



University of North Carolina at Wilmington

Graduate Admissions Office James Hall, Second Floor

Applicants filing for in-state tuition classification.
APPLICATION FILING PROCESS

The deadlines for filing the request for in-state tuition are as follows:

Term	Deadline Date
Spring Semester	December 10
Summer Session I	May 10
Summer Session II	June 10
Fall Semester	August 10

The following documentation does not guarantee a residency change, but may strengthen your appeal for in-state residency. If you choose to submit any or all of the following, please attach copies of this document to the “Application for Classification as a Legal resident (Domiciliary) of North Carolina for Tuition Purposes.”

1. Documents of residence for the past 12 months (i.e., lease/notarized statement from landlord).
2. Copy of Federal and State tax returns for the previous year. Include copy of parent’s tax return if you are under age 24.
3. Year-to-date cumulative wage earnings statements from all jobs held for the current year and/or for the past 12 months.
4. Evidence of your being a registered voter (in North Carolina).
5. Evidence of motor vehicle ownership(s) – registration card.
6. Copy of North Carolina driver’s license.
7. Evidence of employment and/or means of financial support (i.e. student loans, scholarships, etc.)
8. Evidence that you filed personal property or real property returns.
9. Evidence of membership in community professional associations, unions, church, or other organizations.
10. If you are a minor, your parents or legal guardian(s) must produce evidence of their domicile (legal place of residence).
11. Copy of court appointed legal guardianship.
12. A copy of your parent’s tax returns for the previous year if you are under 24 years of age.

If you are an alien, you must provide a copy of your residence status document issued by the Immigration and Naturalization Services.

RESIDENCE STATUS FOR TUITION PURPOSES

The basis for determining the appropriate tuition charge rests upon whether a student is a resident or a nonresident for tuition purposes. Each student must make a statement as to the length of his or her residence in North Carolina, with assessment by the institution of that statement to be conditioned by the following:

Residence. To qualify as a resident for tuition purposes, a person must become a legal resident and remain a legal resident for at least twelve-months immediately prior to classification. Thus, there is a distinction between legal residence and residence for tuition purposes. Furthermore, twelve-months legal residence means more than simple abode in North Carolina. In particular, it means "maintaining a domicile (permanent home of indefinite duration) as opposed to "maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education." The burden of establishing facts which justify classification of a student as a resident entitled to in-state tuition rates is on the applicant for such classification, who must show his or her entitlement by the preponderance (the greater part) of the residency information.

Initiative. Being classified a resident for tuition purposes is contingent on the student's seeking such status and providing all information that the institution may require in making the determination.

Parent's Domicile. If an individual, irrespective of age, has living parent(s) or court-appointed guardian of the person, the domicile of such parent(s) or guardian is, prima facie, the domicile of the individual; but this prima facie evidence of the individual's domicile may or may not be sustained by other information. Further, nondomiciliary status of parents is not deemed prima facie evidence of the applicant child's status if the applicant has lived (though not necessarily legally resided) in North Carolina for the five years preceding enrollment or re-registration.

Effect of Marriage. Marriage alone does not prevent a person from becoming or continuing to be a resident for tuition purposes, nor does marriage in any circumstances insure that a person will become or continue to be a resident for tuition purposes. Marriage and the legal residence of one's spouse are, however, relevant information in determining residency intent. Furthermore, if both a husband and his wife are legal residents of North Carolina and if one of them has been a legal resident longer than the other, then the longer duration may be claimed by either spouse in meeting the twelve-month requirement for in-state tuition status.

Military Personnel. A North Carolinian who serves outside the state in the armed forces does not lose North Carolina domicile simply by reason of such service. And students from the military may prove retention or establishment of residence by reference, as in other cases, to residency acts accompanied by residency intent.

In addition, a separate North Carolina statute affords tuition rate benefits to certain military personnel and their dependents even though not qualifying for the in-state tuition rate by reason of twelve months legal residence in North Carolina. Members of the armed services, while stationed in and concurrently living in North Carolina, may be charged a tuition rate lower than the out-of-state tuition rate to the extent that the total of entitlements for application tuition costs available from the federal government, plus certain amounts based under a statutory formula upon the in-state tuition rate, is a sum less than the out-of-state tuition rate for the pertinent enrollment. A dependent relative of a service member stationed in North Carolina is eligible to be charged the in-state tuition rate while the dependent relative is living in North Carolina with the service member and if the dependent relative has met any requirement of the Selective Service System applicable to the dependent relative. These tuition benefits may be enjoyed only if the applicable requirements for admission have been met; these benefits alone do not provide the basis for receiving those derivative benefits under the provisions of the residence classification statute reviewed elsewhere in this summary.

