

**FOR OFFICE USE ONLY**

Approved: ☐ Yes ☐ No

Date Received: \_\_\_\_\_

☐ Notify Student

☐ Outcome Date: \_\_\_\_\_

## Graduate Residency Reclassification: Cover Sheet

**Do not complete this form unless you are an enrolled GRADUATE student.**

**This form and all appropriate documentation must be submitted prior to the semester for which you want to be considered for residency status. Retroactive appeals WILL NOT be considered.**

**IMPORTANT – Please Read Carefully:** Your residency status for tuition purposes will be determined primarily on the basis of information given in this form. Please answer all questions. **This form will not be accepted unless all of the questions are answered.** CONCEALMENT OF FACTS OR UNTRUTHFUL STATEMENTS MAY CAUSE YOU TO BE SUBJECT TO DISMISSAL FROM THE UNIVERSITY. In cases where the question is not applicable, write “NA” in the space provided.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

URI Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Semester you are applying for: ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_

What was your state/country of residency 12 months prior to enrolling at URI? \_\_\_\_\_

When did you first enroll at URI? ☐ Fall \_\_\_\_\_ ☐ Spring \_\_\_\_\_ Expected Graduation: (mo)\_\_\_\_/(yr)\_\_\_\_\_

Permanent Home Address (number,street,city,state,zip code): \_\_\_\_\_ Since: mo/day/yr: \_\_\_\_\_

Present Mailing Address (if different from Permanent Home Address): \_\_\_\_\_ Since: mo/day/yr: \_\_\_\_\_

What is your relationship to Rhode Island, and why do you believe you should qualify for instate tuition and fees (attach a separate sheet of paper if you would like to provide additional details)?

Please submit this cover sheet along with the following:

- ☐ In-State Eligibility Worksheet
- ☐ Residency Application Form
- ☐ Supporting Documentation

## Graduate Student Residency Reclassification: Eligibility Worksheet

This worksheet is intended to help graduate students determine if they qualify to submit a request for residency reclassification. It may also assist a potential student in determining whether or not they will be accepted as an in-state or out-of-state student upon admission. *Incoming students do **NOT** need to complete this worksheet unless directed to by Graduate Admissions.*

Keep in mind that in-state status is based on both citizenship/immigration status and fulfilling the state requirements. If your answer to any question brings you to a statement that you do not qualify for in-state status, it is likely an indicator that a request for reclassification will be denied.

All questions, or any clarifications, should be posed to [gradprocessing@etal.uri.edu](mailto:gradprocessing@etal.uri.edu) or call the Graduate School Admission Office at 401-874-2262.

### How to submit application and documentation:

#### ***In-person or by mail:***

URI Graduate School Admission Office,  
Quinn Hall 210  
55 Lower College Road Kingston, RI  
02881

#### ***By Email (put all documents into one combined PDF file):***

[gradprocessing@etal.uri.edu](mailto:gradprocessing@etal.uri.edu)

***By Fax:*** (401) 874-5491

## Section 1: Citizenship Status

A. Are you a U.S. citizen or permanent resident? ☐ Yes, proceed to Section 2

☐ No, proceed to the next question (section 1B)

B. Have you been granted DACA status (Deferred Action for Childhood Arrivals)?

☐ YES, proceed to Section 2, and refer to page 6 for a list of Supporting Documents

☐ NO. To see if your status may qualify for in-state consideration, refer to the RI Council on Postsecondary Education Residency Policy on establishing lawful immigrant status. If you believe you qualify, proceed to Section 2.

## Section 2: Sources of Financial Support

Are you financially independent from your parents/legal guardians?

☐ YES, you are considered emancipated, proceed to Section 3.

☐ NO, you are considered unemancipated.

To what extent did a parent/guardian contribute to your financial support in the past 12 months: \_\_\_\_\_% of support.

Were you claimed as an exemption by anyone on the most recent federal income tax return?

☐ Yes (Name/relationship: \_\_\_\_\_) ☐ No

*Once you've completed this question, proceed to Section 3.*

### Section 3: Physical Residence in RI

**If emancipated:** Did you reside in Rhode Island for at least 12 months, as a non-student, prior to beginning your higher education?

**If unemancipated:** Have your parent(s)/legal guardian(s) resided in Rhode Island for at least 12 months prior to you beginning your higher education?

- ☐ **YES.** If Yes, but you were accepted as an out of state student, there could be something in your record which conflicts with an in-state student designation. We can investigate that for you, and determine either
  - (a) the reason why you don't meet the qualifications based on all of the information you provided in your application for admission, or
  - (b) what documentation you should submit for a residency reclassification request. Contact us for more information at [urigrad@etal.uri.edu](mailto:urigrad@etal.uri.edu)
- ☐ **NO.** If no, unless one of the exceptions detailed in Section 4 applies to you, you do not qualify for in-state student status. Relocation to pursue studies automatically means you are considered to be in Rhode Island as a student. Residency for the purpose of in-state tuition classification, typically cannot be established while simultaneously enrolled in higher education.
  - You are not eligible for in-state status unless one of the exceptions noted in section 4 apply and sufficient documentation is submitted.

### Section 4: Eligibility Exceptions for In-state Residency Reclassification

- Military (including spouse and dependents)
- Deferred Action for Childhood Arrivals (DACA) (one year of residence still applies)

Student Name (Type or Print) \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Graduate Student Residency Reclassification: Application Form

Based upon your answers to the questions in the In-State Eligibility Worksheet, if you believe you qualify to apply for residency reclassification, submit the application and copies of the supporting documents for the semester you wish to be considered. Retroactive appeals for a prior semester WILL NOT be considered.

