



## Residency Questionnaire and Instructions

Attention Graduate Students: Please submit the Residency Questionnaire below to the Graduate School. You can also access the Residency Questionnaire online [Here](#).

Undergraduate and Professional students: Please submit the Residency Questionnaire and ALL supporting documentation to the Office of Registrar or urban campus office by the deadline date.

### Deadline

**30<sup>th</sup> day of classes** of the term for which you are seeking residency

(i.e. if you are seeking residency for the Fall term, it would be the 30<sup>th</sup> day of classes for fall semester)

You can find the deadline on the WSU Academic Calendar [HERE](#)

Ensure you are viewing the calendar for the correct term.

For SUMMER, the deadline is Monday following the 5<sup>th</sup> day of classes of the first session.

The questionnaire and supporting documentation must be RECEIVED by the appropriate office by this date.

### Undergraduate and Professional Students

Office of the Registrar

Washington State University  
French Administration Building, Room 346

Pullman, WA 99164-1035  
(509) 335-5346 FAX (509) 335-7823

Residency website:

<http://residency.wsu.edu>

### Graduate Students

The Graduate School

Washington State University  
French Administration Building, Room 324

Pullman, WA 99164-1030  
(509) 335-6424 FAX (509) 335-1949

Residency website:

<http://residency.wsu.edu>

- Please complete the Residency Questionnaire (PDF document) online. Enter your information, print, and sign. Submit with supporting documentation to the appropriate office listed above.
- Faxed documentation will not be accepted; please submit via mail or in person.
- Decisions on resident status are based on documentary evidence submitted, which become a part of your file and are not returned.
- Students are responsible for paying the RESIDENT portion of their fees while awaiting a determination of their residency status.
- Residency policies are set by the State of Washington (RCW 28B.15) and applied uniformly throughout Washington's public colleges and universities.

- READ ENTIRE QUESTIONNAIRE, including the fine print.
- Submit ALL supporting documentation.
- Incomplete questionnaires and lack of supporting documentation will delay evaluation and could result in denial.



## IF YOU ARE FINANCIALLY INDEPENDENT:

- You are not claimed as a dependent by either parent on federal IRS income tax returns AND
- You pay at least 51% of the cost of attendance  
Cost of attendance includes: tuition, fees, room, board, books, supplies & transportation as published by WSU Office of Financial Aid.

1. Fill out both sides of the questionnaire COMPLETELY.

2. Provide the following required items:

- Copies of lease(s), rental agreement, letter from landlord, rent receipts, canceled rent checks or home purchase agreement verifying domicile in Washington for the 12 months prior to beginning of semester. You must account for the entire 12 month period.
- Copy of State of Washington voter's registration card or statement from county auditor with date registered, if you are registered to vote. (Must have obtained 12 months prior to beginning of semester)
- Copy of State of Washington vehicle registration, if you own or use a vehicle in the state of Washington. If you use (but do not own) a vehicle, it must be registered in the state of Washington. (Must have registered vehicle 12 months prior to beginning of semester)
- Copy of State of Washington driver's license or State of Washington identification card if you do not drive. (Must have obtained 12 months prior to beginning of semester)
- Any other documents you may have with dates showing that you have established a "home" in Washington (bank accounts).
- Copy of your federal tax return and W-2 forms for the most recent tax year. If you have not filed a tax return, please provide copies of W-2 forms, if any.
- If you are 24 or younger, you must also provide a copy of your parents' return(s) (first page listing dependents and the signature block are required).
- If 24 or younger, submit documents verifying your financially independent status for the current calendar year and the prior calendar year. (To be considered financially independent, a student must demonstrate by evidence satisfactory to the institution that he or she has met, through his or her income, the expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made.)
  - Financial aid grants, scholarships and loans authorized by the Financial Aid Office in the student's name may be considered as personal income.
  - A trust or other account available to the student may be considered evidence of financial independence if the account was created before the student entered high school. You must submit documentation of the date account was established and proof the account was used to pay for expenses associated with college tuition and living for the current calendar year and the calendar year immediately prior to the year in which application is made.
  - Personal loans, PLUS loans, checking & savings accounts, gifts, and cash earnings SHALL NOT be counted as income in this calculation. Receipt of the Federal Parent PLUS loan will contradict financial independent status.
- If you are not a US citizen, but hold permanent resident immigration status, temporary resident status, "Refugee-Parolee," "Conditional Entrant" status, or are permanently residing in the United States under color of law, attach a copy of both sides of your Resident Alien Card, Temporary Resident card or other verification of your status with the U.S. Citizenship and Immigration Service (USCIS).

