



# IDAHO RESIDENCY DETERMINATION WORKSHEET

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_  
Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Last First Middle

**STUDENT ID NUMBER:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Term for which worksheet submitted:**  Fall, 20\_\_\_\_  Spring, 20\_\_\_\_  Summer, 20\_\_\_\_

### PLEASE READ BEFORE COMPLETING

**DEADLINE:** Qualifications for residency must be met **prior to the opening day of the semester** for which the reclassification is sought. All worksheets and required documentation must be **submitted by the 10<sup>th</sup> day** of the semester in which reclassification is sought. Failure to provide required documentation with the worksheet will result in denial of residency.

I certify by my notarized signature on page 4 that the statements made in this worksheet and the information provided are true, complete, and correct to the best of my knowledge. I understand that any material misrepresentation or omission from this worksheet may be grounds for institutional action which may affect my status as a student.

Students who wish to be considered for resident fees are expected to read the Idaho Residency Law and Administrative Rules, complete this worksheet, and submit required documentation to the appropriate office.

If additional space is required, attach a separate sheet. Additional documents may be requested from the student, parent, legal guardian, or spouse to support this worksheet. Once signed, notarized, and received by the institution, this worksheet and accompanying documentation become an official document on which questions of residency are resolved. This document will not be returned to the student. **Please review your responses carefully before the document is signed and notarized.**

PLEASE PRINT OR TYPE

### PART I: Complete ALL of PART I.

**Present Address:** \_\_\_\_\_  
number & street city state zip area code phone

**Permanent Address:** \_\_\_\_\_  
number & street city state zip area code phone

**Citizenship:**  USA  Other

If citizenship is "other," provide copies of relevant Immigration documents including but not limited to your visa. **Attach copy of Permanent Resident Card or US Citizenship and Immigration Services Approval Notice.**

If citizenship is "other," answer the following questions: Country of citizenship: \_\_\_\_\_

Visa type: \_\_\_\_\_ Alien registration number: A - \_\_\_\_\_ Other: \_\_\_\_\_

**Have you received financial assistance provided by a state other than Idaho to attend an institution within Idaho?**  Yes  No

If yes, what were the dates (month/day/year) and types of assistance? From: \_\_\_\_\_ To: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

**Have you received WUE (Western Undergraduate Exchange) non-resident tuition assistance?**  Yes  No

If yes, what were the dates (month/day/year) of assistance? From: \_\_\_\_\_ To: \_\_\_\_\_

**PART I continued**

**Have you been out of Idaho during the last 12 months?**  Yes  No **If yes, give dates and reasons for your absence.**

| Dates (month/day/year) |           | City & State | Purpose |
|------------------------|-----------|--------------|---------|
| From: _____            | To: _____ | _____        | _____   |
| From: _____            | To: _____ | _____        | _____   |
| From: _____            | To: _____ | _____        | _____   |

**PART II:** Please check **all** boxes that are applicable to you and fill in the blanks below the checked box(es). **YOU MUST CHECK AT LEAST ONE (A – J).**

- A.** One or more of my parents/legal guardians or spouse’s parents is domiciled in Idaho and has maintained a bona fide domicile in Idaho for at least 12 months prior to the opening day of the school term which I plan to enroll **AND** I receive at least 50% of my financial support from my parents/legal guardians. **Parents/legal guardians must complete PART III and IV and/or V.**  
 Check one:  Parent(s)  Legal Guardian(s)  
 Name(s) of parent(s)/legal guardian(s) residing in Idaho: \_\_\_\_\_  
 Physically resided in Idaho since: \_\_\_\_\_  
month/day/year  
 What percentage of financial support do you receive from your parent(s)/legal guardian(s)? \_\_\_\_\_  
**Permanent Address:** \_\_\_\_\_  
number & street city state zip
  
- B.** I receive **LESS THAN** 50% of my financial support from parents/legal guardians. I have continuously resided and maintained a bona fide domicile in Idaho for purposes other than education for at least 12 months prior to the opening day of the term at this institution. **Student must complete PART III and IV and/or V.**  
 What percentage of financial support do you receive from your parent(s)/legal guardian(s)? \_\_\_\_\_
  
