



RESIDENCY AUDIT APPLICATION

Last Name

CSN reserves the right to request additional information when deemed appropriate. All submitted documentation becomes the property of CSN and will not be returned to the student. Please retain a copy of all submitted documentation. Students will be notified of their residency decision via email to the address listed on MyCSN; however, all tuition and fees must be paid by the published date indicated in the current class calendar to avoid late penalties. **The granting of resident (in-state) student status will apply to the semester for which this application was accepted along with future semesters. No decision shall be retroactive.**

Name _____
Last First Middle Initial

Social Security or NSHE ID Number _____ Date of Birth _____

Address _____
City State Zip County Country of Citizenship

Telephone _____ E-mail _____

Term of Entry Fall 20____ year Spring 20____ year

The rules and regulations for determining whether students shall be classified as resident or nonresident for tuition charges are covered by the Board of Regents of the Nevada System of Higher Education (NSHE) and may be found under Title 4, chapter 15 of the Board of Regents Handbook.

Armed Forces of the United States is defined as the Army, Navy, Air Force, Marine Corps, and the Coast Guard, on active duty and does not include the National Guard or other reserve force, with the exception of active members of the Nevada National Guard.

A student enrolled at College of Southern Nevada under the Good Neighbor program (prior to spring 2012 semester) or the Western Undergraduate Exchange program (WUE) must withdraw in writing from the program and pay full nonresident tuition for at least 12 months after which she or he may apply for reclassification to resident student status.

NOTE: A student holding a visa other than a permanent immigrant visa, or has been granted official asylum or refugee status is not eligible for Nevada residency status.

First Name

Declaration of Intent of Residency (Not applicable for category G)

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the state of Nevada. I further certify that I have established a bona fide domicile or residence in the state of Nevada with the intent of making Nevada my true, fixed, and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intent to make any other location outside the state of Nevada my home and habitation.

I further certify that to the extent it is required for me to qualify as a resident for purposes of tuition, I have been domiciled or a resident in the state of Nevada for at least 12 months immediately prior to the date of my anticipated matriculation to resident student status and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding short-term absences for business or pleasure. The information provided on this application and supporting documentation are true to the best of my knowledge. I understand that omissions or misrepresentations will invalidate consideration for in-state residency.

Date _____
Student Signature Parent/Spouse signature (for financially dependent student)

Student's Name Name of Parent/Spouse

Filing a false Declaration of Intent of Residency will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to the disciplinary sanctions under Title 2, Chapter 6 of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension, or expulsion.

Residency Audit Application



Instructions:

1. Place a check mark next to the single category of Nevada state residency for which you are applying.
2. Mail or Hand-deliver your signed application and photocopies of your required documents to the appropriate office listed below. Please note that you will not be exempt from tuition payment deadlines. Only approved applications are subject to reimbursement. **The granting of resident(in-state) student status will apply to the semester for which this application was accepted along with future semesters. Decisions made on residency applications that are completed after the fee payment deadline take effect in the next semester. Noddecision shall be retroactive.**

Office of the Registrar West Charleston Campus

6375 W. Charleston Blvd.
Building D
Las Vegas, Nevada 89146
(702) 651-5610

Office of the Registrar Cheyenne Campus

3200 E. Cheyenne Ave.
Main Building
North Las Vegas, Nevada 89030
(702) 651-4060

Office of the Registrar Henderson Campus

700 College Drive
Building B Henderson,
Nevada 89002
(702) 651-3030

Residency Status		Required Documents
A	<input type="radio"/> Nevada high school graduate (Does not include Certificate of Attendance or General Education Developmental – GED Test)	Please submit clear photocopies for the following: <input type="checkbox"/> A copy of your Nevada high school diploma or final transcripts indicating the date of graduation
B	<input type="radio"/> A student who has established residency at another Nevada System of Higher Education institution (i.e. UNLV, UNR, GBC, TMCC, NSC, WNC)	Please submit clear photocopies for the following: <input type="checkbox"/> Official letter indicating your Nevada residency status
C	<input type="radio"/> A teacher who is employed full time by a private elementary, secondary, or postsecondary institution whose curricula meet the requirements of NRS 394.130 or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <input type="checkbox"/> Marriage certificate or birth certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent <input type="checkbox"/> A copy of the educational staff's current employment contract
D	<input type="radio"/> A professional employee, classified employee, postdoctoral fellow, resident physician, or resident dentist of the Nevada System of Higher Education who is currently employed at least half time or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <input type="checkbox"/> Marriage certificate or birth certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent <input type="checkbox"/> A copy of the educational staff's current employment contract
E	<input type="radio"/> A licensed educational personnel employed full time by a public school district in the state of Nevada or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <input type="checkbox"/> Marriage certificate or birth certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent. <input type="checkbox"/> A copy of the educational staff's current employment contract

