FAQs for Residency for Tuition Purposes

➡ **Contact the Registrar at (270) 809-3380 for specific questions about your residency case.**

Q. How long do I have to live in KY to get in-state residency? (I've been living in Kentucky for 1 year. Do I qualify for in-state residency?)
A. Mere physical presence in KY doesn't automatically qualify someone for in-state residency. There are many factors the State of Kentucky requires in order to establish residency for tuition purposes. Many people live in Kentucky, including students from other countries, while going to school but have not established **permanent** residency in the state. Although certain presumptions about residency refer to a period of twelve (12) months, there is no specific time limit for establishing residency and domicile for tuition and admission purposes. The student is responsible for providing convincing evidence that residency and domicile have been established pursuant to 13 KAR 2:045.

Q. If I have a KY driver's license, vehicle registration, voter registration, and a lease, will I be considered a KY resident?
A. Although they are required as **part** of the supporting documentation for residency, due to the ease and convenience in completing these acts, they have **limited** value in a determination that a person is domiciled in and is a resident of Kentucky.

Q. What must I do in order to be considered an independent person who can establish residency in Kentucky?
A. The student must submit documentation showing ability to provide the necessary financial resources to provide all of their needs, as defined in 13 KAR 2:045, **without dependence on student financial aid** (grants, loans, federal work study, or aid**) or financial help from any other person** (except a spouse) and proof of not being claimed by a parent or other person (except for a spouse) as a dependent or as an exemption for federal and state tax purposes. A student is considered a dependent of their parents/guardian if they enroll immediately in college following high school graduation and remain enrolled. Refer to 13 KAR 2:045 Section 5 for details.

Q. I'm an independent person on my FAFSA. Will I be considered an independent for residency?
A. The federal financial aid residency definition may differ from the state of KY regulation.
In cases where student financial aid information differs from that required for residency, follow the KY residency regulation in making residency determinations.

Q. What is the residency of a dependent student?
A. A dependent person's residency is that of the parent(s)/legal guardian or spouse.

Q. What is the definition of full-time employment?
A. Working at least 48 weeks per year, with an average of at least 30 hours worked per week, constitutes full-time employment for tuition residency purposes in KY. In most cases, full-time employment in KY for at least one year prior to enrolling full-time at Murray State University is required to establish KY residency.

Refer to the murraystate.edu/residency website for additional residency FAQs.

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MURRAY STATE UNIVERSITY
Office of the Registrar
113 Sparks Hall
Murray, KY 42071

CHANGE IN RESIDENCY STATUS AFFIDAVIT

STATEMENT AND AFFIDAVIT FOR RESIDENCY CLASSIFICATION AT KENTUCKY PUBLIC COLLEGES AND UNIVERSITIES

*The "Determination of Residency Status for Admission and Tuition Assessment Purposes" is to be used by each public college and university pursuant to KRS 164.020 and KRS 164.030 and is codified as **13 KAR 2:045**. These institutions are Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, University of Kentucky, University of Louisville, Western Kentucky University, and the Kentucky Community and Technical College System.*

For office use only

Student_____ ID_____

Semester_____ Decision_____

Date semester begins_____ By_____

Date application filed_____ Date_____

Log ____ Ltr Mld _____(Appeal form___) VA notified ____ Log ____ List ____
SFA_____ Class____ Styp___Cmp_____ Prgm_____ Ctlg_____ Mj1_____ Mj2_____Mn1_____Mn2_____
AdmtCnty/St_____ Brth_____ SAAADMS__ SAADCRV__ SOASUPL __ SFAREGS__ SGASTDN __ TSAAREV __ GDOC __

OATH AND AUTHORIZATION FOR USE OF RECORDS

To the student: ***This statement must be notarized before submitting. <u>Do NOT sign this statement until you are directed to do so by a Notary</u>.***

The undersigned person, being first duly sworn, states as follows: That the foregoing statements and all supporting documents are, and each of them is, true and correct. That any and all of my documents maintained by this institution may be released to University officials or to the Residency Review Committee to be used in the determination of my status as a resident or nonresident of the Commonwealth of Kentucky (or regional state and county) for admission and tuition assessment purposes.