Grace Period. If a person (1) has been a bona fide legal resident of the required duration, (2) has consequently been classified a resident for tuition purposes, and (3) has subsequently lost North Carolina legal residence while enrolled at a public institution of higher education, that person may continue to enjoy the in-state tuition rate for a grace period of twelve-months measured from the date on which North Carolina legal residence was lost. If the twelve-months end during an academic term for which the person is enrolled at a state institution of higher education, the grace period extends, in addition, to the end of that term. The fact of marriage to one who continues domicile outside North Carolina does not by itself cause loss of legal residence marking the beginning of the grace period.

Minors. Minors (persons under 18 years of age) usually have the domicile of their parents, but certain special cases are recognized by the residence classification statute in determining residence for tuition purposes.

- (a) If a minor's parents live apart, the minor's domicile is deemed to be North Carolina for the time period(s) that either parent, as a North Carolina legal resident, may claim and does claim the minor as a tax dependent, even if other law or judicial act assigns the minor's domicile outside North Carolina. A minor thus deemed to be a legal resident will not, upon achieving majority before enrolling at an institution of higher education, lose North Carolina legal residence if that person (1) upon becoming an adult "acts, to the extent that the person's degree of actual emancipation permits, in a manner consistent with bona fide legal residence in North Carolina" and (2) "begins enrollment at an institution of higher education not later than the fall academic term following completion of education prerequisite to admission at such institution."
- (b) If a minor has lived for five or more consecutive years with relatives (other than parents) who are domiciled in North Carolina and if the relatives have functioned during this time as if they were personal guardians, the minor will be deemed a resident for tuition purposes for an enrolled term commencing immediately after at least five years in which these circumstances have existed. If under this consideration a minor is deemed to be a resident for tuition purposes immediately prior to his or her eighteenth birthday, that person on achieving majority will be deemed a legal resident of North Carolina of at least 12-months duration. This provision acts to confer in-state tuition status even in the face of other provisions of law to the contrary; however, a person deemed a resident of 12-months duration pursuant to this provision continues to be a legal resident of the State only so long as he or she does not abandon North Carolina domicile.

Lost but Regained Domicile. If a student ceases enrollment at or graduates from an institution of higher education while classified a resident for tuition purposes and then both abandons and reacquires North Carolina domicile within a 12-month period, that person, if he or she continues to maintain the required domicile into re-enrollment at an institution of higher education, may re-enroll at the in-state tuition rate without having to meet the usual twelve-month durational requirement. However, any one person may receive the benefit of this provision only once.

Change of Status. A student admitted to initial enrollment in an institution (or permitted to re-enroll following an absence from the institutional program which involved a formal withdrawal from enrollment) must be classified by the admitting institution either as a resident or as a nonresident for tuition purposes prior to actual enrollment. A residence status classification once assigned (and finalized pursuant to any appeal properly taken) may be changed thereafter (with corresponding change in billing rates) only at intervals corresponding with the established primary division of the academic year.

Transfer Students. When a student transfers from one North Carolina public institution of higher education to another, he or she is treated as a new student by the institution to which he or she is transferring and must be assigned an initial residence status classification for tuition purposes.

Appeal. The initial classification of graduate students as in-state or out-of-state residents for tuition purposes is made by the Graduate School. Appeals for in-state status may be made to the campus appeals body, Out-of-State Tuition Appeals Committee. University regulations governing residential classification of students are set forth in detail in A Manual to Assist the Public Higher Education Institutions of North Carolina in the Matter of Student Residence Classification for Tuition Purposes. Each enrolled student is responsible for knowing the contents of this manual. Copies of the manual are available for inspection upon request in the undergraduate Admissions Office and in Randall Library.

