EAST TENNESSEE STATE UNIVERSITY

# RESIDENCY INQUIRY FORM

In accordance with the rules adopted by the Board of Regents, individuals domiciled* in the State of Tennessee are classified as in-state residents. All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the university. **Presence or absence of any particular item(s) of evidence will not automatically result in an in-state or out-of-state classification.**

In order that we may have full information with which to determine your classification for admission and fee purposes, please complete and return this application to the address below. Completed applications and all documentation must be submitted by the official census date (Fall and Spring semesters: 14 calendar days from the first official day of classes/Summer semester: date is adjusted for condensed summer sessions) for the semester you are seeking reclassification. Consider all questions carefully before answering them. Incomplete applications will not be reviewed. **Please note that this form must be notarized. You may wish to attach supportive materials (letters, photocopies of documents, etc.), particularly at the places marked "Documentation."**

All decisions regarding classification for fee and admission purposes are made in accordance with Regulations for Classifying Students In-State and Out-of-State for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes. (Copy available on request.) Return properly completed form to the appropriate address:

**For College of Medicine:**
East Tennessee State University
James H. Quillen College of Medicine
Office of Student Affairs
Box 70580
Johnson City, TN 37614-1708

**For Graduate Students:**
East Tennessee State University
Office of Graduate Studies
Box 70720
Johnson City, TN 37614-1710

**For all other purposes:**
East Tennessee State University
Office of Admissions
Box 70731
Johnson City, TN 37614-1710

*Here, and elsewhere, "Domicile" is defined as, "a person's true, fixed, and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return if he/she leaves without intending to establish a new domicile elsewhere."

**PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.**

## A. PERSONAL INFORMATION

_____ CURRENT DATE

1. Full Legal Name _____ LAST _____ FIRST _____ MIDDLE _____ MAIDEN SURNAME
2. E Number: _____
3. Sex: ❑ Male ❑ Female
4. Date and Place of Birth _____ DATE _____ CITY _____ COUNTY _____ STATE _____ COUNTRY
5. **Present** Mailing Address _____ STREET/NUMBER _____ CITY _____ STATE _____ ZIP
   a. Telephone Number:(____)_____ b. ❑ Own ❑ Rent Other _____ EXPLAIN
   _____
   DOCUMENTATION: PHOTOCOPY OF DEED, MORTGAGE PAPERS, OR OTHER PUBLIC RECORD. – USE ADDITIONAL PAGES AS NECESSARY
   c. Length of Time at this address _____ Years _____ Months
   d. If you are not the owner of the residence in which you live, state the name of the owner and the relationship (if any).
   _____
6. **Permanent** Address _____ STREET/NUMBER _____ CITY _____ STATE _____ ZIP
   a. Telephone Number:(____)_____ b. ❑ Own ❑ Rent Other _____ EXPLAIN
   _____
   DOCUMENTATION: PHOTOCOPY OF DEED, MORTGAGE PAPERS, OR OTHER PUBLIC RECORD. – USE ADDITIONAL PAGES AS NECESSARY
   c. Length of Time at this address _____ Years_____ Months
   d. If you are not the owner of the residence in which you live, state the name of the owner and the relationship (if any).
   _____

7. Have you been domiciled in Tennessee continuously since birth? ❑ Yes ❑ No

   If no, date you began your most recent domicile in Tennessee? _____

8. Address at time you began your most recent domicile? _____

   _____
   STREET/NUMBER CITY STATE ZIP

9. Reason for coming to Tennessee to establish your most recent domicile? _____

   _____

   _____

10. High School(s) _____ From _____ To _____ Graduated ____
    NAME AND LOCATION DATES OF ATTENDANCE

    _____ From _____ To _____ Graduated ____
    NAME AND LOCATION DATES OF ATTENDANCE

11. Do you now attend or have you previously been enrolled at East Tennessee State University? ❑ Yes ❑ No

    If Yes, give dates: From _____ To _____

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? ❑ Yes ❑ No

    If Yes, give details _____ From _____ To _____
    SCHOOL DATES OF ATTENDANCE

13. Have you ever been classified, for tuition or fee purposes, as an in-state resident of any other state? ❑ Yes ❑ No

    If Yes, give name of school, location and date of classification. _____

    _____ Date of last enrollment _____

## B. CITIZENSHIP

14. Are you a citizen of the U.S.? ❑ Yes ❑ No If No, what is your status in this country (e.g., type of visa)?

15. Are you registered to vote? ❑ Yes ❑ No If Yes, in what city and state are you registered to vote? _____

    _____
    DOCUMENTATION: PHOTOCOPY OF VOTER REGISTRATION CARD

16. Have you filed state or federal income tax for previous year? ❑ Yes ❑ No If Yes, what address was given as your residence?