### Student Information

Are you a citizen of the United States? ☐ Yes ☐ No

If NO, have you been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted \_\_\_\_\_ and Alien Registration # \_\_\_\_\_

List addresses over the past two years and dates. Provide copies of leases/deeds	From (mo/yr)	To (mo/yr)
1.		
2.		
3.		
4.		
5.		

If you have been in the Armed Forces of the United States, give state of entry and dates of service:

State of Entry \_\_\_\_\_ From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_

***Applicable only if Unemancipated. Otherwise proceed to page 7.***

### Student's Parent/Guardian 1:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Permanent Address (number, street, city, state, zip code): \_\_\_\_\_

Does your parent own this property in Rhode Island? ☐ Yes ☐ No

Present Mailing Address (if different from Permanent Address): \_\_\_\_\_

List residences maintained for the past two years, and dates:	From (mo/yr)	To (mo/yr)
1.		
2.		

3.		
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Did they file a Rhode Island state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted \_\_\_\_\_ and Alien Registration # \_\_\_\_\_

If deceased, provide date of death \_\_\_\_\_

### **Student's Parent/Guardian 2:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Permanent Address (number, street, city, state, zip code):

Does your parent own this property in Rhode Island? ☐ Yes ☐ No

Present Mailing Address (if different from Permanent Address):

List residences maintained for the past two years, and dates:	From (mo/yr)	To (mo/yr)
1.		
2.		
3.		

Did they file a Rhode Island state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted \_\_\_\_\_ and Alien Registration # \_\_\_\_\_

If deceased, provide date of death \_\_\_\_\_

If your parents are divorced, separated or deceased, with whom do you make your permanent home (which parent/guardian)? \_\_\_\_\_

If person is your legal guardian or has custody, include proof of court appointment:

Date of proceedings: \_\_\_\_\_ Court: \_\_\_\_\_

Did they file a Rhode Island state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted \_\_\_\_\_ and Alien Registration # \_\_\_\_\_



## Graduate Student Residency Reclassification: Required Supporting Documents

If you or the person referred to above claim Rhode Island as domicile, you will be requested to furnish evidence to support such claim. The burden of proof in all cases is upon the person making the claim.

If necessary, photocopies of the following will be required – **do not send originals**: copies of federal and state income tax returns; property ownership; continuous physical presence in Rhode Island during periods when not enrolled as a student; permanent employment in a position not normally filled by a student; reliance on Rhode Island sources for financial support; domicile of parents within Rhode Island if the student is their dependent.

**Required documentation is detailed below and materials are specific to the basis of your request.**

### A. Request based upon the Student only:

- ☐ Reclassification application
- ☐ Statement detailing why you believe you qualify for a reclassification
- ☐ Most recent RI resident tax return
- ☐ RI mortgage statement or rental agreement clearly indicating residence in RI for the 12 months prior to enrollment. *Arrangements with family or friends or secondary property may not be used for this purpose.*
- ☐ RI driver's license (if applicable) and voter registration
- ☐ Paystubs or letter from employer on company stationery giving dates of employment establishing full-time employment for the last 12 months (if applicable)
- ☐ If not a U.S. citizen, documentation of eligible immigration status

### B. Request based upon Parent/Legal Guardian of unemancipated Student:

- ☐ Reclassification application
- ☐ Statement detailing why you believe you qualify for a reclassification
- ☐ Most recent RI resident tax return/most recent federal tax return of the parent/guardian and student
- ☐ RI mortgage statement or rental agreement of the parent/guardian clearly indicating residence in RI for the 12 months prior to enrollment. *Arrangements with family or friends or secondary property may not be used for this purpose.*
- ☐ RI driver's license (if applicable) and voter registration of student and parent/guardian
- ☐ If not a U.S. citizen, documentation of eligible immigration status

### Requests based upon Eligibility Exceptions detailed in Section 4:

#### C. Military

Active duty members of the U.S. military who are stationed in Rhode Island, pursuant to military orders, spouse and dependent children, are eligible for in-state residency reclassification. The following is required:

- ☐ Reclassification application
- ☐ Assignment orders

Veterans and their dependents who are eligible for federal GI Bill educational benefits or the Fry Scholarship are eligible for in-state residency reclassification. The following is required:

- ☐ Certificate of Eligibility issued by the Department of Veterans Affairs

#### D. Deferred Action for Childhood Arrivals (DACA)

The following is required:

- ☐ Reclassification application
- ☐ VALID EAD (employment authorization document)
- ☐ Approved I-821 or I-821D showing your DACA status
- ☐ Proof that you meet the durational residency requirement in Rhode Island, meaning you have lived in RI or the 12 months prior to enrolling in college.

Student Name (Type or Print) \_\_\_\_\_

Student I.D. Number: \_\_\_\_\_ Date: \_\_\_\_\_

I contend Rhode Island to be my state of legal residence. I certify that the information entered above in support of this petition is true and correct.

**Signature:** \_\_\_\_\_

*(To be signed in the presence of a Notary Public)*

**PLEASE NOTE:** Misrepresentation of facts in order to qualify for resident student classification shall be considered cause for suspension or permanent exclusion from a public college or university. Moreover, it may subject the student to criminal prosecution.

**Notarization:** *(To be completed by a Notary Public)*

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**Seal (or Digital Seal)**