Who Should Apply For Residence?

All applicants for admission to the University of Nebraska should be aware that recent arrivals to the state may be classified as residents for most intents and purposes and still be non-residents for tuition purposes under University of Nebraska Board of Regents residency policy (revised 1994). Therefore, when first applying for admission, all students who did not graduate from a Nebraska high school or who have not lived in Nebraska for a period of time long enough to determine resident status may be considered non-residents until evidence is shown of having completed all requirements for resident tuition.

A change in resident status for tuition purposes is not granted automatically. Students who have been classified as non-residents must submit Applications for Residence Classification and all applicable support documentation before resident status can be determined. A student applying for residence for any semester or term beginning with the Fall Semester 1995-1996 will be required to have established a home in Nebraska at least 12 months immediately preceding the term or semester for which residence status is sought. Any individual who has moved to Nebraska primarily to enroll in a post-secondary institution in Nebraska will be considered a non-resident for tuition purposes for the duration of his/her attendance. Enrolling more than half-time (7 semester hours or more during one semester) for any term at a university, college or community college in Nebraska during the 12 months immediately preceding the term or semester for which residence status is sought, will be considered as strong evidence that an individual moved to Nebraska primarily to enroll in a post-secondary institution in Nebraska. The student would therefore be considered a non-resident for tuition purposes for the duration of his/her attendance at the University of Nebraska.

A student applying for residency status must be a U.S. citizen or have been granted permanent resident, asylee or refugee status by the Immigration and Naturalization Service, unless filing for residency based on spouse or dependent status. If the student is trying to qualify for residency by spouse or dependent status, the spouse or parent/guardian must be a U.S. citizen or have been granted permanent resident, asylee or refugee status by the Immigration and Naturalization Service.

The University reserves the right to question and/or request a residency application and supporting documentation from any individual who wishes to be considered for resident tuition status.

How And When Do You Apply For Residence?

Students who have been classified as non-residents but believe they qualify for resident status should review the various categories outlined in this application. After determining the appropriate category, each applicant should: (1) complete and submit the original Application for Residence Classification, (2) provide photocopies of appropriate support documentation, and (3) apply within the published time period. (Note: Merely changing residence information on any other University form will not change your resident status.)

Applications for residence for a specific semester or summer session can be submitted to the Academic Records Office prior to the first day of classes for that period of enrollment. The last day to qualify for residency for a specific term is the last day of the registration “add period,” (the 6th day of class).

All students must register and enroll in classes for the term in which residency in sought. Failure to register for the term for which residency is sought will result in the cancellation of the residency application.

Applications determined to be incomplete after the last day to apply will be voided. To apply for a subsequent semester or term, one must submit a new application and provide appropriate updated support documentation.

What Regulations Determine Residence?

Students’ rights to become residents for tuition purposes at the University of Nebraska are determined according to provisions of the Nebraska Revised Statutes (reissued 1987). In accordance with these statutes, the University has been authorized to develop regulations and to make decisions regarding Nebraska residence for tuition purposes. These regulations provide the basis upon which the Registrar or the Registrar’s designee determines whether students qualify as Nebraska residents for tuition purposes.

Individuals seeking to establish resident status for tuition purposes, who are subject to the one (1) year minimum requirement, must be able to demonstrate that they have established homes in Nebraska at least one (1) year prior to application for admission to UNMC. Acceptable documentation for verifying the one (1) year residence period includes: (1) proof of home ownership, (2) apartment lease, and (3) canceled rent receipts/checks. Any other types of documentation must be approved by one of the University’s residence officers. In addition to the one (1) year requirement, applicants will also be expected to obtain various other support documents (e.g.: a Nebraska driver’s license, and checking or savings account with a Nebraska financial institution) and have held these documents for a reasonable period of time (usually at least one month). All twelve months of the residence period must be documented.

Individuals seeking residence for tuition purposes will be required to have their applications signed before a notary public attesting to the accuracy of their statements. If it is subsequently determined that information on an application has been falsified, the applicant may be subject to disciplinary action by the University before the individual will be permitted to continue to enroll at the University. Such disciplinary action will be determined on an individual basis, and may include measures such as disciplinary probation or suspension, expulsion from the University, or reimbursement to the University for the difference between the tuition paid and the non-resident tuition rate.