- C.** I am or will be a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following high school graduation. **Attach verification of your graduation from an Idaho high school or current enrollment at an Idaho institution for medical education residency.**  
 Accredited Idaho high school from which I graduated: \_\_\_\_\_  
 Graduation date: \_\_\_\_\_ Institution currently attending: \_\_\_\_\_  
month/year
  
- D.** I am married to an Idaho resident. My spouse is a resident of \_\_\_\_\_ County. **Attach a copy of your marriage certificate and have your spouse complete PART III and IV and/or V if not a current student.**  
 Name of your spouse who is an Idaho resident: \_\_\_\_\_  
 Is your spouse a student at this university/college?  Yes  No If yes, spouse’s ID#: \_\_\_\_\_
  
- E.** I or my spouse is a member of the Armed Forces stationed in Idaho on military orders. I or my spouse is stationed in \_\_\_\_\_ County. **Attach a copy of the orders assigning you in Idaho and attach a copy of your marriage certificate (if your spouse is stationed in Idaho on military orders).**
  
- F.** I am an officer or an enlisted member of the Idaho National Guard. **Attach a copy of your orders assigning you to the Idaho National Guard.**
  
- G.** One or more of my parents/legal guardians, from whom I receive 50% or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in \_\_\_\_\_ County. **Attach a copy of orders assigning one or both parents in Idaho, and attach a copy of your dependant military ID card.**  
 Check one:  Parent(s)  Legal Guardian(s) Percentage of support provided: \_\_\_\_\_  
 Location where parent(s) or legal guardian(s) is presently stationed with the Armed Forces: \_\_\_\_\_  
 Date of assignment: \_\_\_\_\_  
month/day/year
  
- H.** I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation. **Attach a copy of your DD214.**
  
- I.** I have been away from the State of Idaho. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous 12-month period immediately prior to departure. **Please answer the following questions (continues to next page) and complete PART III and IV and/or V for the period of residence in Idaho.**

**PART II continued**

1. Give dates and reasons for absence from the State of Idaho:

|                        |           |          |
|------------------------|-----------|----------|
| Dates (month/day/year) |           | Reasons: |
| From: _____            | To: _____ | _____    |
| From: _____            | To: _____ | _____    |

2. Give dates, reason(s) you qualified as a resident prior to leaving the State of Idaho:

|                        |           |          |
|------------------------|-----------|----------|
| Dates (month/day/year) |           | Reasons: |
| From: _____            | To: _____ | _____    |
| From: _____            | To: _____ | _____    |

3. Have you been away from the state of Idaho for a period of time equaling less than 30 months?  Yes  No
4. Have you been enrolled in a postsecondary institution outside the state of Idaho?  Yes  No **If yes, please provide a letter from the institution stating your residency classification while enrolled.**
5. Do you certify that you have **not** established legal residence in a state other than Idaho in the time that you have been gone?  
 Yes  No

- J.** I am a member of one of the following Idaho Native American Indian tribes: Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, Kootenai. **Attach a copy of your tribal membership papers.**

**PART III: PLEASE ANSWER ALL QUESTIONS.** Answers are to be for the person on which residency is based.

I am the:  Student  Student's spouse  Student's parent  Student's legal guardian

Name of person completing worksheet (if not student): \_\_\_\_\_  
Last First Middle

1. Date on which you arrived in Idaho to establish a bona fide domicile: \_\_\_\_\_  
month/day/year
2. List your purposes for being in Idaho: \_\_\_\_\_
3. **(PARENT(S)/GUARDIAN(S) ONLY)** What percentage of financial support do you provide the student? \_\_\_\_\_  
 Please list your state of residence: \_\_\_\_\_
4. **(PARENT(S)/GUARDIAN(S) OR SPOUSE ONLY)** Are you a citizen of the United States?  Yes  No **If no, complete this section and attach a copy (front and back) of your resident card, visa, and/or refugee stamp in your passport.**
- Country of citizenship: \_\_\_\_\_
- Legal Permanent/Temporary Resident: \_\_\_\_\_ Refugee Status: \_\_\_\_\_
- Visa Status: \_\_\_\_\_ Type of Visa: \_\_\_\_\_

**PART IV: PLEASE ANSWER ALL QUESTIONS.** Answers are to be for the person on which residency is based. If you can answer **yes** to ANY of these questions, skip part V and proceed to notarization.

