



ADMISSIONS, RECORDS AND REGISTRATION

Application for Residency Classification As In-State Domiciliary

Application for in-state residency must be received by the Office of Admissions, Records and Registration no later than five (5) days after the first day of classes for the semester for which reduced tuition is desired. Applications received subsequent to that date will be considered for the next semester.

Please Type or Print All Information in the Spaces Below

Student ID Number		Name (Last Name, First Name, Middle Initial)			Local Phone Number	
Permanent Home Address		City	State	Zip Code	County	
Current Local Address		City	State	Zip Code	County	
How long have you resided continuously at your local address?		Where did you live before residing at your local address?				
Date of Birth	Place of Birth	If foreign-born, have you been naturalized?	☐ Yes ☐ No	If not a citizen, what type of visa do you hold?	Date visa obtained?	
Are you a permanent resident of the United States?	☐ Yes ☐ No	If you are a permanent citizen, when did you receive your green card?		If not a citizen, have you declared an intent to become a U.S. citizen?	☐ Yes ☐ No	
Marital Status (optional): ☐ S ☐ M ☐ D ☐ W		If married, Name of Spouse		Spouse's Occupation		
Date of Marriage		Address of Spouse Before Marriage				
Are you a full-time student (enrolled in 12 hours)?		Do you live on campus?		Are you a graduate assistant?		
If under 24 years of age, supply the following information:						
Name of Father		Father's Address				
Name of Mother		Mother's Address				
Please explain if parents' addresses differ:						
Name of Legal Guardian		Legal Guardian's Address			Date Guardianship Began	

PLEASE ATTACH A COPY OF THE FOLLOWING DOCUMENTS TO THIS APPLICATION

Read the regulations contained with this form. After doing so, make as clear and complete a statement as you can on a separate sheet of paper, covering the following:

- a: Your purpose in coming or last returning to Arkansas.
- b: A chronology of dates and events related to your coming here and your activities, employment and places of living from the time you were living at home and attending high school, until the present.
- c: Facts that, in your opinion and in the light of the regulations, tend to establish Arkansas as your legal home. Include the date it became such, and those facts regarding Arkansas as your actual place of residence during the past six months.
- d: Your immediate and long range plans. Be specific and factual, but be concise. Please concentrate on the chronology of dates and events including summer activity.

Documentation from the following list must also be submitted with your application for certification as a legal resident of the State of Arkansas. Each must be valid for a minimum of six months. A minimum of three documents is required.

- a: Proof of current Arkansas driver's license.
- b: Proof of payment of current Arkansas state income tax.
- c: Proof of Arkansas voter registration.
- d: Proof of employment in Arkansas.
- e: If a dependent, provide evidence that parent or legal guardian is an Arkansas resident.
- f: Lease agreement or home owners document.
- g: Proof of how long you have resided in Arkansas.
- h: Other evidence you consider relevant.

Attach your statement, as well as the above documentation to this completed application and return to the Office of Admissions, Records and Registration.

I affirm that all information supplied herein is complete and accurate. Any misrepresentation of facts could be just cause for dismissal from the university.

Signature _____

Date _____

Approved ☐	Denied ☐
Initials _____	

OFFICE OF ADMISSIONS, RECORDS AND REGISTRATION

phone: (870) 972 - 2031

05/2018



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The purpose of these recommendations is to enable the administrative officers of the Arkansas state-supported colleges and universities to make comparable decisions in classifying students as “in-state” or “out-of-state”, and so as to accord fairness and equity to the students and at the same time, to protect the interests of Arkansas higher educational institutions and that of the taxpayers, from unfounded claims advanced for the purpose of evading payment of proper charges for educational services.

No student shall be admitted to a state-supported college or university in Arkansas and be classified as an “in-state” student for student fee purposes unless he or she is a bona fide domiciliary of Arkansas and has resided in this state for at least six consecutive months prior to the beginning of the term or semester for which the fees are to be paid.

An out-of-state student enrolled for a full, or substantially full, program of courses or credits at an educational institution is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith, a true, fixed and permanent home constituting an Arkansas domicile. Continued presence in Arkansas during vacation periods or during a period or periods when not enrolled in an educational institution, where any one such period does not extend for at least six months, shall not justify reclassification to an in-state student status.

Initial classification as an out-of-state student shall not prejudice the rights of that student to be reclassified thereafter for following semesters or terms of enrollment as an in-state student, provided he or she has actually acquired a bona fide Arkansas domicile and has resided in Arkansas thereafter for six continuous months duration as such domiciliary prior to his or her reclassification by college or university. In similar manner, an in-state student shall be reclassified for future semesters and terms where his or her domicile is moved to some other state. For Arkansas college and university purposes, a local domicile, together with residing here as such for six continuous months or more, is acquired through Arkansas coming to be one's home and his residence as distinguished from a temporary sojourn in Arkansas as a student and involves the probability of remaining in Arkansas beyond graduation. The single fact of presence in Arkansas for at least six continuous months of attendance as a student enrolled in an Arkansas state-supported college or university or in any other colleges or universities in Arkansas, neither constitutes nor necessarily precludes the acquisition of a basis for reclassification, but as a factor to be considered.

