INSTRUCTIONS FOR GRADUATE STUDENTS
FILING FOR RECLASSIFICATION
TO RHODE ISLAND RESIDENCY

1. Review the R.I. Board of Governors Instate Policy carefully.

2. Please complete the 3-page application.

3. Have the application notarized.

4. Along with the application, please include documentation to prove, not only that you have been a resident for a MINIMUM of one (1) year, but also that you are not here just for educational purposes. You need to prove that your "domicile" is in Rhode Island and that you plan to remain a permanent resident of Rhode Island. Below is a list of items that would help. Please provide COPIES of as many of the following items as possible. These items will remain in the Graduate School so please be sure you do not submit originals.

   - Deed or lease
   - Rhode Island driver’s license
   - Marriage License if marrying a RI resident
   - Cancelled check on a RI bank (checking account)
   - United States Income Tax returns
   - Rhode Island Income Tax return
   - Voter Registration card
   - Letter from employer if applicable
     (Letter should state when you began and what their intensions are for keeping you on.)

If you are a legal alien, you must provide a copy of your green card. You are not eligible to apply for residency until you have the green card in hand.

5. Once completed, submit your application and documentation to the Graduate School. After being reviewed by the Graduate School Dean, a decision will be sent to you by email. If the decision is in your favor, the Registrar and Bursar will also be notified by the Graduate School.