RESIDENCY FOR TUITION PURPOSES GUIDE

The GPSF presents your guide to Residency for Tuition Purposes at UNC-Chapel Hill. We provide you with initial tips and necessities for starting to build your ‘preponderance of evidence’ and then we include a detailed question-by-question guide to filling out your Long Form Residency Application. Please note: the Long Form Residency Application for the Graduate School is now ONLY online. The example you find here may be slightly different from what you will see in the online application.

Important information for NOW:

Q. What is ‘residence for tuition purposes’?
A. Exactly that - proof of domicile as it pertains to the state law requirements for attaining in-state tuition.

Q. What is ‘domicile’?
A. Domicile is not just where you live! It's a home you consider permanent, not just a room you rent somewhere. The North Carolina State Manual on Residency for Tuition purposes (at http://registrar.unc.edu/ccm/groups/public/@registrar/documents/content/ccm1_042786.pdf) states that:

“Residence is a place of abode, and may be either permanent or temporary. By contrast, domicile is never temporary; rather, it is one's permanent, established home. To be domiciled in a particular place, one must intend to remain there for an indefinite period of time (permanently), and it is the place where one intends to return if absent. A person may have many residences, but may only have one domicile.”

Q. How long must I have this ‘domicile’?
A. By state law, only those persons with 12 months of uninterrupted domicile in North Carolina are eligible for in-state tuition.

Q. How do I prove domicile?
A. The burden is on you! Do it, and do it now! The earlier the better! WE CANNOT STRESS THIS ENOUGH. The day you move to North Carolina, start building up your preponderance of evidence. The evaluation committee generally will count your domicile from the time of last piece of evidence you provide, not the earliest.

Q. What is a preponderance of evidence?
A. Proof that the student is domiciled, rather than merely residing, in North Carolina. Proof comes in clusters. If you moved in July, but didn’t change your license or register to vote until October, your proof begins in October, and therefore, your 12-month domicile starts in October, and you can’t be considered for the Fall Term Residency. START BUILDING YOUR PROOF IMMEDIATELY.

Q. What is considered evidence?
A. There are a variety of things you must do to prove that you are building a domicile, not just renting a room. Take part in the community, show that you plan to live here indefinitely, and do
the following immediately:

- get a North Carolina state ID or license
- open a bank account in town
- register to vote. it’s easy - just go to this website, print out the registration application form (link at the top of the page), fill it out, and mail it in:
  http://www.co.orange.nc.us/elect/registration.asp
- join a community/local group or religious group
  - churches, mosques, etc.
  - groups with local chapters (the Archaeological Institute of America and the JaneAusten Society, for instance)
  - Weaver Street Market (a co-op)
  - UNC clubs don’t count!
  - volunteer in the community, join a community garden, etc.
- make sure you’re not a dependent on your out-of-state parents’ taxes
  - IF YOU’RE A DEPENDENT, YOU’RE AUTOMATICALLY DISQUALIFIED

Q. Will doing just those few things qualify me for residency?
A. Nope. Those are just the mandatory items. You also have to show intent. We’ll get to that later.

Q. Is there anything else I can do?
A. Yes! Buy property, and put the mortgage in your name (not your parents’ name). Enroll your kids in school. Marry someone from North Carolina. Move your spouse to North Carolina. Buy a car here. Move members of your family here. Join a local board. Do whatever you can to demonstrate your connection to the state and the Carrboro-Chapel Hill community beyond your school commitment. Remember, they want to know that North Carolina is a place you want to enrich with your involvement while you are here, not just a place to pass the time before you take your degree and run.

And 12 months later…

**A QUESTION-BY-QUESTION GUIDE TO THE LONG FORM**

The University of North Carolina at Chapel Hill Application of Claiming North Carolina Residency For The Graduate School and Professional Schools Long Form

(Note: We’re reproducing a version of the Long Form to help you along. What you see when you apply online may be slightly different. Our suggestions follow each question in **BOLD**)

*Applicants that have lived in the state of NC for less than 3 consecutive years should complete this form. For any inapplicable question, write N/A. Omitted information will delay notification. Signature is required. Under North Carolina law, bona fide legal residents (domiciliaries) of North Carolina are eligible for a lower tuition rate than non-residents. Copies of the applicable law and of implementing University regulations are available for inspection in admissions offices: Undergraduate, Graduate, Dentistry, Medicine, Law, MBA, MAC, Summer School,*
Education, Continuing Studies, and Pharmacy. In essence, the controlling North Carolina statute (G.S.116-143) requires: “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. The law requires that every student admitted to the University (initially or after a lapse in enrollment) be classified for the term admitted as either a resident or non-resident for tuition purposes, prior to enrollment. To be classified a resident for tuition purposes, you must furnish such evidence as the University may require to enable it to make such classification. Unless your Admissions Officer notifies you in writing to the contrary, your classification in the University is non-resident for tuition purposes for your proposed term of enrollment.