APPLICATION DEADLINE

Fall Semester – August 10
Spring Semester – December 10
Summer Session I – May 10
Summer Session II – June 10

**RETURN THIS FORM TO:
THE GRADUATE SCHOOL
UNC WILMINGTON
601 SOUTH COLLEGE ROAD
WILMINGTON, NC 28403-3297**

STATUS	IN-STATE	OUT-OF-STATE
TERM	_____	
DATE OF MEETING	_____	
COMMENTS	_____	

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON

**APPLICATION FOR CLASSIFICATION AS A LEGAL RESIDENT (DOMICILIARY)
NORTH CAROLINA FOR TUITION PURPOSES**

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina, thereby being eligible for a tuition rate lower than that for nonresidents for tuition purposes. Copies of the applicable law and of implementing regulations are available for inspection in the Admissions Office and Reserve Desk in Randall Library and may be examined upon request. In essence, the controlling North Carolina statute (G.S. 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes." G.S. 116-143.1 also sets forth statutory definitions, rules, and special provisions for determining resident status for tuition purposes. These provisions include special rules with respect to persons who are married or who are within identified subclasses of minors. Certain aliens may also qualify for resident tuition status. The Residence Manual, located at the offices identified in this paragraph, should be consulted for the statutory and related regulatory conditions.

DIRECTIONS

- Answer all questions. Incomplete forms will be returned.** If any question is not applicable to your situation, write "Not Applicable" or "N/A."
- Print or type all responses.** If you need more space to answer, write "see attached" in the space provided, and use separate additional sheets, numbering your responses the same as the corresponding question and stapling or taping these sheets to this application form.
- Be completely accurate** to the best of your knowledge and understanding. Knowing falsification of your responses may subject you to disciplinary action including dismissal from the institution. When "date" is requested, give day, month, and year.
- Sign and date** this application where indicated to make those acknowledgements and certifications necessary to render this a viable application.

TYPE ALL RESPONSES OR PRINT THEM IN BLACK INK OR DARK PENCIL

- Applicant's full name (Mr., Mrs., Miss, Ms.) _____
- Social security number (voluntary) _____ Citizenship _____
(If you are not a US citizen, attach completed Supplemental Form) If Supplemental Form attached, check her
- Date of birth _____ Place of birth _____ Sex _____ Age _____
- Current mailing address _____
_____ Until _____ Telephone _____
- Permanent home street address _____
Lived at that address **since** (date) _____ Telephone _____
- Last previous home street address **in** N.C. was _____
_____ from (date) _____ to (date) _____
Last previous home street address **outside** N.C. was _____
_____ from (date) _____ to (date) _____
- Are you currently enrolled in UNCW Yes _____ No _____ Are you applying for admission? Yes _____ No _____
Circle term and indicate year of which you want this decision to apply:
a. Fall, 20 _____ Spring, 20 _____ First Summer, 20 _____ Second Summer, 20 _____
b. Undergraduate _____ Graduate _____
- Secondary (high or preparatory) schools you attended in sequence:

	Name	Address (place & state)	From (Date)	To (Date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
- List **ALL** post-secondary schools (universities, colleges, junior colleges, community colleges, etc.) you have attended, in sequence (including UNCW):

	Institution	Address (place & state)	From (Date)	To (Date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____

If married, also list all of the above educational information for your spouse:

	Institution	Address (place & state)	From (Date)	To (Date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____

10. If at any time you have applied previously for a determination of your residence status for tuition purposes to any public college or university for EACH

- a) give name of college or university _____
- b) if your residence status was determined, **check** classification: Resident Non-Resident
- c) give term and year you were so classified _____
- d) Has your residence status ever been determined by the UNCW Residence Status Committee? Yes ____ No ____
If so, when? _____

11. Father living? ____ Yes ____ No ____ Name _____ Occupation _____
Permanent home address _____ since (date) _____

12. Mother living? ____ Yes ____ No ____ Name _____ Occupation _____
Permanent home address _____ since (date) _____

13. Are parents separated or divorced? ____ Yes ____ No If "yes," who has/had custody of children? _____

14. Legal guardian? ____ Yes ____ No Name _____ Occupation _____
Permanent home address _____ since (date) _____
Court appointed at (place) address _____ on (date) _____

