary, and paid income taxes to Virginia within the last 12 months? ☐ Yes ☐ No
If yes, provide copies of the following documentation: state and federal income taxes and current pay stub.

I certify under penalty of disciplinary action that the information I have provided is true and accurate.

PARENT, SPOUSE, OR LEGAL GUARDIAN SIGNATURE

DATE

Please Note: The Office of Admissions makes an initial domicile decision based on the information provided on this form.

All students classified by the Office of Admissions as out of state for tuition purposes have the right to appeal. Review the appeal guidelines online at www.vsu.edu.