1. Full Name (please print):

________________________________________________________

Last               First               Middle               Suffix (Jr., Sr., etc)

2. PID (if known) ___________ Date of Birth: ______ City/ State of Birth: ________________________________

Citizenship* ___________ (*If not a U.S. citizen, complete and attach a “non-citizen supplemental form”)

3. Indicate term and year for which you are applying for residency by circling the EARLIEST TERM ONLY:

a. Fall, 20 _____ Spring, 20 _____ First Summer, 20 _____
Second Summer, 20 _______

b. For which Graduate Program(s) are you applying__________________________________________________

Are you: an applicant __________ or an enrolled student __________

4. Have you been on active military duty in the past 2 years? _____ Yes _____ No

5. Current Mailing Address:

Street: ____________________________________________
City: _____________ State: ____ Zip: ______-________
Phone: (_____ ) ________-________

E-mail: ___________________________________________ Cell Phone: (____ ) ________-________

I will reside here until (month and year) ______________________

6. Current Physical Address: (If different than above)

Street: ____________________________________________
City: _____________ State: ____ Zip: ______-________ Phone: (_____ ) ________-________

I will reside here until (month and year) __________

7. 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) ___________________

From which state or foreign country did you move your home to North Carolina?
When do you claim that you began your legal residence (domicile) in North Carolina?
(date) ____________________________

1-7 are pretty self-explanatory

8. List the following information for each public college or university (including UNC) you previously applied for in-state residency status:
Name of college or university Residency Classification Term/Year
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Why are they asking this? Because if you tried to get residency elsewhere, you have shown intent to stay there, not here.

9. List in chronological order, to date of this application, all places you have spent at least 4 consecutive days, in-state or out-of-state, during the past three years. Your response must include your current address, all other places lived, and vacations.
Place (city and state) Occupation or Purpose from (date) to (date)

a) ___________________________ ___________________________ _____ ______
b) ___________________________ ___________________________ _____ _____
c) ___________________________ ___________________________ _____ ______

Be honest, but don’t go overboard. They don’t need to know you went to Nana’s funeral in Virginia and stayed an extra day. If you went out of town for long periods of time to do work related to your coursework/research/fieldwork, that won’t count against you! You can still be domiciled in NC while doing necessary work once in awhile elsewhere. Don’t forget to put your own address. If it’s your domicile, you should be spending 4 or more days a year there. Do your vacations in NC: beaches, mountains, state parks, Ocracoke island, Asheville arts, Charlotte IKEA, and Carolina wine or barbecue tours are all great ways to spend 4 days out of town constructively for your application.

10. 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 last; if never done at all, write “never”):
Place/Month/Year Place/Month/Year Place/Month/Year
a) Registered to vote: which state/ when ____________________________
b) Voted: state/ when ____________________________________________
c) Called to serve on jury duty ____________________________
d) Driver’s license: a. (Acquired) state/ when ____________ b. (Renewed) state/ when ____________________________
e) Acquired ownership of property in your name to use as your principal dwelling (not property you are renting)

f) Inclusive dates of such property ownership: from_______to_______ from_______to_______ from_______to_______
g) Listed personal property for taxation in the county where you live: ____________________________
h) Filed state income tax return to: state/ when ____________________________

Did you file as a resident or non-resident? ____________________________
i) Had state income tax withheld during the current tax year? ______ Yes _______ No, State(s)________________

Beginning (Month/Day/Year) ____________________________
During the previous year?  _____ Yes  _____ No, State(s) _____  Beginning (Month/Date/Year) ______
Was all of the amount withheld refunded to you?  _____ Yes  _____ No

If you’re filing for Residency for Tuition Purposes in NC, you better have done several of these things 12 months ago!
  • Don’t be registered to vote in another state.
  • Don’t file taxes in another state.
  • Don’t acquire property in another state to use as your principal dwelling (because THAT would be your domicile!)
  • Don’t have an out-of-state license/ID.

11. List cars or other motor vehicles you have registered/licensed
Type of vehicle (list all)
Where registered/licensed insured (Month/Day/Year)
________________________________________________________________________
________________________________________________________________________

Yep, better get your car registered here too. Are your parents’ names on the title? Get them to transfer the title into your name so you can register it here in NC.

