Residency Reclassification Check List

Supporting documentation required with Residence Questionnaire. Students may apply for reclassification through the 30th calendar day of the quarter.

☐ Citizenship: If you are not a US citizen, but hold temporary or permanent resident immigration status, you must provide a copy of your immigration document.

If you are not a permanent resident or US citizen, you may be eligible for resident status if you have met one of the following conditions:

- Resided in Washington for three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school,
  **OR**
- Completed the equivalent of a high school diploma and resided in Washington State for three (3) years immediately before receiving the equivalent of the diploma,
  **AND**
- Continuously resided in the state since earning the high school diploma or its equivalent

If you are not a US citizen and do not hold temporary or permanent resident immigration status and you have met one of the above conditions, print, sign, and submit the Washington Higher Education Residency Affidavit/Declaration/Certification form to Enrollment Services.

☐ Financially Independent or Dependent: Submit copy of federal tax form for previous calendar year.

- **Financially Independent Student:** If the student is applying as a financially independent student, verification of financial independence must be documented by submitting a true and correct copy of student’s federal income tax return from the previous year. In addition, student 24 years of age and younger must submit a copy of parent/legal guardians return for the previous year, provide only pages listing the dependents claimed and the signature of the taxpayer, disclosure of financial information is not required. If student did not file taxes for the previous year, student must complete the Residency Income and Expense Report and submit with documentation supporting income.

- **Financially Dependent Student:** If the student is applying as a financially dependent student, verification of dependent status must be documented by submitting a true and correct copy of parent/legal guardian’s federal income tax return for the previous year, provide only pages listing the dependents claimed and the signature of the taxpayer, disclosure of financial information is not required.

☐ Establishment of domicile in Washington: Submit copies of three items from the list below, documents must be dated 12 months prior to the first day of the quarter. Please note: financially independent students submit their own documentation, and financially dependent students submit their parent/legal guardian’s documents.

- Washington driver’s license, legal drivers must hold a valid Washington state drivers license and submit a copy
- Mortgage settlement document, lease/rental agreement, or rent receipts
- Washington motor vehicle registration (not title)
- Washington voter registration card
- Evidence of full-time employment (employer statement noting hire date and full-time status)
- Checking or saving account
- Address listed on selective service registration
- Membership in professional, business, civic or other organizations
- Receipt of benefits under public assistance programs
- Hunting or fishing license
- State in which a custodial parent has a child attending public school

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