According to policy, once an individual has been enrolled at the University or one of Nebraska’s state colleges as a resident student, he/she will be afforded that privilege during the
balance of that enrollment, **provided the individual has a current domicile in Nebraska.** Any subsequent enrollment as a resident would have to take place within two years of the last date of enrollment. **(provided the individual has a current domicile in Nebraska at time of application).**

**Is There An Appeal Process?**

Individuals who believe they have incorrectly been denied residence for tuition purposes may appeal that decision through the Assistant Vice Chancellor of Student Enrollment Services; this decision shall be final in any such appeal.

**Definition Of Terms**

For the purpose of these regulations, the following definitions shall apply:

- **Resident Fees:** The resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.

- **Non-resident Fees:** The non-resident tuition rate as set by the Board of Regents and applicable to the academic program in which an individual intends to enroll.

- **Legal Age:** The age of majority (19 and older) set by Nebraska statute.

- **Emancipated Minor:** An individual, who by virtue of marriage or financial status, has become independent of his/her parent(s) or guardian as defined by Nebraska statutes.

- **Established Home:** The place of abode in Nebraska that an individual continuously maintains a primary place of residence and where he/she is habitually present.

- **Legal Residence:** The place of domicile or permanent abode as distinguished from temporary residence.

- **Dependent:** A person who is claimed as a dependent or an exemption for Federal and State Income Tax purposes by a parent, guardian or spouse.

**Residence Categories**

Check the category which is most appropriate for your situation and follow the instructions for that category. Be sure to provide all documentation requested in the instructions with your application. (Refer to Documentation 1 and 2 sections).

For further reference within this document, all residency categories require that the student, spouse and/or parent/guardian be either a U.S. citizen or a person who has been granted permanent resident, asylee or refugee status by the Immigration and Naturalization Service.

- **A. Legal Age or Emancipated Minor:** A person of legal age (19 or older) or an emancipated minor who for a period of 12 months has established a home in Nebraska where he/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. An emancipated minor is a person who by virtue of marriage, financial status, or other reasons, has become independent of his/her parents or guardians. Note: An individual who moves to Nebraska primarily to enroll in a postsecondary institution in Nebraska will be considered a non-resident for tuition purposes for the duration of his/her attendance. Additionally, an individual claiming Nebraska resident status under this category will NOT be granted such a determination if he/she has claimed resident status in any other state within the past 12 months.

  **Instructions:** Complete sections I, II, III, IV, provide Documentation 1 and 2, and submit any additional documentation that supports the claim that the purpose for residing in the State of Nebraska for the last 12 months was for reasons other than to pursue a post-secondary education, i.e., full time employment. An emancipated minor must also submit a signed copy of his/her most recent Federal and State Income Tax Return as well as a copy of his/her parent’s/guardian’s most recent Federal and State Income Tax Return as proof that the applicant is not a dependent.

- **B. Dependent Minor:** A minor (less than 19 years of age) whose parent(s)/guardian(s) has established a home in Nebraska where they are habitually present with the bona fide intention of making Nebraska their permanent place of residence. There is no minimum period of residence for the parent(s)/guardian(s) under this category.

  **Instructions:** Complete sections I, II, III, IV, provide Documentation 1 and 2 in the parent’s/guardian’s name, and a copy of the parent’s/guardian’s most recent Federal and State Income Tax Return as proof that the applicant is a dependent.

- **C. Legal Age Dependent:** A person of legal age (19 or older) who has established a home in Nebraska and is a dependent for Federal and State Income Tax purposes of parent(s)/guardian(s) who have established a home in Nebraska. There is no minimum period of residence for the individuals in this category.

  **Instructions:** Complete sections I, II, III, IV, provide Documentation 1 in the parent’s/guardian’s name, Documentation 2 in both the parent’s/guardian’s and dependent’s name, and a copy of the parent(s)/guardian(s) most recent Federal and State Income Tax Return as proof that the applicant is a dependent.

- **D. Married to a Nebraska Resident:** A person shall be required to verify that he/she is married to an individual who, prior to the marriage, had already established a home in Nebraska. There is no minimum period of residence for the individuals in this category.

