

**UW Tacoma Residency Questionnaire documentation checklist for financially independent students.**

<b>Student Name (last, first)</b>	<b>UW student number (if available)</b>	<b>UW email address (if available)</b>

You must include this completed checklist with your completed Residency Questionnaire and supporting documentation. *Your questionnaire will not be reviewed if this checklist or required documentation is not submitted.*

Submission of the documentation listed below is necessary for the Residency Office to review your questionnaire. The Residence Classification Office may require additional documentation or clarification in order to determine whether you have met the requirements showing qualification for residency for tuition purposes. Submitting the Residency Questionnaire, this checklist, and any supporting documentation does not guarantee residency for tuition purposes. Submitting this checklist is not a substitute for submitting a completed Residency Questionnaire and providing supporting documentation.

***By initialing each required item, I am certifying that I have read the required items and understand I must provide the required documentation listed for the University of Washington Residence Classification Office to review my residency questionnaire.***

**1. Documents verifying your financially independent status for the current calendar year (this year) and the prior calendar year.** You must demonstrate evidence of responsibility for a minimum of 51% of your expenses for current and previous calendar year over the course of the year. The UW defines “expenses” as tuition and mandatory fees (if applicable) and room and board costs per the published cost of attendance (unless the student can document lower housing costs). You must also show that you did not and will not receive significant financial assistance either directly or indirectly from anyone else (other than your spouse) for that same time period. Financial resources that may be used to show financial independence include:

- Your earnings documented on a federal IRS tax form (W-2 and/or 1099) for the calendar year immediately prior to the year in which application is made;
- Your earnings documented on a pay check stub for the current calendar year (the year in which application is made);
- Financial aid grants, scholarships and loans authorized by the Financial Aid Office in your name;
- In some situations, a trust account in your name (GET, 529 College Savings Plan, etc.) may be considered a financially independent resource, if the account was created before you entered high school and meets other specific criteria. You must provide the following for the Residency Office to be able to make a determination:
  - Documentation of the date the account was established, how much was in the account at the time you graduated high school, and a ledger of all deposits to and disbursements from the account after June of your high school graduation year, AND
  - Documentation that you are the sole account owner and beneficiary, and that you have had independent access and control over the account during the time period under review for financial independence, AND
  - The paper trail showing the location and control of the funds as they moved from the account to pay your expenses, if used in the current calendar year and/or 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 for more than 51% will contradict financially independent status.*

**INITIALS** \_\_\_\_\_

2. **Documents verifying that you were not claimed as a dependent** by your parent(s)/legal guardian(s) for the most recent calendar year and will not be claimed as a dependent on an income tax return for the current calendar year. This requirement applies to students who are 25 years of age or younger. Acceptable documentation includes:
- A copy of the federal IRS tax return signature page and the listing of dependents for your parent(s) or legal guardian(s) for the most recent tax year; **AND**
  - A signed, notarized statement from your parent(s) or legal guardian(s) indicating that you will not be claimed on their federal IRS tax return for the current calendar year (and for the most recent calendar year if taxes have not yet been filed).

**INITIALS** \_\_\_\_\_ **NOT PROVIDED (REASON)** \_\_\_\_\_

3. **Documentation showing that you resided within the state of Washington for the *entire 12-month period prior to the first day of the quarter in which you are seeking residency***. Also include documentation of your residence covering January of the previous calendar year to present, even if you were living outside of Washington for part of that time. This is needed to determine your total expenses for the period under review. Acceptable documents include:

- A copy of the first and signature page of your lease or rental agreement, OR
- Copies of rent receipts or tenant ledger from landlord, OR
- A notarized letter from your landlord (OR person you lived with), OR
- A home purchase agreement showing the physical address of the home and date of closing.

**INITIALS** \_\_\_\_\_

4. **Documentation of your physical presence in the state of Washington for the *entire 12-month period prior to the first day of the quarter in which you are seeking* residency**. Note that the housing documentation above is **not** sufficient to show physical presence; however, different forms of documentation can be combined to cover the 12-month period in question. Acceptable documents include:

- Transcripts indicating you have taken classes in a physical classroom in the state, OR
- Pay stubs or signed employer letter on letterhead showing your employment in the state, OR
- Bank/Credit Card records showing physical transactions that you have made in the state.

**INITIALS** \_\_\_\_\_

5. **State of Washington voter's registration** *if you are currently registered to vote*. Acceptable documents include:

- A copy of your official voter's registration card, OR
- A copy of the information from the Secretary of State website found [here](#), OR
- A statement from the county auditor indicating the date registered

**INITIALS** \_\_\_\_\_ **NOT PROVIDED (REASON)** \_\_\_\_\_

6. **State of Washington vehicle registration** if you ***own or are using*** a vehicle in the state. Residents of the State of Washington are required to title and register their vehicle(s) within 30 days of moving to and establishing a domicile in the state. Acceptable documents include:

- A copy of the vehicle registration (a copy of the title is not accepted as proof for residency purposes). *If the vehicle was purchased less than 12 months prior to the term you are seeking residency, you must provide a copy of the bill of sale in addition to the vehicle registration.*

**INITIALS** \_\_\_\_\_ **NOT PROVIDED (REASON)** \_\_\_\_\_

7. **State of Washington driver's license or State of Washington identification card** (if you do not drive). Residents of the State of Washington are required obtain a State of Washington driver's license or state identification card within 30 days of moving to and establishing a domicile in the state.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

8. **Non-US Citizens** - If you are not a U.S. citizen, but hold permanent or temporary resident status, or "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 USCIS.

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

9. **If you have attended a Washington State institution of higher education for 7 or more credits per quarter at any time during the last 12 months**, you must also conclusively overcome the presumption that you reside in the state for primarily educational purposes. Acceptable documentation includes:

- Documentation of significant (at least 30 hours/week) employment at a non-student position in Washington State; AND/OR
- Documentation of a spouse's/partner's significant (at least 30 hours/week) employment at a non-student position in Washington State; AND/OR
- Documentation supporting that you reside in Washington State to provide care to a family member.

*You do not have to provide this documentation if you have not been attending a Washington State institution of higher education for 7 or more credits per quarter.*

INITIALS \_\_\_\_\_ NOT PROVIDED (REASON) \_\_\_\_\_

10. You must sign and date Section 2a on page one of the questionnaire, and the Statement of Intent and Certification on page two of the questionnaire.

INITIALS \_\_\_\_\_