



University of Louisiana System Policy and Procedures Memorandum

Applications for reclassification to resident status must be filed by the 14th calendar day after classes begin to allow changes to be reflected on the fee bill. Applicants filing immediately prior to registration or up to the 14th day must be prepared to pay non-resident fee and wait for a refund if the application is approved.

I. Requirements

Because resident classification is an important part of fee determination, admission regulations and other policies of the System institutions, it is important that System institutions have fair and equitable regulations which can be administered consistently and still respect the interests of both the students and the taxpayers of Louisiana. It is the responsibility of the student to provide System institutions with such evidence as deemed necessary to establish his residence status.

II. Definition of Residency

Pursuant to House Concurrent Resolution No. 226 of 1986, the following definition of residency shall apply for fee assessment purposes effective the fall semester, 1987: A resident student for tuition purposes is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought. "Domicile," as the term is used in the context of residence regulations, is defined as an individual's true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence. A nonresident student for tuition purposes is a student not eligible for classification as a resident.

The individual's physical presence within this state for one year must be associated with the substantial evidence that such presence was with the intent to maintain a Louisiana domicile. Physical presence within the state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.

However, discreet categories of individuals may be defined as special residents if such action is deemed to be in the best interest of Louisiana and approved by the Board, or as mandated from time to time by federal or state government.

III. Determination of Status

The residence status shall be determined in accordance with Board rules and shall be based upon evidence provided in the application for admission and related documents. The office of the registrar and/or admissions officer shall determine residence status after the completed



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application for admission has been submitted. The rules shall be based primarily on the location of the home and the place of employment. Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school.

Residence status, for fee purposes only, will be granted to non-resident graduate students registered for three semester hours or less and undergraduate students registered for six semester hours or less in any session, or all non-resident students enrolled in up to six semester hours of graduate or undergraduate courses offered through web-based or other electronic instruction, when domiciled outside of the state of Louisiana and not enrolled in any other courses at the university. **(This is automatic based on your enrollment)**

The following conditions may be used in determining residence status:

- A.** An applicant living with his/her parents is classified as a resident if the parents have established a bona fide residence in Louisiana. Ordinarily a parent is considered to have established a residence in Louisiana if actually residing and employed full time in the State. A parent who is unable to be employed or who is a housewife may be considered to have established a residence in Louisiana if there is convincing evidence that the person continuously resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident provided that student resides with the parent who is a resident of Louisiana. An individual who resides in Louisiana and is employed full-time in another state, may be classified as a resident. In such case, appropriate documentary evidence shall be presented.
- B.** A student residing with his/her parents who enrolls as a nonresident shall be classified as a resident if the parents move to Louisiana and acquire residence as defined in these regulations.
- C.** A student may be declared a resident if either parent is a graduate of the institution that he/she attends. A student that graduates with an associate or higher degree may be classified as a resident for subsequent enrollment at that same institution (applicable only to U.S. citizens). (Revision approved 3/26/99)
- D.** A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if employed in Louisiana and if during that period he/she has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. A person who is unable to be employed and who has not been registered in any educational institution for more than six semester hours or its equivalent in any semester may acquire residence in Louisiana if there is convincing evidence of continuous residence in Louisiana for twelve consecutive months immediately preceding registration.
- E.** A student who is married to a Louisiana resident may acquire the residence status of his/her spouse.
- F.** A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to



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enroll, along with any of his/her dependents as a resident for a period equal to the number of years the person resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country. For students affected by hurricanes Katrina and Rita, requests for waivers may be considered on a case by case basis until Fall 2012.

G. Members of the full-time armed forces currently stationed in Louisiana and their dependents shall be classified as Louisiana residents. Those who were stationed in Louisiana immediately prior to release from active duty may enroll themselves or their dependents as residents during a period not to exceed six months after the date of release provided that the term of active duty shall have been no less than 12 consecutive months.

H. A member of the full-time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right, along with any of his/her dependents to be classified as a resident as long as he/she is in the armed forces and for a two-year period after leaving the armed forces.

I. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.

J. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Form I-151-Alien Registration Receipt Card or passport officially stamped "approved as resident alien") and who has established residence under any of the foregoing provisions shall be declared a resident of the State.

IV. U.S. Resident

A student who is a non-U.S. citizen may be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence (refugee, person who is married to a U.S. citizen, "temporary" or amnesty alien, etc.). This granting of resident status for fee purposes shall be in accordance with all applicable laws of the U.S. and relative requirements of the System's Student Residence Regulations.