_____
Signature of Applicant

For the notary: Subscribed and sworn to before me this _____ day of _____, _____(year).

_____
Signature of Notary Public
State: _____County:_____
My commission expires_____

A. BASIS FOR APPLICATION

I'm seeking residency in the state* of _____, county of _____ .
*Throughout this application, this will be the state referred to herein as "this state."

CHECK ONE:
I'm seeking residency as: ***(see Residency Documentation Required Checklist on www.murraystate.edu/residency)***

- ☐ Independent person *(see definition on the Required Documentation Checklist)*
- ☐ Dependent person of parent or guardian
- ☐ Dependent person based on spouse's residency
- ☐ Duty in Armed Forces *(section 7 of 13 KAR2:045)*
- ☐ Beneficiary of a Kentucky Educational Savings Plan Trust (KESPT)

CHECK ONE:
I'm seeking a change in residency status beginning: ***(see deadline in the University Calendar on myGate)***

☐ Fall 20___ ☐ Spring 20___ ☐ Summer 20___

Residency applications are not retroactive to prior semesters.

B. PERSONAL INFORMATION

Name_____
Last First Middle Maiden, Jr., III, etc.

Social Security Number _____-____-_____ Birthdate ____/____/____
MO DAY YEAR

State or Nation of Birth _____ County of Birth_____

MSU Email Address_____@murraystate.edu
(any questions regarding this affidavit or documents submitted will be sent to this email address)

Home/Cell Phone (_____) _____ Work Phone (_____) _____

Permanent Address _____

_____

List addresses where you have lived for the last 5 years (beginning with most recent address).

Dates		Place of Residence		
From Mo/Yr	To Mo/Yr	Number/Street	City	State
	Present			

Most recent address information on this signed form will be used to update your myGate record unless you specify otherwise by checking here: _____

C. ENROLLMENT INFORMATION

1. Have you previously filed an application for change in residency status? ☐ Yes ☐ No
   If yes, for what semester?_____

2. Check one: ☐ Undergraduate ☐ Graduate

3. High School _____
   Name City/State Date of Graduation

4. List ALL educational institutions (including Murray State) attended after high school graduation.

Attended From Mo/Yr	Attended To Mo/Yr	Educational Institution	City/State	Full/ Part-Time	Tuition Paid (In-State/Out-of-State)

5. Have you continuously lived in the state you are seeking residency **while in a nonstudent status** for twelve (12) months immediately preceding the start of the semester for which a reclassification of residency is sought? ☐ Yes ☐ No

D. DETERMINATION OF DEPENDENT vs INDEPENDENT STATUS

1. Most recent year **you** filed income tax returns **as an independent person claiming yourself as an exemption (no one else allowed to claim you):**
   Federal _____ State _____ Never filed as an independent _____

2. Most recent year either parent **last claimed you as an exemption** on income tax returns:
   Federal _____ State _____

3. Most recent year your spouse **last claimed you as an exemption** on income tax returns:
   Federal _____ State _____ Not Applicable _____

4. Does your parent or any other person **currently** claim you as a dependent or exemption for federal or state tax purposes?
   Parent ☐ Yes ☐ No Other person ☐ Yes; who?_____ ☐ No

5. Indicate <u>your</u> **current** means of financial support for tuition and fees, room and board, books and transportation (in annual dollars):
   Work $_____ Spouse $_____ Parent $_____ Trusts $_____
   Grants $_____ Scholarships $_____ Financial Aid $_____ Assistantships $_____
   Loans $_____ Other $_____; explain _____

   Provide any additional information not specifically requested on the list of supporting documents but which may explain the nature of the financial support available to you. _____
   _____

E. INFORMATION IN SUPPORT OF DOMICILE

1. What was your primary reason for coming to the state you are seeking residency?
☐ School ☐ Full-time employment ☐ Family relocation ☐ Marriage ☐ Other _____

2. What is your primary reason for being in the state you are seeking residency at this time?
☐ School ☐ Full-time employment ☐ Family relocation ☐ Marriage ☐ Other _____