12. List the addresses at which you maintain or store personal property (clothing, furniture, cars, boats, pets, jewelry, appliances, stocks, bonds, etc). As well, list all locations of checking, savings or trust fund accounts and give percentage of value (of total personal property) maintained at each address:
Address(es) % at address(es) since (Mo/Yr)
a) Personal Property  _______________________/_________________________ /_____________________
b) Accounts/Trust Funds  _______________________/_________________________ /_____________________

13. List your employment for wages in the last 24 months:
   Job Title  Employer  Address (place & state)  (from) Mo/Yr (to) Hrs/week
   a)  ____________________________________________________________
   b)  ____________________________________________________________
   c)  ____________________________________________________________

This all better be at your domicile too. Keeping all your stuff here shows your intent to actually live here. Having pets, clothes, furniture, cars, jewelry, appliances, etc. here (as opposed to a suitcase in a pre-furnished apartment) will go a long way in demonstrating your intent to stay in North Carolina for an indeterminate time. It helps to keep your money in that NC checking/savings account you made 12 months ago!

14. Of the money required to meet your expenses, what percentage came from each of the following sources and what was it used for?
Preceding Calendar Year (January ~ December, 20__)  Current Calendar Year (January ~ December, 20__)

Source % of Total Used for % of Total Used for
Your earnings/employment ______________________________ ______________________________
Your Savings  ______________________________ ______________________________
If your parents are giving you money, and they live out of state (and if they were in-state you wouldn’t be doing this form in the first place), the residency committee is going to wonder why, if you plan to stay here indefinitely, you aren’t generating any income here. If you have a spouse who works in NC, that helps - they’re contributing to the economy. If the money is coming from your savings, that savings account better be in NC. Odds are, 100% of your income is coming from your stipend, RA job, etc. – those are ‘earnings/employment’.

15. Parents/guardian Information:

Father living? ____ Yes No ____ Name_______________________________________
Permanent home address_________________________________ since (date)_______

Mother living? ____ Yes No ____
Name__________________________________
Permanent home address_____________________________ since (date)________

If applicable, Legal Guardian living? ____ Yes No ____ Name____________________
Permanent home address ____________________________ since (date) ___________

What does this have to do with you and your living situation? The North Carolina Residency Manual states that by default you are considered a resident of the state/country in which your parents/legal guardian is a resident. You are trying to prove with this form that you are not domiciled with your parents, but are establishing your own domicile. The older you are, the less you are considered domiciled with your parents.

16. Describe (giving factors involved in your decision to move to North Carolina. Any additional circumstances,events, or acts including employment, community service, memberships, professional, civic, religious and social organizations that you feel support your claim for North Carolina’s legal residence (domicile) for tuition purposes that will aid the classifier in determining your residence status. Attach additional sheet if necessary.

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This is your last chance to show the evaluation committee that you intend to be domiciled here beyond your 12-month initial period for an indefinite amount of time. Don’t wax enthusiastic about your fondness for the Carolina coast or your love of the green mountains’ majesty. That’s vague and has nothing to do with community involvement. Keep it local, keep it honest, and keep it short. You’re not writing your memoirs.

- Don’t say you’re living here until you finish school.
- Don’t say you’re staying here until your partner/spouse is finished with school.
- Don’t say you’re getting your degree and heading off to an out-of-state job.

INSTEAD:

- Talk about the groups/volunteering/religious involvement you have.
- Talk about your kids’ being in schools around here.
- Talk about how much your partner/spouse loves his or her job here.
- Talk about the things you love in Carrboro/Chapel Hill/Durham, and follow that up with examples specific to you and your interests.
- Talk about the wedding you’re planning here, or how you’ll love it when your parents retire here to be near you in NC.

Remember: keep it local, keep it specific.

But don’t lie! It’s a residency application, not a finalist for the Booker Prize for Best CreativeFiction. There’s no need to make up elaborate tales here.

AND FINALLY...CHECK THOSE DATES!! Don’t get a date wrong - you may know it was a typo that you spent 2 years away visiting your family for Christmas, but the committee won’t know that. Make sure you’ve actually been domiciled here for 12 months. Make sure the dates are correct on each place you’ve lived in the state. Proofreading is extremely important, and many residency disasters could have been avoided with a little application review.

Still confused? Contact the GPSF Residency Committee for individualized counseling (gpsf@unc.edu)