  **Instructions:** Complete sections I, II, III, IV, provide Documentation 1 and 2 in the spouse’s name and a copy of valid marriage license.

- **E. Asylee, Refugee or Permanent Resident Alien:** A person who has become a permanent resident alien of the United States of America or has been granted asylee or refugee status and has established a home in Nebraska for a period of at least 12 months.

  **Instructions:** Complete sections I, II, III, IV, provide Documentation 1 and 2 and a copy of Form I-94 with appropriate status marked. Permanent Resident Aliens must provide a photocopy of Form I-551 (formerly known as a “green card”).

- **F. University or State College Staff Member or Dependent/Spouse:** A staff member or the dependent or spouse of a staff member of the University of Nebraska, one of the Nebraska state colleges, or one of the community colleges. The employee must be PERMANENT and have at least part-time (.5 FTE) employment status.

  **Instructions:** Complete sections I, II, IV, and submit verification of permanent employment status with at least .5 FTE from HR/Personnel Office. If qualifying by dependent or spouse
status, proof of dependent status (most recent Federal and State Tax Return) or spouse status (copy of valid marriage license) must be provided.

G. Active Duty Military and Dependents: An individual on active duty with the armed services of the United States of America who has been assigned a permanent duty station in Nebraska, or shows Nebraska as Home of Record, or a dependent or spouse of such an individual.

Instructions: Complete sections I, II, IV, provide official documentation from the military personnel office indicating active duty with a permanent duty station in Nebraska or showing Nebraska as Home of Record. If qualifying by dependent or spouse status, proof of dependent status (most recent Federal and State Income Tax Return) or spouse status (copy of valid marriage license) must be provided.

H. Nebraska High School Graduate: A person who has reestablished a home in Nebraska, is a graduate of a Nebraska high school, and was a legal resident of Nebraska at the time of graduation. There is no minimum period of residence for the individual in this category.

Instructions: Complete sections I, II, III, IV, provide Documentation 1 and 2 and furnish an official transcript from a Nebraska high school indicating the individual graduated.

I. Former University/State College Resident Student: A person who has been enrolled at the University of Nebraska or one of the Nebraska state colleges as a resident for tuition purposes, and reenrolls within two (2) years of the last date of enrollment. There is no minimum period of residency for the individuals in this category. Applicant must provide proof of current established home in Nebraska.

Instructions: Complete sections I, II, III, IV, provide Documentation 1 and 2 and an Affidavit of Intent, and a statement from the University or the state college indicating resident classification.

J. Native Americans: A person not residing in Nebraska who is a member of a Native American tribe that is indigenous to or has historically migrated to or from the State of Nebraska.

The following have been identified as Native American tribes that are indigenous to or have historically migrated to or from the State of Nebraska. Members of these tribes who live outside the State of Nebraska qualify for in-state tuition rates upon providing documentation of membership.

- Arapaho
- Arikara
- Northern Cheyenne
- Southern Cheyenne
- Comanche
- Crow
- Hidatsa
- Jicarilla Apache
- Iowa
- Kickapoo
- Kiowa
- Mandan
- Lakota Sioux
- Nakota Sioux
- Missouria
- Omaha
- Otoe
- Pawnee
- Ponca
- Potawatomi
- Sac and Fox
- Dakota Sioux
- Santee Sioux
- Winnebago

Instructions: Complete sections I, II, IV, provide documentation attesting to the applicant’s affiliation with one of the qualifying tribes.

K. Recruited or Transferred Employees: An individual who, because of his/her special talents or skills, prior to individual’s application to UNMC, was recruited to Nebraska for full-time employment or were transferred to Nebraska by a business entity, or a dependent or spouse. There is no minimum period of residence for the individual in this category. This applies only to U.S. citizens or a person who has become a permanent resident alien, per requirements in category E.

Instructions: Complete sections I, II, III, IV, provide Documentation 1 and 2 in recruited/transferred employee’s name, and furnish letter from employer (on business letter with signature notarized) stating the recruited/transferred status, and date of initial employment, position description and verification of full time staff. If qualifying by dependent/spouse status, proof of dependent status (most recent Federal and State Income Tax Return) or spouse status (copy of marriage license) must be provided.