The responsibility for registering under a proper classification for this purpose is placed upon the student, and it is the duty of each student at each time of registration, if there be any question of his or her proper classification or reclassification for fee purposes, to raise the question of his or her status with the Office of Admissions, Records and Registration in order to have such question settled by the Registrar. Any classification initially on enrolling and on re-enrolling in a college or university, or any reclassification, made or concurred in by the Registrar may be appealed for review and determination to the designated administrative person who, in his discretion, shall conduct informal hearings, receive evidence, and make an investigation as may be appropriate so that he may render a decision with notice thereof to affected student. Written notice of such appeals procedure shall be provided to each student raising question of his or her status with the Registrar.

A student from outside of Arkansas shall have the burden of establishing any claim that he or she is entitled to be treated as an in-state student for fee purposes and evidence to that effect must be presented in writing, and verified under oath by the student. Mere self-serving claims of local domicile and duration of stay are of little weight. A student who knowingly gives

erroneous information in an attempt to evade payment of out-of-state fees shall be subject to dismissal from a college or university.

In determining proper classification and reclassification of students for fee purposes, the following rules and definitions shall be used for guidance.

- 1) “Domicile” in order to constitute one as an in-state student, means that Arkansas is the legal home and place of permanent living of such student for all purposes, and that the intention to make one's permanent home here has been manifested objectively by good faith acts, and that mere physical presence here is alone, insufficient. In this sense, domicile is the equivalent of legal residence. The rule requires that a domiciliary of Arkansas be also, physically present in such domiciliary in Arkansas for at least six continuous months prior to registration of that status for fee purposes.
- 2) For purposes where the student's status is dependent upon the domicile and place of residence of his or her parents or guardian, the definition (1) above shall govern the determination of domicile of the parents. Neither the mere fact of presence in Arkansas with his or her children while the latter are attending a college or university or some other educational institutions in Arkansas, nor the mere ownership of property located in Arkansas is sufficient proof of such local domicile and place of residence, but are to be considered together with all potential circumstances.
- 3) The domicile and legal residence of a minor student is the same as:
 - a) That of the parent or surviving parent; or
 - b) That of the parent to whom custody of the minor has been awarded by a divorce or other judicial decree; or
 - c) That of the parent with whom the minor in fact makes his home. If there has been a separation of parents without a judicial award of custody; or
 - d) That of an adoptive parent, where there has been a legal adoption, even though the natural parent or parents be living; or
 - e) That of a “natural” guardian, such as grandparent or other close relative with whom the minor in fact makes his home, where the parents are dead or have abandoned the minor.
- 4) Appointment of a guardian in a state outside of Arkansas will attribute the domicile of the minor student to that of his or her out-of-state guardian. Establishment of guardianship or adoption for the purpose of evading fees will not be recognized.
- 5) A minor emancipated by the law of his domicile or on reaching the legal age of majority has the power which any adult has to acquire a different domicile and a different place of residing; however, his prior domicile of origin continues until he clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female.
- 6) For either an adult or an emancipated minor to acquire a domicile in this State, he must have permanently left his parental home, must have established a legal home (domicile) of permanent character in Arkansas other than for attendance in school here, and resided here for six continuous months as an Arkansas domiciliary, and must have no present definite intent of removing therefrom as of a certain time.
- 7) Determination of local domicile shall be based on a review of all pertinent factors and circumstances which collectively may reasonably be deemed to objectively manifests a state of mind regarding domicile.
- 8) Students living in the states bordering Arkansas who receive mail at an Arkansas post office are not domiciliaries in Arkansas.



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A student applying to Arkansas State University shall be classified as an in-state student for fee payment purposes if he or she is a *bona fide* domiciliary of Arkansas and has resided in the state for at least six consecutive months prior to the beginning of the semester or term for which the fees are to be paid. *Bona Fide* Arkansas domicile means that Arkansas is the legal home and place of permanent living of the student for all purposes.

An out-of-state student enrolled for a full or substantially full, program of courses at Arkansas State University is considered to be in Arkansas primarily for the purpose of attending school and not for the purpose of establishing in good faith, a true, fixed and permanent home. Continued presence in Arkansas during vacation periods or during periods when not enrolled, where any one such period does not extend for at least six months, shall not justify reclassification to an in-state student status. Mere physical presence in the state alone is insufficient for establishing residency.

Students who have established a *bona fide* domicile in Arkansas may request a change of residency status through the Office of the Admissions, Records and Registration. Documents required for consideration of residency status reclassification include:

- 1) Application for Residency Classification as In-State Domiciliary
- 2) Arkansas state income tax return (form AR100) for the year preceding enrollment. Unmarried applicants under the age of 24 must submit a copy of their parent or legal guardian's Arkansas state income tax form AR100.

A minimum of three additional documents from the following list must be provided for the consideration of residency status change. All documents submitted must include dates indicating six months of residency.

- 1) Employer verification of dates of employment.
- 2) Permanent Arkansas Driver's License
- 3) Arkansas voter registration
- 4) Lease Agreement
- 5) Property tax payment assessment receipt
- 6) Utility bills

Initial out-of-state residency classification shall not prejudice consideration for reclassification for subsequent semesters or terms of enrollment, provided the student has acquired a *bona fide* Arkansas domicile and has resided in Arkansas thereafter for six continuous months prior to reclassification by the university. If the applicant is a non-immigrant student who has petitioned for permanent resident status, he or she will be eligible for consideration for in-state tuition six months from the date of petition.

A student who knowingly gives false information in an attempt to evade out-of-state fee payment shall be subject to dismissal from the university.

Applications and appropriate documentation must be received by the Office of Admissions, Records and Registration no later than the fifth class day (2nd day of summer session) to be considered for the in-state fee assessment for the semester or term.