Students and their dependents (INS approval) present in the United States under terms of any one the following visa classifications:

Visa Category E -Treaty trader or investor

G - Representative of international organization

H-1B-Temporary worker in a specialty occupation

(H-1A and H-4 may also apply to qualify for exemption.)

I - Foreign information media representative

K - Fiancée (Residency approved with proof of marriage to U.S. citizen.).



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L - Intra-company transferee/foreign employer who demonstrate a Louisiana domicile for at least one full year (and meet System regulations) prior to the first day of class of the beginning of the Semester will be eligible for an exemption of the non-resident fees while holding such a visa.

Students holding the following visa classification:

Visa Category A - Government officials

*Will be immediately **eligible** for an exemption of the non-resident fees while holding such a visa.

Students holding the following visa classifications:

Visa Category B - Visitor for business/pleasure

C - In transit

D - Crewman

F - Academic student

H - Temporary worker

J - Exchange visitor

M - Vocational/ non- academic student

are **NOT eligible** to establish Louisiana domicile nor be exempted from nonresident fees unless otherwise permitted by law, by System policy, or other regulations.

It is to be noted that the domicile of a dependent or an unmarried minor is regarded to be that of the parent with whom such a dependent or minor maintains his/her place of abode.

V. Appeal Committee

The president of each institution shall be authorized to appoint a Residence Rules Appeal Committee. Any student classified as a nonresident may appeal his classification to this committee. Interpretations on residence qualifications may be submitted to Board Staff for clarification.

VI. Incorrect Classification

All students classified incorrectly as residents are subject to reclassification and payment of all non-resident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to university discipline.



**Residency Regulations/Reclassification
Procedure for
The University of New Orleans**

ALL DOCUMENTS MUST BE SUBMITTED BY THE 14TH CALENDAR DAY AFTER THE FIRST DAY OF CLASS TO BE CONSIDERED FOR THAT SEMESTER.

Please attach ALL necessary documentation to this form.

Return completed appeal packet to the Registrar's Office either in person or via email to unoappeals@uno.edu.

Mailed submissions are not accepted.

Name: _____ Date of Birth: _____
Social Security Number: _____ Student ID Number: _____

Original Entry Semester (check one): ☐ Fall ☐ Spring ☐ Summer Year: _____

Qualifying Reason for Declaring Residency (Check ALL that Apply):

☐ **1. Parent is a graduate of UNO.**

Parent's full name at the time of graduation: _____

Year of parent's graduation from UNO: _____

Documentation needed:

Alumni Verification Form found online.

☐ **2. I am a graduate of the University of New Orleans. *Must be a U.S. Citizen.**

Year you graduated from UNO: _____

Degree earned: (check one) ☐ Bachelor ☐ Master ☐ Ph.D.

☐ **3. I am a member of the U.S. Armed Forces and stationed in Louisiana.**

Duty Station: _____

Documentation needed:

Copy of official military orders to a Louisiana duty station, or Active Duty Verification Form found online.

☐ **4. My parent or spouse is a member of the U.S. Armed Forces and is stationed in Louisiana.**

Name of Service Member: _____

Social Security Number: _____

Duty Station: _____

Documentation needed:

(1) Copy of spouse's or parents official military orders to a Louisiana duty station, or Active Duty Verification Form. (2) Dependent children must provide a copy of the birth certificate; dependent spouses must provide a copy of the marriage license.



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- ☐ 5. I was a Louisiana resident prior to entering the U.S. Armed Forces; I exited the military within the last two years and returned to Louisiana.

Documentation needed:

Member 4 copy of form DD-214 showing Louisiana as the home of record at time of entry.

- ☐ 6. My parent or spouse was a Louisiana resident prior to entering the U.S. Armed Forces; the parent or spouse exited the military within the last two years and returned to LA.

Documentation needed:

(1) Member 4 copy of form DD-214 showing Louisiana as the home of record at time of entry.

(2) Dependent children must provide a copy of the birth certificate; dependent spouses must provide a copy of the marriage license.

For questions 7-18 attach copies of the following to this application: as many of the documents listed below that you possess, *including the Louisiana State and Federal tax return, the signed Verification of Louisiana Address Form, Verification of Louisiana Employment Form, and the personal statement in question number 19.

7.

