



# Application To Establish Residency

Date Due in Admissions Office: \_\_\_\_\_

### OFFICE USE ONLY

Date of Action \_\_\_\_\_  
Approved \_\_\_\_\_ Denied \_\_\_\_\_  
CMPTR \_\_\_\_\_ ROUTE \_\_\_\_\_ LETTER \_\_\_\_\_

### INSTRUCTIONS

1. Submit the completed application and copies of the required documentation to the Admissions Office.
2. The application must be signed by the applicant in the presence of a notary public.
3. A student who qualifies for and gains resident status after late registration for a given term is not entitled to a refund of the difference in tuition for that term.
4. Gaining resident status can affect federal financial aid awards; consult the Financial Aid Office.

FULL LEGAL NAME (Mrs., Ms., Mr.) \_\_\_\_\_

\_\_\_\_\_ Last First MI Other Last Names Used  
 SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ If undocumented alien, mark social security number as N/A.  
 TERM FOR WHICH YOU ARE FILING THIS APPLICATION: \_\_\_\_\_ Fall (Aug) \_\_\_\_\_ Spring (Jan) \_\_\_\_\_ May \_\_\_\_\_ June \_\_\_\_\_ July \_\_\_\_\_ Summer (Aug)

### SECTION I. ALL APPLICANTS MUST COMPLETE THIS SECTION

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ AGE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_  
 CURRENT ADDRESS \_\_\_\_\_ Since \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Number Street/Residence Hall City State Zip Month/Day/Year  
 PERMANENT ADDRESS \_\_\_\_\_ Since \_\_\_\_\_ Phone \_\_\_\_\_  
 \_\_\_\_\_ Number Street/Residence Hall City State Zip Month/Day/Year  
 HIGH SCHOOL ATTENDED \_\_\_\_\_ YEAR GRADUATED \_\_\_\_\_  
 I HAVE LIVED IN NEBRASKA CONTINUOUSLY SINCE \_\_\_\_\_ LIST FORMER RESIDENCY \_\_\_\_\_ CITIZENSHIP? U.S. \_\_\_\_\_ OTHER \_\_\_\_\_  
 \_\_\_\_\_ Month/Day/Year \_\_\_\_\_ Month/Day/Year Please Specify  
 LIST IN ORDER ALL COLLEGES, UNIVERSITIES AND PROFESSIONAL SCHOOLS ATTENDED, INCLUDING CHADRON STATE, PERU STATE OR WAYNE STATE \_\_\_\_\_

### SECTION II. Check and complete the requirements for ONE of the following A through L.

ALL APPLICANTS MUST SIGN THIS APPLICATION IN THE PRESENCE OF A NOTARY PUBLIC (SECTION V).

- \_\_\_ A. Legal age (19+ years old). Complete Section III Parts A & B to document that you have resided in Nebraska for 180 consecutive days (6 months).
- \_\_\_ B. Emancipated minor (less than 19 years old). Complete Section III Parts A & B and attach copy of parents'/guardian's most recent federal tax return.
- \_\_\_ C. Not of legal age—Dependent of parents'/guardian living in Nebraska. Applicant's parents'/guardian must complete Section III Parts A & B and attach a copy of their most recent federal tax return.
- \_\_\_ D. Legal age—Dependent of parents'/guardian living in Nebraska. Applicant's parents'/guardian must complete Section III Part B with documentation of their permanent residence in Nebraska and a photocopy of the parents'/guardian's most recent federal tax return.
- \_\_\_ E. Marriage to a Nebraska resident. Spouse must complete Section III Parts A & B. OR If spouse is currently attending a Nebraska community college, State College or the University of Nebraska as a resident, have the Registrar's Office at that institution verify Nebraska resident status. Please attach a copy of your marriage certificate.  
 Name of Institution \_\_\_\_\_  
 Full Name of Spouse \_\_\_\_\_  
 Current Address \_\_\_\_\_ Since \_\_\_\_\_  
 \_\_\_\_\_ Number Street City State Zip Month/Day/Year  
 Spouse's Address Prior to Marriage \_\_\_\_\_ Since \_\_\_\_\_  
 \_\_\_\_\_ Number Street City State Zip Month/Day/Year
- \_\_\_ F. Non-U.S. citizen. Complete Section III and check Immigration Service Classification:  
 \_\_\_ Permanent Resident Alien # \_\_\_\_\_ attach photocopy of both sides of your Green Card.  
 Visa Classification: \_\_\_ Refugee \_\_\_ Other (specify) \_\_\_\_\_
- \_\_\_ G. Undocumented alien. Complete Section IV and V. Provide proof of applying to or having petition pending with U.S. Immigration and Naturalization Service if process has begun. Provide evidence of having graduated from an accredited Nebraska high school or equivalent.
- \_\_\_ H. Permanent full-time employee (or dependent/spouse) of a Nebraska postsecondary institution. Attach statement from personnel office or immediate supervisor and complete the affidavit.  
 Name of Staff Member \_\_\_\_\_  
 \_\_\_ Spouse—attach photocopy of marriage certificate \_\_\_ Dependent—attach photocopy of most recent federal tax return
- \_\_\_ I. Active duty military or dependent/spouse. Name of military member \_\_\_\_\_  
 \_\_\_ Stationed in Nebraska—attach copy of your current military orders  
 \_\_\_ Claimed Nebraska as permanent home—attach statement from the military personnel office that Nebraska is Home of Record  
 \_\_\_ Spouse—attach copy of marriage certificate \_\_\_ Dependent—attach copy of most recent federal tax return
- \_\_\_ J. Former resident of Nebraska. The 180-day period of residence is waived. Complete Section V.  
 \_\_\_ Graduated from an accredited Nebraska high school—have high school send a transcript to the Admissions Office  
 \_\_\_ Formerly attended a Nebraska Community College, State College or University of Nebraska as a resident—have the Registrar's Office at that institution verify Nebraska resident status. Name of Institution \_\_\_\_\_
- \_\_\_ K. Resident of contiguous state working full time in Nebraska and has paid Nebraska income tax for most recent year or legal dependents of such resident. Attach photocopy of most recent Nebraska tax return. Complete Section V.
- \_\_\_ L. Nonresidents working who pay Nebraska Income Tax, as well as their spouse and legal dependents. Attach information in Section III, Part B #3 and complete Section V.

