All applications must be submitted (complete with all supporting documentation) no later than the second Friday before the start of the term in which the student seeks to be classified as a Nevada resident for tuition purposes.

Notice of Policy:
The residency requirements outlined below are set forth in the Nevada Board of Regents Handbook Title 4, Chapter 15 (http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/).

Written Declaration
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 and 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 intention to make any other location outside said state my home and habitation.

I further certify that I have been domiciled or resident in the State of Nevada for at least twelve (12) months immediately prior to the date of my application for Nevada Reclassification and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding temporary, short-term absences for business or pleasure.

Name ___________________________________________________________________ NSHE ID ___________________________________________________________________

Signature ___________________________ Date ______________

Parent/Spouse Name ___________________________________________________________________

Parent/Spouse Signature ___________________________ Date ______________
(For financially dependent student )

What semester are you requesting residency for? Year: ___________ □ Spring □ Summer □ Fall

Notice
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 disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

Please Note:
A student enrolled at an NSHE institution under a discounted tuition program (Good Neighbor, Children of Alumni, or Western Undergraduate Exchange Program (WUE)) must disenroll from the program and pay full nonresident tuition for at least 12 months to be reclassified as a Nevada resident. An application for reclassification may be submitted if the material facts of a student's residency, or the parent’s or legal guardians residency, have substantially changed following matriculation.

Students have 30 days from the date their application for Nevada residency status was denied to submit an appeal. All appeals are due no later than the Friday before the beginning of the term in which the application was submitted for.

The University of Nevada, Reno reserves the right to request additional information when deemed appropriate. Students will be notified of their residency decision as soon as possible; however, all tuition and fees must be paid by the published date indicated to avoid late penalties or course cancellation. 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.

For Office Use Only □ Approved Evaluator ___________________________ Date ______________
□ Denied
Office of Admissions and Records

**Instructions:** See below to determine which category is most appropriate when submitting this application.

1. If any of the Short form descriptions apply to you, check the appropriate box and submit the specified paperwork. (See Category 1)

2. If you do not qualify under Category 1 (Short form) please determine if you are a new or current student:
   - **New student:** A student who has not attended the university prior to the term in which they submit this application is considered a new student. Students who meet this criteria are eligible to apply for Nevada residency in the Short form or New Student category.
   - **Current/Returning student (reclassification):** A student who has attended the university prior to submitting this application is considered a current/returning student. Students who meet this criteria should apply for Nevada residency using the Short form or Current Student category.

3. Please check the single category of Nevada residency in which you are applying.

4. Fax, mail, or hand-deliver your signed application and documentation to the Office of Admissions and Records. Please note you will not be exempt from tuition payment deadlines.

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<th>Category 1: Short Form</th>
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<td>Both current and new students are eligible to apply for Nevada residency using the following criteria.</td>
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</table>

- I am currently attending, or am a graduate of, a Nevada high school. *(Provide official high school transcript.)*
  - I am currently attending, or have previously attended, another NSHE institution as a Nevada resident. *(Additional information may be required, including but not limited to a Nevada driver’s license issued at least 12 months prior to the date on this application or a high school transcript from a Nevada high school.)*
  - I am currently a professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time, or the spouse or dependent of such an employee. *(Provide a copy of current employee contract and include a copy of marriage certificate (spouse) or federal income tax return (dependent) if applicable)*
  - I am a member of the Armed Forces of the United States, on active duty, stationed in Nevada as a result of a permanent change of duty pursuant to military orders, or the spouse or dependent of such a person. *(Provide a copy of military orders indicating Nevada as a permanent duty station and include a copy of marriage certificate (spouse) or federal income tax return (dependent) if applicable)*
- I am U.S. Marine stationed at Pickle Meadows, California or the spouse or dependent of such a person.. *(Provide a copy of military orders indicating Pickle Meadows as the permanent duty station.)*
  - I am a veteran or the spouse or dependent of such a person who was honorably discharged and separated within the three years immediately preceding the date of first attendance at a NSHE institution. *(Submit “Veterans, Spouses and Dependents: Information Request for Determination of Tuition Charges” form.)*
  - I am a teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of Nevada Revised Statutes 394.130, or the spouse or dependent of such an employee. *(Provide a copy of current employment contract and include a copy of marriage certificate (spouse) or federal income tax return (dependent) if applicable)*
  - I am 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. *(Provide a copy of current employment contract and include a copy of marriage certificate (spouse) or federal income tax return (dependent) if applicable)*
  - I am a member of federally recognized Native American tribe, who does not otherwise qualify as a Nevada resident, and who currently resides on tribal land located wholly or partially within the boundaries of the state of Nevada. *(Provide proof of tribal membership)*
  - I am a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment in Nevada or to establish a business in and living in Nevada, or the spouse or dependent of such a person. *(Provide a letter from your employer on company letterhead indicating you relocated for a permanent, full-time position of employment and start date. If you opened a business we need a copy of a Nevada business license and proof that the business is in operation. Also provide one of the following: Nevada drivers license or ID card, Nevada vehicle registration or Nevada voter registration. If for a dependent include a copy of marriage certificate (spouse) or federal income tax return (dependent) if applicable)*
Category 2: New Student
(Current students who have taken any prior course as defined on page 2 are not eligible to apply for Nevada residency in this category)