L. Military Veteran or Dependent/Spouse: A person who has served the military and who has been off active duty for two (2) years or less, or a dependent or spouse of such a veteran, if the person is registered to vote in Nebraska and demonstrates objective evidence of intent to be a resident of Nebraska. Note that this category does not apply to a veteran who qualifies for benefits pursuant to 38 U.S.C. § 3317 (the Yellow Ribbon program); however, spouses or dependents are still eligible. There is no minimum period of residence for individuals in this category.

Instructions: Complete Sections I, II, IV, provide a DD Form 214 – Certificate of Release or Discharge from Active Duty, Nebraska voter registration card, and any one (1) of these three (3) items showing objective evidence of intent to be a resident of Nebraska: Nebraska driver’s license, Nebraska identification card, or Nebraska motor vehicle registration. If qualifying by dependent or spouse status, proof of dependent status (most recent Federal and State Income Tax Return) or spouse status (copy of valid marriage license) must be provided.

Documentation

Refer to the instructions for each Residence Category and provide copies of requested Documentation. Supporting documents are kept with the application and not be returned.

Documentation 1: To be completed by applicants in category A, B, C, D, E, H, I, K or L. Documentation must be provided for each of the 12 months:

- Current lease agreements
- Canceled checks for rent
- Documentation showing residence in a home owned in Nebraska
- Other notarized documentation approved by UNMC Residency Officer
- Applicants in categories A and E must provide proof of an established home in Nebraska for at least 12 months IMMEDIATELY PRECEDING the last day of the registration “Add Period” of the term or semester for which residence status is sought.

Documentation 2: Used to support a claim of intent to make Nebraska your permanent home. To be provided by application in A, B, C, D, E, H, I, or K. Documentation for applicants in categories A, E, H, and I must be in the applicant’s name. Documentation for applicants in category B must be in the name of the parent(s)/guardian(s). Documentation for applicants in category C must be in both the parent(s)/guardian(s) and applicant’s name. Documentation
for applicants in category D must be in the name of the spouse. Documentations for applicants in category K must be in the name of the recruited/transferred employee. Three (3) of the following support documents must be provided:

- Nebraska driver’s license
- Nebraska voter’s registration card or certificate
- Bank statement showing activity with name and institution and name and address of proper party
- Nebraska vehicle registration
- Most recent pay stub showing name, address, Nebraska state income tax withheld
- Nebraska state income tax return for the most current year (or W-2 form with latest paycheck showing state income tax withheld.)

**Affidavit Of Intent**
This must be signed in the presence of a notary.

**Proof Of Dependent And/Or Spouse Status**
If an individual is trying to qualify for residency status based upon dependent or spouse status (category B, C, D, F, G, or K), documentation proving this status must be provided. Dependents of parent(s)/guardian(s) must provide a signed copy of the parent’s/guardian’s most recent Federal and State Income Tax Return as proof that the applicant is a dependent. If applying based on permanent spouse’s status, a copy of the marriage license must be provided. Dependents or spouses of active duty military should provide a copy of the military orders of the spouse, parent or guardian verifying dependent status.

**Questions**
Please read all instructions, complete application and provide documentation. Send the original application for residence classification and copies of supporting documents to:

University of Nebraska Medical Center
Academic Records – Residency Verification
984230 Nebraska Medical Center
Omaha, NE  68198-4230
(402) 559-4207

The University of Nebraska does not discriminate in its academic, employment, or admissions policies and abides by all federal, state and regental regulations pertaining to same.
UNMC Application for Residence Classification for Tuition Purposes

Read all directions carefully.
Answer all questions that apply. Incomplete forms or lack of acceptable supporting documentation will delay the processing of your application. This original application and all necessary supporting documentation must be submitted to the Academic Records Office the end of the add period (sixth day of the term) of the semester for which the tuition was charged.