1. Have you filed a full-year resident **Idaho** state income tax return?  Yes  No **If yes, provide the following information and attach a copy of your full-year resident Idaho state tax return:**

|          |                             |                           |
|----------|-----------------------------|---------------------------|
| Tax Year | Date Filed (month/day/year) | Address given on tax form |
| _____    | _____                       | _____                     |
| _____    | _____                       | _____                     |

2. Have you maintained permanent, full-time employment in Idaho?  Yes  No

List your employment for the previous 12 months. **Attach documentation from your employer(s) stating the average number of hours you worked per week.**

| Dates (month/year) |           | Employer | City & State | Hours/wk |
|--------------------|-----------|----------|--------------|----------|
| From: _____        | To: _____ | _____    | _____        | _____    |
| From: _____        | To: _____ | _____    | _____        | _____    |
| From: _____        | To: _____ | _____    | _____        | _____    |

PART IV continued

3. Do you own and reside in your own living quarters in Idaho?  Yes  No **If yes, attach documentation verifying ownership.**

\_\_\_\_\_ Date Purchased: \_\_\_\_\_  
number & street city state zip month/day/year

**PART V:** PLEASE ANSWER ALL QUESTIONS, IF ALL ANSWERS IN PART IV ARE NO. Answers are to be for the person on which residency is based.

1. Do you own any motor vehicle(s), mobile home(s), trailer(s), boat(s), etc.?  Yes  No **Attach copy(ies) of Idaho vehicle registration(s).** Original date of registration: \_\_\_\_\_  
month/day/year

2. Are you currently registered to vote?  Yes  No **Attach documentation of your voter registration.**  
Date Registered \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Date Voted \_\_\_\_\_  
month/day/year month/day/year

3. Do you hold a Driver's License/State ID Card?  Yes  No **If yes, attach a copy of your Driver's License/State ID Card.**  
State where issued: \_\_\_\_\_ Original date issued: \_\_\_\_\_  
month/day/year

4. Can you claim domicile in any other state?  Yes  No **If no, attach documentation to provide evidence of abandonment of previous domicile.**

5. Where are your household goods and/or belongings currently located? **Attach documentation of location of household goods such as a property tax statement, a residential lease, etc.**

\_\_\_\_\_ number & street city state zip

6. Do you bank at a financial institution in Idaho?  Yes  No **If yes, give name and location of bank and attach documentation from your financial institution.** (Bank statement must have Idaho address)  
Name \_\_\_\_\_ Address \_\_\_\_\_  
Date account established: \_\_\_\_\_  
month/day/year

**NOTARIZATION: The student submitting this worksheet must sign this section in the presence of a notary. This worksheet cannot be acted upon until notarized. This section is to be completed by a notary public after this form has been filled out.**

State of \_\_\_\_\_

County of \_\_\_\_\_

The undersigned person, being first duly sworn, deposes and says:

I hereby certify, under the penalty of perjury, that all statements herein and the information provided are true and correct, and this institution may rely on such statements and information. I full understand that this institution reserves the right to all available remedies in the event such information is not true and correct, including but not limited to the recovery of all fees to which this institution is legally entitled, but which were not collected because of false information stated herein. I further understand that this institution may take any legal action necessary to recover any outstanding financial obligation.

**Do not sign this form until in the presence of a notary public** \_\_\_\_\_  
Signature of Student

Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_,

S \_\_\_\_\_  
E Notary Public  
A  
L My commission expires: \_\_\_\_\_