☐ Option A

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 the university.

Please Note: All documentation must prove residency for the 12 months prior to the date the first day of instruction for the term in which you are submitting this application.

Please submit clear copies for all the following:

☐ Parent/Spouse signature on the Declaration of Intent of Residency (see front of application)

☐ Parent/Spouse federal income tax return for the most recent tax year filed with a Nevada address listing the student as a dependent or if a spouse, the student must have filed jointly with spouse.

-AND-

Also, the student, spouse, parents or legal guardian of the student, must provide one of the following:

☐ Nevada driver’s license or Nevada identification card issued 12 months prior to the first day of instruction. (Copy of Nevada license)

☐ Nevada vehicle registration issued 12 months prior to the first day of instruction. (Copy of most recent Nevada Vehicle Registration).

☐ Nevada voter registration issued 12 months prior to the first day of instruction (Copy of Voter’s Registration Card).

☐ Evidence of Nevada as the primary residence issued 12 months prior to the first day of instruction. (i.e., home ownership, a lease agreement, rent receipts, utility bills)

☐ Option B

A financially independent person who has resided in Nevada for at least 12 months immediately prior to the date the student begins classes at the university.

Please Note: All documentation must prove residency for the 12 months prior to the date the first day of instruction for the term in which you are submitting this application.

Please submit clear copies for all the following:

☐ Student federal income tax return for the most recent year filed with a Nevada address. If no tax return has been filed by the student because of minimal or no taxable income, provide documented information concerning receipt of such nontaxable income.

☐ If you are under the age of 24 for the most current tax year, a copy of your parent’s joint or individual income tax return for the year must be submitted indicating that you were not claimed as a dependent by either or both parents.

-AND-

Also, provide one of the following:

☐ Nevada driver’s license or Nevada identification card issued 12 months prior to the first day of instruction. (Copy of Nevada license)

☐ Nevada vehicle registration issued 12 months prior to the first day of instruction. (Copy of most recent Nevada Vehicle Registration)

☐ Nevada voter registration issued 12 months prior to the first day of instruction. (Copy of Voter’s Registration Card)

☐ Evidence of Nevada as the primary residence issued 12 months prior to the first day of instruction. (i.e., home ownership, a lease agreement, rent receipts, utility bills)
Option A

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 the university.

*Please Note: All documentation must prove residency for the 12 months prior to the date on this application.*

Please submit clear copies for all the following:

- Parent/Spouse signature on the Declaration of Intent of Residency (see front of application)
- Parent/Spouse federal income tax return for the most recent tax year filed with a Nevada address listing the student as a dependent or if a spouse, the student must have filed jointly with spouse.

**-AND-**

Also, the student, spouse, parents or legal guardian of the student, must provide no fewer than four (4) of the following pieces of objective evidence with the application for residency reclassification.