Section I / Applicant (check one) □ Current UNMC Student □ UNMC Applicant

Full Legal Name: ____________________________________________
__________________________________________________________________________________________________________________________________________

Current Address: ____________________________________________

Street or RFD
City State County Zip

Permanent Address (not intended for emergency contact):

Street or RFD
City State County Zip

How long have you lived continuously in the state of Nebraska? ____________
How long have you lived at your permanent address? ____________
Months/Years

Current Phone ____________________________
Area Code/Number

Permanent Phone ____________________________
Area Code/Number

Date of Birth ____________________________
Month/Day/Year

Place of Birth ____________________________
State/County

High School Attended ______________________________________________________________________________________________________

Have you been enrolled at any post-secondary institution in the state of Nebraska within the last 12 months? □ Yes □ No
If yes, where ____________________________ Dates of attendance: ____________________________ Cr. Hrs. enrolled each term: ____________________________

Are you a United States Citizen? □ Yes □ No If no, country of citizenship and Visa status:

Enrollment status:
□ College of Nursing □ College of Dentistry □ Fall, 20__
□ Graduate □ College of Medicine □ Spring, 20__
□ College of Allied Health □ College of Pharmacy □ Summer, 20__
□ College of Public Health

Have you previously applied for residence? □ Yes □ No

Section II/Category
Please check the category that is most appropriate for your situation. Follow any instructions given for that category in the preceding pages.

□ A. Legal or Emancipated Minor
□ I have not resided in Nebraska to attend a post-secondary institution in the last 12 months.

□ B. Dependent Minor
Parent'(s)/Guardian'(s) Name: ____________________________________________

□ C. Legal Age Dependent
Parent'(s)/Guardian'(s) Name: ____________________________________________

□ D. Married to a Nebraska Resident
Full name of spouse: ____________________________________________
Date of marriage: ____________________________

□ E. Asylee, Refugee or Permanent Resident Alien
Check the immigration status that applies.
□ I-94 (Required to verify that asylee or refugee status has been granted.)
□ I-551 (Permanent Resident Alien Card, formerly known as ‘green card’)

□ F. University/State College/Nebraska Community College Staff Member or Dependent/Spouse
Full name of Employee: ____________________________________________
Applicant is: □ Employee □ Dependent □ Spouse
G. Military Dependent/Spouse

Full name of Military Person: ____________________________

Applicant is: [ ] Military person  [ ] Dependent  [ ] Spouse

Military Status: [ ] Stationed in Nebraska  [ ] Claim Nebraska as home

H. Nebraska High School Graduate

I. Former University/State College Resident Student

J. Native American

K. Recruited or Transferred Employee or Dependent/Spouse

Full name of Employee: ____________________________

Applicant is: [ ] Employee  [ ] Dependent  [ ] Spouse

L. Military Veteran or Dependent/Spouse

Full name of Military Veteran: ____________________________

Applicant is: [ ] Military Veteran  [ ] Dependent  [ ] Spouse

Section III/Documentation

This section details the types of documentation required to determine residence. The University Residence Officer reserves the right to request any additional documentation necessary in order for a residency decision to be made.

1. To be completed by those checking category A, B, C, D, E, H, I, or K.

This portion of Section III is used to determine that a permanent home (domicile) has been established in Nebraska. The permanent home is where the applicant habitually resides. The applicant must prove that he/she has continuously maintained a permanent home in Nebraska for the past 12 months by the last day of the registration “add period” for the term for which residence is sought. Each month must be documented.

Acceptable documentation includes:

- current lease agreements
- documentation showing residence in a home owned in Nebraska
- canceled checks for rent
- other notarized documentation approved by UNMC’s residence officer

1. List chronologically the places where you resided during the 12 months immediately preceding the term for which residence is sought.

From ___________________ to present: ___________________

Month/Day/Yr: ___________ Street City State Zip: ____________________________

From ___________________ to present: ___________________

Month/Day/Yr: ___________ Street City State Zip: ____________________________

From ___________________ to present: ___________________

Month/Day/Yr: ___________ Street City State Zip: ____________________________

2. To be completed by those checking category A, B, C, D, E, H, I, or K.

This portion of Section III will be used to support a claim of intent to make Nebraska your permanent home. These items must be current and should be held for a reasonable period of time (usually at least one month). The items submitted must be:

- in the applicant’s name if seeking residence as an emancipated minor, or when of legal age;
- in the name of the parent or guardian if the applicant is a dependent (provide a copy of the parent or guardian’s most recent federal tax form 1040); or
- in the spouse’s name if applicant’s spouse is a resident of Nebraska.