3. What family do you have presently living in the state you are seeking residency? _____

4. Are you a citizen of the United States? ☐ Yes ☐ No; **provide a copy of visa/passport**

5. Are you receiving benefits from the Kentucky Educational Savings Plan Trust (KESPT), covered under a vested participation agreement? ☐ Yes ☐ No
   Have you maintained continuous residence in Kentucky for 8 consecutive years while participating in the KESPT program? ☐ Yes ☐ No

6. Have you, your spouse, or a parent recently had a work transfer to or accepted full-time employment in the state you are seeking residency? ☐ You ☐ Parent/Guardian ☐ Spouse ☐ None

7. List employers for the past five years **for the person the residency request is based on** (see section A):
(For example: if residency request is based on parent's domicile, provide that parent's employment history.)

Employee Name	From Mo/Yr	To Mo/Yr	Employer	City/State	Average Hrs/Week	Weeks Worked/Yr

8. Do you have licensing or certification for a **professional or occupational purpose in the state you are seeking residency**? ☐ Yes: Type _____ ☐ No

9. Have you, your spouse, or a parent paid the following taxes in the state you are seeking residency during the last 12 months? Real Property ☐ Yes ☐ No Occupational ☐ Yes ☐ No

10. Do you, your spouse, or a parent own a home in the state you are seeking residency that is considered their primary residence (at least 51 % of the year)? ☐ Yes ☐ No

			Dates Used as Residence	
Property Owned By	Address, City, State	Used by Student as Residence (Y/N)	From Mo/Yr	To Mo/Yr

11. Do you, your spouse, or a parent have a signed lease for at least 12 months for noncollegiate housing in the state you are seeking residency? ☐ Yes ☐ No

12. Address where student lives during school vacation periods: _____

13. Do you operate a motor vehicle in the state you are seeking residency? ☐ Yes ☐ No
    Whose name is on the vehicle registration? _____
    State in which the vehicle is licensed _____
    Number of miles you travel to school _____ Number of miles you travel to work _____

14. In what state is your driver's license registered? _____License #_____

15. In what state are you **currently** registered to vote? _____ ☐ Not registered
    Other states in which you have been registered to vote_____

F. MILITARY INFORMATION *Complete only if residency is based on Duty in Armed Forces (section 7 of 13 KAR 2:045).*

Student

Do you qualify to receive Post 9/11 GI Bill Benefits? ☐ Yes ☐ No
Are you now, or have you been, in the military? ☐ Yes (please supply the following info) ☐ No
Branch_____ Active Duty began (Mo/Yr) _____
Was Kentucky your state of residence when inducted? ☐ Yes ☐ No; State_____
If yes, did you maintain Kentucky as your legal home of record while in the service? ☐ Yes ☐ No
If no, on what date, if any, did address change to Kentucky? (Mo/Yr) _____
Active Military Service From (Mo/Yr) _____ to _____ *(exclude reserve time)*
Discharge Date (Mo/Yr) _____ Discharged to what city/state? _____

Parent, Guardian, or Spouse

Which of the following are, or have been in the military? ☐ Father ☐ Mother ☐ Guardian ☐ Spouse
Branch_____ Active Duty began (Mo/Yr) _____
Was Kentucky the state of residence when inducted? ☐ Yes ☐ No; State_____
If yes, did s/he maintain Kentucky as legal home of record while in the service? ☐ Yes ☐ No
If no, on what date, if any, did address change to Kentucky? (Mo/Yr) _____
Active Military Service From (Mo/Yr) _____ to _____ *(exclude reserve time)*
Discharge Date (Mo/Yr) _____ Discharged to what city/state? _____

G. SUPPORTING INFORMATION FOR DEPENDENT STUDENTS *Complete only if your residency is based on parent, guardian, or spouse's residency.*

Parent/Legal Guardian

Father's name _____
Father's permanent address _____
Father's phone number _____ Years continuously living at this address _____

Parent/Legal Guardian

Mother's name _____
Mother's permanent address_____
Mother's phone number _____ Years continuously living at this address _____

Spouse

Spouse's name_____ Date of marriage (Mo/Yr) _____
Spouse's permanent address _____
Spouse's phone number _____ Years continuously living at this address _____
What family does spouse have presently living in the state you are seeking residency?_____

List of **spouse**'s addresses for the last 5 years (beginning with most recent address).