    _____
    DOCUMENTATION: PHOTOCOPY OR ADDRESS SECTION OF FORM(S)

## C. EMPLOYMENT

**(Documentation: Letter from employer which verifies the following information. This letter should indicate the permanency and likelihood of continued employment.)**

17. Are you presently employed? ❑ Yes ❑ No If Yes, employer's name, address, and phone number _____

    _____

18. Type of job _____

19. Date of employment _____

20. Job Title _____

21. Hours worked per week _____ Full-time? _____ Part-time? _____

22. If appropriate, what percentage of your on-the-job time is spent out-of-state? _____ In which state? _____

## D. FINANCIAL SUPPORT

**(Education costs: food, clothing and shelter, transportation, etc.)**

23. a. What are the sources of your support? _____

    b. Will your sources of support change while you attend ETSU? If so, how? _____

    c. What portion of your funds, if any, do you obtain from your parents or legal guardian? _____

## E. MARITAL INFORMATION

24. Marital status: ❑ Never married ❑ Married Other_____
EXPLAIN

If married, spouse's name _____
LAST NAME FIRST NAME MIDDLE NAME

Date and place of marriage _____
DOCUMENTATION: PHOTOCOPY OF MARRIAGE CERTIFICATE

25. Has spouse been domiciled in Tennessee continuously since birth? ❑ Yes ❑ No If No, when did spouse begin his/her most recent domicile in Tennessee?_____
26. Spouse's address if different from your address in 5. _____
27. For what reasons did spouse come to Tennessee to establish most recent domicile? _____

_____

28. Is spouse employed full time? ❑ Yes ❑ No
29. How long has he/she been in present position? _____Years _____Months
30. Name/Address/Phone Number of Employer _____
31. Has your spouse ever been enrolled as a college student in Tennessee? ❑ Yes ❑ No
If **Yes**, give details _____ From _____ To_____
SCHOOL DATES OF ATTENDANCE
32. Has your spouse ever been classified, for tuition or fee purposes, as an in-state resident by a state-aided institution in Tennessee? ❑ Yes ❑ No
If yes, name of school, location, and date of classification _____

_____
DOCUMENTATION: VERIFICATION OF IN-STATE CLASSIFICATION

## F. PARENTAL INFORMATION

33. Father's name _____
LAST NAME FIRST NAME MIDDLE NAME
34. Father's address _____
STREET/NUMBER CITY STATE ZIP
35. Mother's name_____
LAST NAME FIRST NAME MIDDLE NAME
36. Mother's address_____
STREET/NUMBER CITY STATE ZIP
37. Do you have a legally appointed guardian? ❑ Yes ❑ No
If **Yes**, guardian's name _____
LAST NAME FIRST NAME MIDDLE NAME
38. Guardian's address _____
STREET/NUMBER CITY STATE ZIP
39. If your parent(s) or guardian is not presently domiciled in Tennessee, has he/she previously been domiciled in Tennessee?
❑ Yes ❑ No If Yes, give previous Tennessee address

_____
STREET/NUMBER CITY STATE ZIP

40. Dates of previous domicile in Tennessee: From _____To_____
41. Did either parent or your guardian claim you as a dependent on his/her most recent income tax return? ❑ Yes ❑ No
(DOCUMENTATION: PHOTOCOPY OF ADDRESS AND DEPENDENT SECTIONS OF PARENT'S OR GUARDIAN'S TAX FORMS.)

## G. MILITARY INFORMATION

42. Have you served as an active member of the U.S. Military? ❑ Yes ❑ No
43. In which state did you live when you entered service? _____
44. Date of entry _____ Branch of service _____
45. My active military service was (is) ❑ a regular enlistment or ❑ for training only.
If currently on active duty, what is your legal state of residence as maintained by your branch of service? _____
(DOCUMENTATION; COPY OF DD FORM 2058, STATE OF LEGAL RESIDENCE CERTIFICATE.)

46. Date of Separation from active duty _____

47. Address given at time of discharge or release (mailing address on DD-214)

_____

STREET/NUMBER CITY STATE ZIP

(DOCUMENTATION: PHOTOCOPY OF DD FORM 214.)

## H. AUTOMOBILE

48. Do you have a driver's license? ❑ Yes ❑ No

If **Yes**, what state issued the license? _____ Date of issue _____

(DOCUMENTATION: PHOTOCOPY OF LICENSE.)

My current license is ❑ an original issue ❑ a renewal from the state indicated above.

49. Driver's license number _____

50. Do you own an automobile? ❑ Yes ❑ No

If **Yes**, in what state is your automobile registered? _____ Date of registration _____

(DOCUMENTATION: PHOTOCOPY OF AUTO REGISTRATION.)

51. Automobile license number _____

## I. OTHER INFORMATION

52. Please use the space provided below to give any additional details or information which you feel would aid the classifying official in determining your domicile.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

## J. TO BE COMPLETED BY APPLICANT

I certify that the information presented in this application is correct to the best of my knowledge and belief.

_____

DATE

_____

SIGNATURE OF APPLICANT

## K. TO BE COMPLETED BY NOTARY PUBLIC

State of _____ County of _____

subscribed and sworn before me this _____ day

of _____ , 20 _____

Notary Public _____

My Commission expires _____

## PLEASE DO NOT WRITE BELOW THIS LINE

Determination: ❑ In-State ❑ Out-of-State ❑ Special conditions

Comments: _____

_____ Date: _____

ETSU East Tennessee State University is a Tennessee Board of Regents institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, sexual orientation or gender identity. ETSU is a Tobacco-Free Campus, where all use of tobacco is restricted to private vehicles. ETSU is an AA/EEO employer. Designed by ETSU Printing and Publications. TBR 000-000-12 0.0M