- Nevada driver’s license or Nevada identification card issued 12 months immediately prior to the date on this application. *(Copy of Nevada license)*
- Nevada vehicle registration issued 12 months immediately prior to the date on this application. *(Copy of most recent Nevada Vehicle Registration)*
- Nevada voter registration issued 12 months immediately prior to the date on this application. *(Copy of Voter's Registration Card)*
- Ownership or mortgage receipts for a house in Nevada 12 months immediately prior to the date on this application. *(Mortgage statement showing 12 months physical residence)*
- Lease of living quarters 12 months immediately prior to the date on this application. *(Lease agreement showing 12 months physical residence)*
- Utility receipts for the home or leased quarters 12 months immediately prior to the date on this application. *(Utility receipts showing 12 months physical residency)*
- Employment in Nevada for at least 12 months immediately prior to the date on this application *(Pay stubs showing 12 consecutive months or a letter from employer indicating 12 months continuous employment in Nevada on company letterhead)*
- A license for conducting business in Nevada.
- Admission to a licensed profession in Nevada.
- Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which the state registration or payment of a state tax or fee. *(Submit proof of payment for period of 12 months prior to date of application)*
- A Nevada address on Selective Service registration.
- Evidence of active savings or checking accounts in a Nevada financial institution for at least 12 months immediately prior to the date on this application. *(e.g. 12 consecutive bank statements or letter from bank indicating 12 continuous months of activity in Nevada)*
- Evidence of summer term enrollment at a NSHE institution. *(Copy of NSHE transcript)*
- Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence *(Provide additional evidence along with statement explaining how such evidence meets this qualification)*
Office of Admissions and Records

☐ Option B

A financially independent person who has resided in Nevada for at least 12 months immediately prior to the date of application for reclassification. Student must provide evidence of financial independence and clear, convincing, objective evidence of intent to remain a Nevada resident.

Please Note: All documentation must prove residency for the 12 months prior to the date the first day of instruction for the term in which you are submitting this application.

Please submit clear copies for all the following:

- Student federal income tax return for the most recent year filed with a Nevada address. If no tax return has been filed by the student because of minimal or no taxable income, provide documented information concerning receipt of such nontaxable income.

- If you are under the age of 24 for the most current tax year, a copy of your parent’s joint or individual income tax return for the year must be submitted indicating that you were not claimed as a dependent by either or both parents.

- AND -

No fewer than four (4) of the following pieces of objective evidence must be submitted with the application for residency reclassification.

- Nevada driver’s license or Nevada identification card issued 12 months immediately prior to the date on this application. *(Copy of Nevada license)*

- Nevada vehicle registration issued 12 months immediately prior to the date on this application. *(Copy of most recent Nevada Vehicle Registration)*

- Nevada voter registration issued 12 months immediately prior to the date on this application. *(Copy of Voter’s Registration Card)*

- Ownership or mortgage receipts for a house in Nevada 12 months immediately prior to the date on this application. *(Mortgage statement showing 12 months physical residence)*

- Lease of living quarters 12 months immediately prior to the date on this application. *(Lease agreement showing 12 months physical residence)*

- Utility receipts for the home or leased quarters 12 months immediately prior to the date on this application. *(Utility receipts showing 12 months physical residency)*

- Employment in Nevada for at least 12 months immediately prior to the date on this application. *(Pay stubs showing 12 consecutive months or a letter from employer indicating 12 months continuous employment in Nevada on company letterhead)*

- A license for conducting business in Nevada.

- Admission to a licensed profession in Nevada.

- Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which the state registration or payment of a state tax or fee. *(Submit proof of payment for period of 12 months prior to date of application)*

- A Nevada address on Selective Service registration.

- Evidence of active savings or checking accounts in a Nevada financial institution for at least 12 months immediately prior to the date on this application. *(e.g. 12 consecutive bank statements or letter from bank indicating 12 continuous months of activity in Nevada)*

- Evidence of summer term enrollment at a NSHE institution. *(Copy of NSHE transcript)*

- Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence *(Provide additional evidence along with statement explaining how such evidence meets this qualification)*

Documentation Provided

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