3. Sign Section 2 and the back of Questionnaire form.



## IF YOU ARE FINANCIALLY DEPENDENT (SUPPORTED BY A PARENT/GUARDIAN):

1. Fill out Section 1 and Section 2 of the questionnaire. If you are not a U. S. citizen, but hold permanent resident immigration status, temporary resident status, "Refugee-Parolee," "Conditional Entrant" status, or are permanently residing in the United States under color of law, attach a copy of both sides of your Resident Alien Card.
2. Your parent or court-appointed guardian completes Section 3 and provides documents verifying his/her status as a Washington State resident as stated below:
  - a. Copies of lease, rental agreement, letter from landlord, rent receipts, canceled checks or home purchase agreement verifying domicile in Washington for the 12 months prior to beginning of semester. You must account for the entire 12 month period.
  - b. Copy of State of Washington voter's registration card or statement from county auditor with date registered, if you are registered to vote. (Must have obtained 12 months prior to beginning of semester)
  - c. Copy of State of Washington vehicle registration, if you own or use a vehicle in the state of Washington. If you use (but do not own) a vehicle, it must be registered in the state of Washington. (Must have registered vehicle 12 months prior to beginning of semester)
  - d. Copy of State of Washington driver's license or State of Washington identification card if you do not drive. (Must have obtained 12 months prior to beginning of semester)
  - e. Any other documents you may have with dates showing that you have established a "home" in Washington (bank accounts).
3. Provide a copy of your parent(s) federal income tax return for the most current year verifying your dependent status (only the listing of dependents and signature block are required) . If your parent or court-appointed guardian is not a U.S. citizen, but she/he holds permanent or temporary resident status, or "Refugee-Parolee," "Conditional Entrant" status, or is permanently residing in the United States under color of law, attach a copy of both sides of his/her Resident Alien Card, Temporary Resident Card or other verification of his/her status with USCIS.
4. You and your parent must sign the back of the Residency Questionnaire form.

## C. MILITARY PERSONNEL/CIVIL SERVICE

1. If you are active-duty military or the dependent of an active military member stationed in the state of Washington, provide a copy of your military ID and your orders to: Veterans Affairs Office  
French Administration Bldg Room 346 PO Box 641035  
Pullman, WA 99164-1035
2. If you are a dependent of an active-duty military, or civil servant, who claims Washington as his/her residence, but who is stationed outside of the State of Washington, your parent or guardian must complete Section 3 of the questionnaire and also provide:
  - Evidence he/she is a member of the military
  - Evidence of his/her Home of Record
  - Evidence of ties maintained to the State of Washington (voter registration, driver's license, vehicle registration) REQUIRED
  - Copy of his/her federal tax return for the most recent tax year (first page listing dependents and the signature block are required).

# Washington State University Residence Questionnaire

**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 perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

## SECTION 1

Name (Last, First, MI)		Phone Number (   )   (   )		FOR OFFICE USE ONLY	
Address (Street)		(City)	(State)	(Zip)	Type
Student ID Number		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP			
E-mail Address	Birth City, State, Country		Birth Date	Age	Today's Date
1. Last high school attended _____ State _____ Year Graduated _____					Effective Date
2. For what term are you now seeking residence classification? Year 20____ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____					<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident  Residence Classification Officer _____
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional   School: _____					
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year: Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____					
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<b><i>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K or L visa, you cannot be classified as a resident.)</i></b>			
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
7. Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

## SECTION 2

1. Are you applying for resident status <b>as a dependent student</b> whose parent or court -appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</i></b>
2. Are you applying for resident status as a financially Independent student? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></b>
2a. <b>Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I 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 an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.  Signature _____ Date _____	
2b. <b>To further substantiate your financial Independence, you are required to submit appropriate documentation.</b> <ul style="list-style-type: none"><li>A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li><li>A true and correct copy of your W2 form filed for the previous calendar year.</li><li>Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li><li>If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li></ul>	
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you spend at least 75% of both your junior & senior years in a Washington state high school, <i>and</i> did you enroll in college within 6 months of leaving high school, <i>and</i> were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Directions:** Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.

**SECTION 3**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington : Month: _____ Day _____ Year _____	Purpose of moving to Washington:
	Date you took action to officially declare Washington as your permanent, legal domicile: Month: _____ Day _____ Year _____	

2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION	HOME ADDRESS						
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State

*Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).*

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE			
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	

4. Have you ever registered to vote?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach a copy of your current voter's card.</i>	If yes, list date, city and state for your last two registrations. Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or <u>use</u> any motor vehicles, RV's, boats or mobile homes?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give type of vehicle, license number, state and dates of registry. <b>You must attach a copy of vehicle registration (not the title).</b> Type of vehicle _____ License Number _____ State _____ Date of Registry _____ Type of vehicle _____ License Number _____ State _____ Date of Registry _____	
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6. Do you have a valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you must attach a copy of your current driver's license.</i>	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____
	Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____

7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please attach documentation of date you opened account.</i>	If yes, since what date? _____	Name of Bank _____ Branch _____ City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of last term _____ Name of Institution _____ Dates Attended: From _____ To _____	8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____ Dates attended From _____ To _____
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9. Are you a US Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.</i>
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10. List business or professional licenses (name & state of issue)	_____
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**Additional Comments:**

<p><b>STATEMENT OF INTENT</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p><b>CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p>Signature of Parent (if completing SECTION 3) _____ Date _____</p> <p>Parent Address (Street, City, State) _____</p> <p>Signature of Student _____ Date _____</p>
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