Dates		Place of Residence		
From Mo/Yr	To Mo/Yr	Number/Street	City	State
	Present			

Spouse's High School _____

Name City/State Date of Graduation

List educational institutions **spouse** attended after high school graduation.

Attended From Mo/Yr	Attended To Mo/Yr	Educational Institution	City/State	Full/ Part-Time	Tuition Paid (In-State/Out-of-State)

H. COMMENTS Describe other factors pertinent to your residence status (attach additional page, if necessary).
NOTE: All colleges in KY must determine residency based solely on this Kentucky Regulation - 13KAR2:045.

_____

_____

I. SUBMISSION (initial each item)

— Applications that are incomplete, not notarized, or without supporting documentation, will be returned to the applicant, thereby jeopardizing the applicant's adherence to schedules and deadlines.

— Know the tuition deadline. Filing a residency affidavit does not count as payment. Please allow two weeks between filing and the tuition payment deadline. Otherwise, your affidavit may not be reviewed prior to tuition payment being due, and you are responsible for your full balance.

— If you choose to stay in courses past the 100% refund deadline and your appeal is denied, this will not be a sufficient reason for a 100% refund from your courses.

— If additional information is needed, the Residency Officer will contact you via your MSU email. Please respond to any inquiries about your residency appeal within 5 business days. If the Residency Officer does not hear from you, this may be reason for automatic denial.

— You will be notified of the decision by mail. Every student has the right of appeal through the Residency Appeal Committee. This is a formal process that is outlined to you if denied.

Please sign & date below

I have reviewed the residency documentation required checklist (found below & on the www.murraystate.edu/residency website) and provided copies of all applicable documentation needed. I have answered every relevant question and have read, understand, and initialed all items under Section I: Submission.

(Sign here and initial each item above) _____

Student's Signature ***Date***

Residency Documentation Required Checklist

GENERAL INFORMATION

Independent: a person who is 100% financially independent of anyone and can support them self without relying on financial aid/loans/grants, with the exception of support from an independent spouse, and proving this financial independence for a minimum of 12 months preceding enrollment at MSU.

Dependent: a person who does not have the ability to demonstrate financial independence from their parents, other persons or financial aid/loans/grants, with the exception of support from an independent spouse.

Note: A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency. A person shall not be determined to be a Kentucky* resident by the performance of an act that is incidental to fulfilling an educational purpose or by an act performed as a matter of convenience. Mere physical presence in the state* you are seeking residency, including living with a non-parental relative, friend, or fiancé, shall not be sufficient evidence of domicile and residency for tuition purposes.

*Residency can be reviewed for Kentucky or for Murray State University's regional tuition states of Alabama, Arkansas, Florida, Georgia, Illinois, Indiana, Louisiana, Mississippi, Missouri, North Carolina, Ohio, South Carolina, Tennessee, Virginia, or West Virginia. Please supply the proper documentation for the state in which you are seeking residency.

■ = These documents are **required** to be submitted, but shall have **limited** value in residency determination because of the ease and convenience in completing them. [13KAR2:045 Section 10(3)]

● = These documents are **required** to be submitted.

□ = These supporting documents will provide greater value in residency determination; submit as many of these documents as possible to support your residency claim. [13KAR2:045 Section 10(2)]

Submission of these documents DOES NOT guarantee residency will be granted. If we have any questions and/or need any additional documentation, we will contact the student via their MSU email address.