15. Why and when did you move your home to North Carolina? (reason) _____
_____ (date) _____

16. When and from what state or foreign country did you move your home and legal residence to North Carolina?
Moved from _____ on (date) _____

17. When do you claim that you began your legal residence (domicile) in North Carolina? (date) _____

18. Your marital status: single ____/ married ____ (date) ____/ divorced ____ (date) ____/
separated ____ (date) ____/ legal separation ____ (date) ____/ widowed ____ (date) ____/
marriage annulled ____ (date) ____/

19. If married, your spouse's name _____ Occupation _____
Employer _____ Permanent home address _____
_____ since (date) _____ Last previous permanent home address outside N.C. _____
_____ from (date) _____ to (date) _____ Present
legal residence (domicile) is (state) _____ since (date) _____ Has he/she ever
applied to UNCW for residence status for tuition purposes? ____ Yes ____ No If so, how was he/she classified?
____ Resident ____ Nonresident

20. Who (including yourself) last claimed you as an exemption on state and/or Federal income tax returns, for what tax year, and in which state filed?

a) On state return for ____ tax year, filed in (state) _____ On (date) _____
Name _____ Relationship to you _____

b) On Federal return for ____ tax year, filed in (state) _____ On (date) _____
Name _____ Relationship to you _____

c) Does anyone intend to claim you as a dependent on State and/or Federal income tax returns for the current tax year? __ Yes No __
If yes, who? _____ Relationship to you _____ Returns to be filed to what State(s) _____

21. List in chronological order to date of this application all places you have spent at least 7 consecutive days during the past three years. Your response must include your current address, all other places lived, and vacations.

	Place (city and state)	Occupation or Place	from (date)	to (date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

If married, list in chronological order to date of this application all places your spouse has spend at least 7 consecutive days during the past three years. Your response must include spouse's current address, all other places lived, and vacations.

	Place (city and state)	Occupation or Place	from (date)	to (date)
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

22. When and where (state or foreign country) did you do each of the following during the last 24 months? List each time you did each such act. (If not done in the last 24 months, list where and when such acts were done the last time you did them; if never done at all, write "never"):

	Where/Month/Day/Year	Where/Month/Day/Year	Where/Month/Day/Year
a) Registered to vote	_____	_____	_____
b) Voted	_____	_____	_____
c) Called to serve on jury duty	_____	_____	_____
d) Acquired or renewed driver's license	_____	_____	_____
e) Acquired ownership of property for use as your principal dwelling	_____	_____	_____
f) Inclusive dates of such property ownership: from _____ to _____	from _____ to _____	from _____ to _____	from _____ to _____
g) Filed state intangibles tax return	_____	_____	_____
h) Listed personal property for taxation in the county where you live	_____	_____	_____
i) Filed state income tax return	_____	_____	_____
Did you file as resident or nonresident?	_____	_____	_____
j) Had state income tax withheld during the current tax year? _____ Yes No _____ State(s) _____			
Beginning (Month/Day/Year) _____			
During the previous tax year? _____ Yes No _____ State(s) _____			
Beginning (month/Day/Year) _____			
k) Registered/licensed a motor vehicle (car, truck, or other requiring license)			
Type of vehicle (list all) _____	where registered/licensed _____	(Month/Day/Year) _____	
_____	_____	_____	
_____	_____	_____	

23. The car(s) or other motor vehicles which you maintain and operate in N.C. are owned by (name) _____
 _____ (address) _____
 Registered/licensed in (state or foreign country) _____ Insured in the name of _____
 Address _____

24. List the addresses at which you own and maintain personal property (clothing, furniture, cars, boats, checking or savings accounts, stocks, bonds, pets, jewelry, appliances, etc.) and give percentage of value (of total personal property) maintained at each address:

Address	% at this Address
a) _____	_____
b) _____	_____

25. List your employment for wages in the last 24 months:

Job Title	Employer	Address (place & state)	Dates		Hrs. per week
			from	to	
a) _____	_____	_____	_____	_____	_____
b) _____	_____	_____	_____	_____	_____
c) _____	_____	_____	_____	_____	_____

If married, list your spouse's employment for wages in the last 24 months.

