

Application for Classification as a Resident Student at Ball State University for Fee-Paying Purposes

This application is provided for those students who wish to appeal their current residency classification for fee-paying purposes at Ball State University. The official **Rules Determining Resident and Nonresident Student Status for Ball State University Fee Purposes** associated with this application are for your reference. Please read and carefully consider each provision of these *Rules* prior to completing the application. Additional materials to substantiate the facts and statements provided in this application may be required.

Please be advised that a student or prospective student who knowingly provides false information, refuses to provide or conceals information for the purpose of improperly achieving resident student status, shall be subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided for by law.

Directions:

- Read the [Rules Determining Resident and Nonresident Student Status for Ball State University Fee Purposes](#).
- Respond to all questions on this form; applications with missing information will be returned.
 - If a question is inapplicable to your situation, indicate this fact with the following notation: "N/A."
- If you require additional space, please attach additional pages with the section and question marked on each page.
- Sign this application. This application must be completed and signed by the student. Applications completed by parents or a spouse are not eligible for consideration.
- If you have any questions, please contact the Office of the Registrar for clarification.
- According to University Operating Procedures: "A student's application for classification as a Resident must be submitted in writing on the appropriate form supplied by the Registrar's Office any time after the Domicile requirement has been met (including one year of consecutive residence) but no later than 15 business days after the first day of classes of the academic semester or session for which reclassification is sought."
- Upon receipt by the appropriate office, the completed application and supporting materials will be reviewed. Within 30 business days of the date a complete application is received, an email containing a decision or a request for additional information will be sent to the applicant's Ball State email address.
- Students attending campus should return their residence classification form and all accompanying documentation to Registrar office, Lucina Hall B 43 on that campus or by mail. Residence classification forms and documents are not accepted via email.

Required Documentation for Independent Students

If you are an Independent Student (responsible for your own financial needs, have not been dependent on Parent or Guardian for financial support for at least 12 months and cannot be claimed as a dependent on anyone else's personal income taxes), you should complete the application. **At least two of the following documentation is required before your application can be reviewed:**

- ☐ a copy of Indiana driver's license
- ☐ a copy of Indiana vehicle registration
- ☐ a physically signed and dated copy of most recent state income tax return, including all forms, schedules and worksheets
- ☐ a physically signed and dated copy of most recent federal income tax return, including all forms, schedules and worksheets
- ☐ a copy of most recent W-2's
- ☐ a signed and dated copy of lease agreement/mortgage statements showing the past 12 months
- ☐ a copy of Indiana voter's registration card
- ☐ a copy of most recent bank statement, including daily transaction detail
- ☐ a statement from employer indicating your beginning date, position, status (permanent/temporary), and location of employment
- ☐ a copy of most recent pay stub or military Leave and Earnings Statement with year-to-date information
- ☐ a copy of permanent resident card, temporary visa, "Notice of Deferred Action under DACA Program", or "Employment Authorization Document" (if applicable)

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Required Documentation for Veteran Students and Students Currently Serving United States Military, Indiana National Guard, or United States Military Reserve*

If you are a United States military veteran, currently serving in the United States Military, separated from the Indiana National Guard, or currently serving in the Indiana National Guard or the United States Military Reserves, you should complete the application. **At least two of the following documentation is required before your application can be reviewed:**

- ☐ a copy of your driver's license, state identification card, car registration, or voter's registration card
- ☐ a copy of your authorized standing orders if you are currently serving in the United States Military
- ☐ a copy of your authorized DD-214 (Member-4 copy)
- ☐ a copy of your most *recent military* Leave and Earnings Statement if you are currently serving in the Indiana National Guard or United States Military Reserves

Required Documentation for Dependent Students*

If you are a Dependent Student (parent/guardian provided financial support for the past 12 months and/or you were claimed as a dependent on their personal income taxes), you should complete the application. **At least two of the following documentation is required before your application can be reviewed:**

- ☐ a statement from both parents'/guardians' employers indicating beginning date, position, status (permanent/temporary), and location of employment
- ☐ a copy of both parents'/guardians' most recent pay stubs with year-to-date information
- ☐ a copy of both parents'/guardians' Indiana driver's licenses
- ☐ a copy of both parents'/guardians' Indiana vehicle registrations
- ☐ a physically signed and dated copy of parents'/guardians' most recent state income tax return, including all forms, schedules and worksheets
- ☐ a physically signed and dated copy of parents'/guardians' most recent federal income tax return, including all forms, schedules and worksheets
- ☐ a copy of both parents'/guardians' most recent W-2's
 - ☐ a signed and dated copy of your parents'/guardians' lease agreement/mortgage statement showing the past 12 months
- ☐ a copy of both parents'/guardians' Indiana voter's registration cards
- ☐ a copy of both parents'/guardians' most recent bank statement, including daily transaction details
- ☐ a copy of both parents'/guardians' permanent resident cards/temporary visa's (if applicable)
- ☐ a copy of your permanent resident card, temporary visa, "Notice of Deferred Action under DACA Program", or "Employment Authorization Document" (if applicable)
 - ☐ a copy of parents'/guardians' 1) most recent and 2) twelve months prior military Leave and Earnings Statement(s) (if applicable)