INDEPENDENT STUDENT *(see definition above)*

■ Student's driver's license
■ Student's automobile registration
■ Student's voter registration (*if registered to vote*) http://elect.ky.gov/registertovote/Pages/default.aspx
■ Student's long-term (12 month) lease (for non-collegiate housing) or homeowner's deed
■ Student's federal and state income tax returns for the previous calendar year showing student is financially independent (W2 or 1099 can be provided in addition to federal and state tax returns)
□ Letter on official letterhead from employer, including dates of employment (or date of transfer), position, salary, average hours worked per week, number of weeks worked per year, and the employee's address the employer has on file
□ Proof of loans/financial aid, *if applicable*
□ Proof of visa or immigration status, *if applicable*
□ If student is under the age of 24, a notarized statement from parents regarding financial support and tax dependent status or a copy of the parent's previous year's income tax returns showing student is not claimed as a dependent
□ Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status, such as:
    □ Letter from a prior post-secondary institution stating your resident status
    □ Professional or occupational license documenting state of residency
    □ Recent receipt of payment of property taxes where the student resided preceding the date of the residency application
    □ Proof of having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
    □ Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DEPENDENT STUDENT OF PARENT/GUARDIAN

- ■ Parent's driver's license
- ■ Parent's automobile registration
- ■ Parent's voter registration (*if registered to vote*) http://elect.ky.gov/registertovote/Pages/default.aspx
- ■ Parent's long-term (12 month) lease (for non-collegiate housing) or homeowner's deed
- ■ Parent's federal and state income tax returns for the previous calendar year claiming student as a dependent (W2 or 1099 can be provided in addition to federal and state tax returns)
- ● Letter on official letterhead from parent's employer, including dates of employment (or date of transfer), position, average hours worked per week, number of weeks worked per year, and the employee's address the employer has on file
- ☐ Proof of loans/financial aid, *if applicable*
- ☐ Proof of visa or immigration status from parents and student, *if applicable*
- ☐ Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status; such as:
    - ☐ Letter from a prior post-secondary institution stating student's or parent's resident status
    - ☐ Professional or occupational license documenting state of residency
    - ☐ Recent receipt of payment property taxes where the parent resided preceding the date of the residency application
    - ☐ Proof of parents having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
    - ☐ Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DEPENDENT STUDENT BASED ON SPOUSE'S RESIDENCY

- ■ Spouse's driver's license
- ■ Spouse's automobile registration
- ■ Spouse's voter registration (*if registered to vote*) http://elect.ky.gov/registertovote/Pages/default.aspx
- ■ Spouse's current long-term (12 month) lease (for non-collegiate housing) or homeowner's deed
- ■ Spouse's federal and state income tax returns for the previous calendar year claiming student as a dependent or spouse (W2 or 1099 can be provided in addition to federal and state tax returns)
- ■ Marriage license
- ● Letter on official letterhead from spouse's employer, including dates of employment (or date of transfer), position, average hours worked per week, number of weeks worked per year, and the student's address the employer has on file
- ☐ Proof of loans/financial aid, *if applicable*
- ☐ Proof of visa or immigration status, *if applicable*
- ☐ Any other documentation relevant to your situation and which might be supportive of your request for a review of your determination of residency status, such as:
    - ☐ Letter from a prior post-secondary institution stating spouse's resident status
    - ☐ Spouse's professional or occupational license documenting state of residency
    - ☐ Recent receipt of payment property taxes where the spouse resided preceding the date of the residency application
    - ☐ Proof of spouse having lived in the state you are requesting residency for at least 12 months prior to application for residency and enrollment at MSU (bank statement, utility bill, etc. dated at least 12 months prior)
    - ☐ Proof of Medicaid, Food Stamps, or other federal or state financial assistance

DUTY IN ARMED FORCES: MILITARY MEMBER, SPOUSE, OR DEPENDENT CHILD LIVING IN OR FROM KENTUCKY

- ■ Military ID of member, spouse, or dependent child
- ☐ Military orders for active duty service stationed in Kentucky for a period of 30 days or longer
- ☐ If being discharged, a copy of the DD-214 (must return to Kentucky within 6 months of discharge)
- ☐ If stationed in another state on active duty, a copy of enlistment papers showing Kentucky as the permanent home of record
- ☐ NOTE: Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency.

BENEFICIARY OF A KY EDUCATIONAL SAVINGS PLAN TRUST (KESPT)

- ■ Documentation verifying fully vested enrollment in the KESPT (see 11 KAR 12:040 for requirements)