

## **Documentation to Support a Request for Reclassification of Residency for Tuition Assessment Purposes**

Section 3(5) of the "Classification of Residency for Admission and Tuition Assessment Purposes" requires that residency shall be based upon verifiable circumstances substantiated by submission of original or notarized copies of relevant evidence. Following is a list of documents to accompany a request for reclassification of residency for tuition assessment purposes, as necessary to support your application. Other documents may be required by institution or may be provided at institutional or student request.

- Verification of present address. Must be an item not already requested.
- Copy of Kentucky (Form 740) state tax forms of your parent(s) or legal guardian(s) for the two calendar years immediately preceding the date of application for reclassification of residency status, and for the previous year.
- Copy of most recent financial aid award notice and/or student aid report.
- Copy of statement from parent regarding financial support.
- Copies of visa, resident alien card (both sides).
- Letter from your employer on official company letterhead verifying job transfer or acceptance of full-time employment giving date of employment, average number of hours worked per week, and whether the job is permanent or temporary.
- Verification that you have lived in Kentucky as a non-student (or if a student enrolled in 6 or fewer hours) for the 12 months preceding the first day of classes of the term for which you are applying.
- Copy of your Kentucky state income tax forms (Form 740 and all schedules) for the calendar year immediately preceding the date of application for reclassification of residency status and for the previous year.
- Verification of payment of occupational taxes in Kentucky.
- Verification of payment of real property taxes in Kentucky.
- Copy of Kentucky intangible tax form.
- Copy of property deed to Kentucky residence or copy of lease agreement of non-collegiate housing.
- Copy of your current automobile registration.
- Copy of current driver's license.
- Copy of voter registration.
- Copy of current military orders.
- Copy of military document indicating home of record to Kentucky, if applicable.
- Copy of military discharge (DD 2-14).
- Letter on official company letterhead verifying job transfer and dates of employment for parent(s) or legal guardian(s).
- Court order awarding guardianship if not dependent upon parents.
- Copy of marriage license.
- Other documentation as requested by the institution but not limited to relevant federal income tax forms of the student and parent.

Please note Section 3(6) Submission of False Documents of the "Classification of Residency for Admission and Tuition Assessment Purposes."