Job Title	Employer	Address (place & state)	Dates		hrs. per week
			from	to	
a) _____	_____	_____	_____	_____	_____
b) _____	_____	_____	_____	_____	_____
c) _____	_____	_____	_____	_____	_____

25. Of the total money required to meet your expenses, what percentage came from each of the following sources and what was it used for?

Source	Preceding Calendar Year (Jan-Dec, 19____)		Current Calendar Year (Jan.-Dec., 19____)	
	% of Total	Used for	% of Total	Used for
Your earnings	_____	_____	_____	_____
Your savings	_____	_____	_____	_____
Parent(s) or Guardian Name _____	_____	_____	_____	_____
Spouse's earnings	_____	_____	_____	_____
Other (Specify): _____	_____	_____	_____	_____
Total	100%	_____	100%	_____

27. a) Are you now in, or a veteran of, active military service or other Federal government employment? ____ Yes No ____ . If answer is "yes," give your home address upon entry _____. Your official "home of record" _____
 Your official home address now _____ Date this home address was declared _____
 Your home address upon discharge _____ Date of discharge _____
 Legal residence you most recently claimed on DD Form 2058 (State of Legal Residence Certificate) _____
 Date you completed that form _____
 Place to which you were paid mileage upon discharge _____
 State for which income tax withheld from your salary _____ From what date? _____

28. If you (1) now live regularly with, (2) have lived with during the immediately preceding 24 months, or (3) continue to maintain close ties with and periodically live with, another person (who is a relative by blood, marriage, or court order or legal guardian of the person), or (4) have been claimed within the immediately preceding 24 months as a dependent for taxation purposes by someone other than yourself, answer the following for each such person. (Answer only for one adult person at each address. **If married, complete for spouse**; if separation occurred within last 24 months, complete for spouse; if divorce occurred within last 24 months, complete for ex-spouse.)

a) Name(s) _____ Relationship to you _____
 Permanent home address _____ Lived at this address since (date) _____ Last previous home address _____ from (date) _____ to (date) _____. Is any such person now in, or a veteran of, active military service or other Federal government employment? ____ Yes No ____ . If answer is "yes," give home address upon entry _____
 Official home address now _____ Date this address declared _____
 Legal residence most recently claimed on DD Form 205 (State of Legal Residence Certificate) _____
 Date that DD Form 2058 completed _____
 Home address upon discharge _____ Date of discharge _____

b) Where (state or foreign country) and when did this person do each of the following during the last 24 months? List each time he or she did each such act. (If not done in the last 24 months, where and when did he or she do these acts last? If *never* done at all, write "never").

	Where/Month/Day/Year	Where/Month/Day/Year	Where/Month/Day/Year
1) Registered to vote	_____	_____	_____
2) Voted	_____	_____	_____
3) Called to serve on jury duty	_____	_____	_____
4) Acquired or renewed driver's license	_____	_____	_____
5) Acquired ownership of property for use as your principal dwelling	_____	_____	_____
6) Inclusive dates of such property ownership: from _____ to _____	from _____ to _____	from _____ to _____	from _____ to _____
7) Filed state intangibles tax return	_____	_____	_____
8) Filed state income tax return	_____	_____	_____
Did he/she file as residence or nonresident?	_____	_____	_____
9) Listed personal property for taxation	_____	_____	_____
10) Registered/licensed motor vehicle(s)	_____	_____	_____
11) Claimed you as an exemption on State income tax return for _____ tax year, filed in (state) _____ on (date) _____	Federal income tax return for _____ tax year, filed in (state) _____ on (date) _____		

29. If there are additional circumstances, events, or acts that you feel support your claim to North Carolina legal residence (domicile) for tuition purposes, attach a description of each, specifying the place of its occurrence.

I hereby acknowledge that completion of Item 2 (Social Security number) is voluntary, is requested by the institution solely for administrative convenience and record-keeping accuracy, and is requested only to provide a personal identifier for the internal records of this institution.

I hereby certify that all information I have set forth herein is true to the best of my knowledge, pursuant to my reasonable inquiry where needed.

I hereby acknowledge that the institution may verify the information set forth herein from sources accessible under law to the institution but that the institution may divulge the contents of this application only as permitted under the Family Educational Rights and Privacy Act of 1974 if I am, or have been, in attendance at this institution.

 Signature of Applicant Signature of parent or guardian also, if applicant is under 18 years of age Date