Independent Students and Veteran Students and Students Currently Serving in the United States Military/Indiana National Guard/United States Military Reserve

1. Complete applicable questions in Application
2. Read the Certification by Student; sign and date the application.

Dependent Students

1. Complete applicable questions in Application
2. Student must read the Certification by Student; sign and date the application.
3. Parent/guardian must complete financial data section
4. Parent/guardian must read the Certification by Parent or Guardian; sign and date the application.

*Depending on your situation, other documentation may be requested.

*For residence status beginning with a summer session or fall semester: Please include a copy of the state & federal income tax return for the year prior to the summer or fall session. *For residence status beginning with a spring semester: Please include a copy of 1) the most recent state & federal income tax return, and 2) a copy of a December pay stub with year-to-date information.

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Semester you wish classification to become effective:

Semester session (Fall, Spring, Summer)	Example: Fall	Year (Start of semester)	Example: 2020
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Section I – Identifying Data

Legal Name: (Last, First, Middle)	
Student Identification Number:	
Date of Birth: (Month, Date, Year)	
Place of Birth: (City, State, Country)	
Select Gender Identity: (Male, Female, Transgender, Rather not say, Other)	Male ☐ Female ☐ Trans ☐ Rather not say ☐ Other ☐
For Office Use Only – Do Not Write in This Space	Classification: R NR Effective Date _____ Reason/Rule _____ Signed _____ Date: _____
Current Address: (Street, Apt Number City, State, Zip Code)	
Current Telephone: (Mobile)	
Permanent Address: (Street, Apt Number City, State, Zip Code)	
Permanent Telephone:	
Your reason for coming to Indiana:	

Section II – Historical Residence Data

Parent/Legal Guardian: (Full Name)	
Primary Telephone:	
Parent/Legal Guardian: (Full Name)	
Primary Telephone:	
Parent/Legal Guardians' Residence your permanent home? (Yes or No)	

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If no, when did parent/legal guardians' residence cease to be your home? (month/year)	
Are you claimed as a dependent for income tax purposes by anyone other than yourself? (Yes or No)	
If yes, who claims dependency? (Parent/Guardian City, State, Month/Year)	
When did you first reside in Indiana? (Month/Day/Year)	
If you left Indiana for employment or school, when did you return on a permanent basis? (Month/Day/Year)	
Select your Marital Status? (Single, Married, Divorced, Widowed, Separated)	Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated ☐
Spouse/Partner Address: (State)	

List all addresses where you have resided in the past twelve months:
(For current residency, please leave "To" blank)

From (mm/yyyy)	To (mm/yyyy)	Street	City	State

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Section III – Education and Employment Data

Are you currently enrolled at Ball State University?	
Date you first enrolled at Ball State University? (Month/Year)	
Select Current Class Level: (Undergraduate, Master's, Doctoral/Professional, Non-Degree)	Undergraduate ☐ Master's ☐ Doctoral/Professional ☐ Non-degree ☐

List all dates of employment (including military service), employers and addresses of employers for the past four years: (For current employer, please leave "To" blank)

From (mm/yyyy)	To (mm/yyyy)	Employer or Military Service	Street, City	State	Status

Section IV – Financial Data

List sources, dates and amounts of all monies (e.g. income from employment, student financial assistance, gifts, loans, trust funds, etc.) received by you and your spouse within the past two years. In addition, indicate the recipient of such monies (self or spouse): (For items with no end date, please leave "To" blank)

From (mm/yyyy)	To (mm/yyyy)	Source	Amount	State	Recipient

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Section V – Personal Statement

This statement is to detail your claim to resident student status and needs to include:

- your purpose for coming to Indiana,
- your predominant purpose for remaining in the state,
- special or unusual circumstances regarding your request for classification, and
- specific paragraph reference from the official Rules Determining Resident and Nonresident Student Status for Ball State University Fee Purposes reference to the Regulations whereby you believe you qualify as resident.

This statement must be completed and signed by the student, rather than by the student's parent or spouse. This statement is required even in cases where additional statements and/or documentation from the student's family is provided. If you require additional space, please attach pages with Section VI marked on each page.

Section VI – Certification

Upon request, I will provide additional materials required to substantiate all facts and statements contained in this application. I understand that if I knowingly provide false information or refuse to provide or conceal information for the purpose of improperly achieving resident student status, I am subject to the full range of penalties, including expulsion, provided for by the University, as well as to such other punishment which may be provided by law.

<i>Signature</i>	<i>Date</i>
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