Valid, legible copies of at least THREE (3) of the following items are required:

- Current Nebraska driver’s license
- Current registration to vote in Nebraska. Attach a copy of current voter registration or a certified statement from the County Election Commissioner.
- Current Nebraska vehicle registration in your name. Attach a copy of the vehicle registration or tax receipt.
- Current checking or savings account maintained with a Nebraska financial institution. Attach a recent canceled check, bank statement, or voided personal check.
- Current employment in Nebraska and state income tax withheld. Attach a copy of your most recent paycheck stub showing your name and the name of your employer in Nebraska.
- Most recent Nebraska state income tax return that indicates a Nebraska taxpayer status. Attach a copy of your most current state tax form or W-2 form with a copy of your latest paycheck stub showing that state income tax is withheld, including the year-to-date amount, for the current year.
Section IV/Affidavit of Intent Must be signed in the presence of a notary by all applicants.
The undersigned person being first duly sworn deposes and says that:

A. The State of Nebraska is my permanent residence by virtue of compliance with provisions of the residence regulations of the Board of Regents of the University of Nebraska as outlined in the application.

B. I hereby affirm that the answers given in this application are accurate and complete and that all documents attached hereto are true and unaltered copies of the original documents requested.

X __________________________________________________________
Applicant’s Signature

Subscribed and sworn before me this____day of____________________, 20____

Signature of Notary Public

Return this application and all necessary documents to:
University Nebraska Medical Center
Academic Records – Residency Verification
984230 Nebraska Medical Center
 Omaha, NE 68198-4230
Nebraska State Income Tax Credit

Individuals who do NOT qualify for resident tuition status and/or reside outside of Nebraska but pay Nebraska income tax, and the spouses or dependents of such individuals, are entitled to tuition credit upon documented evidence of such payment to the State. The tuition credit granted shall equal the amount of Nebraska income tax paid for the immediately preceding calendar year except that the remaining obligation cannot be less than the amount of the resident tuition.

Applications for the Nebraska State Income Tax Credit are available at each University campus Student Accounts Office. Specific qualifications and guidelines regarding the tax credit are provided on the applications.

Pursuant to Article VII, Section 10 of the Constitution of the State of Nebraska, and Neb. Rev. Stat., 85-501 and 85-502 (1980 Supp.), the University has been authorized to develop regulations and make determinations regarding Nebraska residency for tuition purposes. These regulations provide the bases upon which University staff shall determine, on a uniform intercampus basis, whether an individual qualifies for resident tuition purposes.

Midwest Student Exchange Program

The State of Nebraska is a member of the Midwestern Higher Education Commission, a nonprofit regional organization established by compact statute to assist Midwestern states in advancing higher education through interstate cooperation and resource sharing. Other members are Kansas, Michigan, Minnesota, and Missouri. Students who are residents of any of these states, and who wish to major in one of the identified programs of study at UNO, can indicate when they apply for admission that they wish to be considered for MSEP participation.

The University of Nebraska will accept students from MSEP states who may find appeal in one of its four campuses because of a program’s specialized nature or regional uniqueness. Students will only be admitted to programs at the University of Nebraska which are not available in the student’s home state or are oversubscribed already. Students from geographic areas contiguous to Nebraska will receive special consideration for admission. Admission to programs will be on a competitive basis. Please consult the catalogs of individual institutions for program details.

For further information concerning all policy matters relating to these programs, please contact:

University of Nebraska Medical Center
984230 Nebraska Medical Center
Omaha, Nebraska 68198-4230
Phone: (402) 559-4207

Students who are residents of the MSEP member states, who major in an identified program, and who meet admission requirements for the University and for specific programs, are eligible to pay 150% of resident tuition instead of nonresident tuition. MSEP participants are not eligible for the Scholarship for New Nebraskans and cannot establish residency for the purpose of paying in-state tuition. Continued enrollment in a designated major or department is a condition for qualification for MSEP benefits. Contact the Office of Admissions with questions or requests for additional information.