Residency Status		Required Documents
F	<p>A former member of the U.S. Armed Forces who relocated from Nevada as a result of a permanent change of duty station pursuant to military orders</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of all military orders showing relocation from Nevada <input type="checkbox"/> A copy of military discharge orders verifying that you returned to Nevada within one year of being discharged <p>A copy of an unexpired Nevada driver's license issued at least 12 months immediately prior to the date of relocation orders or evidence of absentee voting from the state of Nevada</p>
G	<p>A member of the U.S. Armed Forces on active duty stationed in Nevada as a result of a permanent change of duty station pursuant to military orders or a person whose spouse, parent, or legal guardian is a member of the U.S. Armed Forces stationed in Nevada as a result of a permanent change of duty station pursuant to military orders</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of military identification and military orders <p>Provide the following if applying as the spouse or dependent:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marriage certificate or birth certificate along with the military identification and military orders for the active service member
H	<p>A member of a Native American tribe who is currently residing on tribal land located wholly or partially within the boundaries of Nevada</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of bloodline or tribal enrollment card <input type="checkbox"/> Documentation proving residency on tribal lands within the state of Nevada
I	<p>A financially dependent person whose parent or legal guardian has resided in Nevada for at least 12 months immediately prior to the date the student begins classes at CSN.</p> <p>Please Note: All documents must prove residency for the 12 months prior to the date the student begins classes at CSN.</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal income tax return for the applicant, parent, or legal guardian for the most recent tax year that indicates the applicant as a dependent for the prior 12 month period with a valid Nevada address. <input type="checkbox"/> Student's birth certificate or marriage certificate <p style="text-align: center;">AND</p> <p>Also, the spouse, parent, or legal guardian must provide <u>one</u> of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of Nevada as the primary residence at the date of matriculation (i.e. home ownership, a lease agreement, rent receipts, utility receipts). <input type="checkbox"/> A Nevada driver's license or Nevada identification card <input type="checkbox"/> A Nevada vehicle registration <input type="checkbox"/> A Nevada voter registration <input type="checkbox"/> Evidence that student's spouse, parent, or legal guardian has relocated to Nevada for the primary purpose of permanent full time employment or to establish a business in Nevada (i.e. Signed letter from employer on company letterhead stating start date and permanent full-time position of employment, or a copy of a Nevada business license). <input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence

Residency Status		Required Documents
J	<p>A financially independent person who has resided in Nevada for at least 12 months immediately prior to the date the student begins classes at CSN.</p> <p style="text-align: center;">Please Note:</p> <p>All documents must prove residency for the 12 months prior to the date the student begins classes at CSN.</p>	<p>Please submit clear photocopies for all the following:</p> <p><input type="checkbox"/> The student's tax return for the most recent tax year indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, provide documented information concerning the receipt of such nontaxable income.</p> <p style="text-align: center;">AND</p> <p>Also, provide <u>one</u> of the following documents:</p> <p><input type="checkbox"/> Evidence of physical, continuous presence in the state of Nevada for 12 months (i.e. a lease agreement, rent receipts, utility receipts).</p> <p><input type="checkbox"/> A Nevada driver's license or Nevada identification card</p> <p><input type="checkbox"/> A Nevada vehicle registration</p> <p><input type="checkbox"/> A Nevada voter registration</p> <p><input type="checkbox"/> Evidence that student's spouse, parent, or legal guardian has relocated to Nevada for the primary purpose of permanent full time employment or to establish a business in Nevada (i.e. Signed letter from employer on company letterhead stating start date and permanent full-time position of employment, or a copy of a Nevada business license).</p> <p><input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence</p>

CSN is an Equal Employment Opportunity/Affirmative Action institution and does not discriminate on the basis of sex, age, race, color, religion, disability, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates. For more information, visit <http://www.csn.edu/nondiscrimination>.

OFFICIAL USE ONLY	
SEMESTER: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____	_____
Signature	Date
_____	_____
Notification sent to student	Date