<input type="checkbox"/>	Louisiana Driver's License
<input type="checkbox"/>	Louisiana Vehicle Registration
<input type="checkbox"/>	Louisiana Voter Registration
<input type="checkbox"/>	Louisiana Marriage Certificate
<input type="checkbox"/>	Louisiana and Federal Tax Returns*
<input type="checkbox"/>	Louisiana Homestead Exemption
<input type="checkbox"/>	Alien Registration Card (Front and Back)
<input type="checkbox"/>	Visa or Green Card (Front and Back)
<input type="checkbox"/>	Bills, Lease, and Deed
<input type="checkbox"/>	Birth Certificate



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8. Account for all time periods of two weeks or longer.

Address	City	State	Dates: FROM- TO
<i>Present Address</i>			

9. List ALL firms or persons by whom you have been employed during past 5 years.

Employer	City	State	Dates: FROM- TO
<i>Present Employer</i>			

10. List ALL schools attended from present date starting with UNO back to high school.

School	City	State	Dates: FROM- TO
<i>University of New Orleans</i>	New Orleans	LA	



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- ☐ 11. Parent is a resident of Louisiana (You can claim only if you are under the age of 25).

Parent's full name: _____

Length of time parent has lived in Louisiana: _____

Parent's place of full-time employment: _____

Has your parent been employed full-time for more than a year? **Yes** or **No**

Were you claimed as a dependent on the resident parent's last year's income tax return?

Yes or **No**

- ☐ 12. I have continuously resided in Louisiana for one calendar year or more.

Were you employed full-time during that year? **Yes** or **No**

If "Yes" Where? _____

*Did you attend school during that year? **Yes** or **No**

If "Yes" Where? _____

*** If, during the past year, you were enrolled for more than 6 hours in the Fall/Spring and more than 3 hours in the summer, YOU CANNOT BE DECLARED A LOUISIANA RESIDENT.**

- ☐ 13. I am married to a Louisiana resident.

Has your spouse continuously resided in Louisiana for one full year or more? **Yes** or **No**

Has your spouse been employed full-time in Louisiana for more than a year? **Yes** or **No**

If "Yes" Where? _____

- ☐ 14. I am a Resident Alien, and I have continuously resided in Louisiana for one calendar year or more.

Resident Alien Number: _____

Expiration Date: _____

- ☐ 15. I am a Louisiana resident who was employed in a foreign country.

Country employed in: _____

Dates From: _____ To: _____

- ☐ 16. I am a Louisiana resident who left the State; however, I resided outside the State of Louisiana for less than 2 years. (You must provide clear and convincing evidence that you have not been away from the State of Louisiana for two consecutive calendar years.)

- ☐ 17. I am in the U.S.A. on one of the following types of Visas.

Check One: ☐E ☐G ☐H-1B ☐H-4 ☐I ☐K ☐L

and I have continuously resided in Louisiana for at least one calendar year.

- ☐ 18. I am in the U.S. on an "A" visa.



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★19. On a separate sheet of paper you must make a complete statement covering the following:

- ☒ Your reasons for coming to Louisiana.
- ☒ Your reasons for believing that you are a domiciliary of Louisiana.
- ☒ Any other facts relative to your resident status that you wish to submit.

★ Please take some time to write your statement as this is an important part of your appeal application. ★

I hereby declare that all information on this form is correct, and that all documentation submitted to support this appeal is authentic. I agree to submit any additional documentation or information necessary to process my residency appeal. I understand that "All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to University discipline."

Printed Name

Signature

Date

Phone Number

For Office Use Only

Date Received: _____

Residency Qualifier Confirmed: ☐ Yes, By: _____

☐ No, Explain

All Necessary Documents Received ☐ Yes ☐ No

Date Residency Changed in PeopleSoft: _____

By: _____

Effective Semester: _____



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VERIFICATION OF LOUISIANA ADDRESS

Name of Applicant: _____
Last First Middle or Maiden

This is to certify that I am/was a full-time resident of:

Address: _____

Dates From: _____ To: _____

Signature of Applicant

Date

To be filled out by appropriate individual such as a landlord, banker, apartment manager, lawyer, etc. If signed by a relative, this form must be notarized.

This is to certify that the above named applicant physically resided at this address for the period of time shown above.

Signature

Firm

Position

Date

VERIFICATION OF LOUISIANA EMPLOYMENT

Name of Applicant: _____
Last First Middle or Maiden

Phone Number: _____ Social Security Number: _____

This is to certify that I have been an employee of:

Name of Firm: _____ Phone Number: _____

Address of Firm: _____

Dates From: _____ To: _____

Employment was on an average of _____ hours per week.

If transferred, indicate date of transfer to Louisiana: _____

This is to certify that the information shown above concerning the employment of _____ is correct.

Name of Employee

Signature of Employer

Firm

Print Name of Employer

Date

Title