**SECTION III. Complete the following and provide supporting documents as required in Section II.**

**PART A—PROOF OF RESIDING IN NEBRASKA FOR 180 DAYS.** The minimum of 180 days must immediately precede the application for resident status. Acceptable documentation includes lease agreements, cancelled checks for rent, utilities and/or mortgage; paycheck stubs for employment; and/or other substantiating records documenting a home has been established in Nebraska where he or she has been habitually present for a minimum of 180 days. Students living in housing provided by the College while enrolled must prove permanent residence in Nebraska during any period not enrolled at Chadron State, Peru State or Wayne State College.

From \_\_\_\_\_ to \_\_\_\_\_ Address \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Address \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Address \_\_\_\_\_

**PART B—PROOF SUPPORTING INTENT TO REMAIN A RESIDENT OF NEBRASKA.** You must provide photocopies of at least three of the following seven items. Items must be current and should be held for 30 days before applying for a change in resident status. The State of Nebraska requires individuals who claim Nebraska as their state of residence to register personal vehicles and obtain a Nebraska driver's license within 30 days.

\_\_\_ 1. Record of current employment in Nebraska—submit paycheck stubs or letter from employer.

Employer	Nature of Duties	Dates of Employment	Location

\_\_\_ 2. Request the Election Commissioner to complete the following certification, or submit a voter registration card/certificate.

Certification of Registration and Eligibility to Vote in Nebraska

I, \_\_\_\_\_, Election Commissioner for the county of \_\_\_\_\_, state of Nebraska, hereby certify that \_\_\_\_\_ -- registered to vote on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and is currently eligible to vote in Nebraska state elections.

Stamp Here

Signature of Election Commissioner

\_\_\_ 3. Paid Nebraska income taxes. Attach a copy of your most recent Nebraska tax return or obtain verification from Taxpayers Assistance, 301 Centennial Mall South, Lincoln, Nebraska 68509-4919. Also attach a copy of last paycheck stub showing year-to-date tax withheld for the current year and written verification of current full-time employment from your employer. If applicant is claimed as an exemption on parents'/guardian's/spouses federal tax return, submit a copy of most recent return.

\_\_\_ 4. Obtained a valid Nebraska driver's license. Attach a copy of your driver's license.

\_\_\_ 5. Registered your vehicle in Nebraska. Attach a copy of vehicle registration in your name.

\_\_\_ 6. Maintain an active checking or savings account with a Nebraska financial institution. Attach a bank statement or voided personal check in your name, or a letter from a Nebraska financial institution or other verification.

\_\_\_ 7. If Native American, provide verification from the Tribal Enrollment Officer that you are an enrolled tribal member living in Nebraska.

**SECTION IV. Complete the following and provide supporting documents as required in Section II.**

- \_\_\_ a. Student resided with parent, guardian, or conservator while attending a public or private high school in this state; and
- \_\_\_ b. Graduated from a public or private high school in this state or received the equivalent of a high school diploma in this state; and
- \_\_\_ c. Resided in this state for at least three years before the date the student graduated from the high school or received the equivalent of a high school diploma; and
- \_\_\_ d. Completed Section V below.

**SECTION V. AFFIDAVIT**

This statement must be read and the form signed by the student applicant and the parent or guardian if the student applicant is under 19 years of age; or the spouse of the student applicant if applicant is married to a Nebraska resident. The signature(s) must be verified below by a Notary Public.

- I. The undersigned person (applicant), being first duly sworn, deposes and says that: (circle one of the following):
- a. The State of Nebraska is my permanent residency by virtue of compliance with the provisions in Section 85-502 as amended, OR
  - b. A state contiguous to Nebraska is my permanent residency but I/parent/guardian/spouse file(s) Nebraska non-resident income taxes on full-time employment in the State of Nebraska OR
  - c. I am a former resident of Nebraska as defined in Section II, Item J.
  - d. If I have not, I affirm I will file an application to become a permanent resident of Nebraska at the earliest opportunity.
2. All answers to the preceding questions and the supporting documentation submitted are true and correct to the best of my knowledge.

Signature of Applicant

Signature of Parent or Spouse or Guardian (when applicable)

TO BE COMPLETED BY NOTARY PUBLIC:

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

NOTARY SEAL

Signature of Notary Public