



APPLICATION FOR VIRGINIA'S IN-STATE TUITION PRIVILEGES

Completion of this form is required to claim in-state tuition privileges pursuant to section 23-7.4 of the code of Virginia. All questions must be answered. Failure to complete this form will result in an out-of-state classification for tuition purposes. Supporting documents and additional information may be required. Section I must be completed by the applicant. Section II must be completed by a parent, legal guardian, or spouse if the applicant is under the age of 24 on the first day of classes and/or if the applicant receives financial support or is claimed as a dependent for tax purposes, regardless of age, even if the applicant does not reside with them.

SECTION I (to be completed by all applicants.) APPLICANT'S INFORMATION (please print.)

First	Middle	Last
<hr/>		
Social Security Number (last 4 digits only)	Birth Date (M/D/Y)	
<hr/>		
How Long Have You Lived in Virginia?	Years	Months
<hr/>		

CITIZENSHIP STATUS

☐ U.S. CITIZEN ☐ PERMANENT RESIDENT (Please provide copy of both front and back of Form I-551/Green Card.)

☐ NON U.S. CITIZEN Visa Type _____ Date of Issuance _____ Date of Expiration _____

(Please include copy of Visa)

WHERE HAVE YOU LIVED FOR THE PAST TWO YEARS? (List current address first - physical address, not P.O. Box.)

Current Address	City/State	Zip Code
<hr/>		
From (Month/Year)	To (Month/Year)	
<hr/>		
Previous Address	City/State	Zip Code
<hr/>		
From (Month/Year)	To (Month/Year)	
<hr/>		

WHERE HAVE YOU WORKED FOR THE PAST YEAR?

Current Employer	Street Address	City/State
<hr/>		
From (Month/Year)	To (Month/Year)	Hrs Per Week
<hr/>		
Previous Employer	Street Address	City/State
<hr/>		
From (Month/Year)	To (Month/Year)	Hrs Per Week
<hr/>		

PLACE A CHECK MARK BESIDE ANY THAT APPLY TO YOU:

- ☐ Veteran or active duty member of U.S. Armed Forces
- ☐ Married ☐ Have legal dependents other than spouse
- ☐ Both parents deceased, no adoptive legal guardian
- ☐ Ward of the court until the age of 18
(court documentation required)

If you checked any of the items, please complete the remainder of Section I, skip Section II, and sign at the end of the form. If you did not check any of these, your parent or guardian, should complete Section II and you both must sign at the end of the form.

Do your parents, spouse, or legal guardian provide more than half of your financial support? ☐ YES ☐ NO

Do your parents, spouse, or legal guardian claim you as a dependent for tax purposes? ☐ YES ☐ NO

(If yes to either question above, Section II must be completed by a parent, spouse, or legal guardian.)

If you are married, do you want to claim eligibility for in-state tuition on your spouse's domicile? ☐ YES ☐ NO

(If yes to the question above, Section II must be completed by your spouse.)

Will you have filed a tax return or paid income taxes to any state other than Virginia? ☐ YES ☐ NO

If yes, which state(s)? _____

For the entire twelve months prior to the term in which you plan to enroll will you have:

Filed a tax return or paid income taxes to Virginia on all earned income? ☐ YES ☐ NO

Been a registered voter? ☐ YES ☐ NO In Virginia? ☐ YES ☐ NO
If no, please provide an explanation: _____

Held a valid driver's license? ☐ YES ☐ NO In Virginia? ☐ YES ☐ NO
If no, please provide an explanation: _____

Do you own or operate a motor vehicle? ☐ YES ☐ NO
If yes, was it registered in Virginia during the past year? ☐ YES ☐ NO
If no, please provide an explanation: _____

Are you a member of the U.S. Armed forces? ☐ YES ☐ NO

A. If yes, are you permanently stationed in Virginia, Washington, D.C., or any state contiguous to Virginia? ☐ YES ☐ NO
(Include a copy of your most recent orders.)

B. Have income taxes been paid to Virginia on all military income for the last year? ☐ YES ☐ NO

If no, have income taxes been paid to another state? ☐ YES ☐ NO

If yes, which state: _____

C. Does your current leave/earnings statement reflect Virginia withholding? ☐ YES ☐ NO

If yes, effective date of change to Virginia: _____

(Attach a copy of your LES and DD-2058.)

Are you a retired military member who currently resides in Virginia and resided in Virginia at the time of retirement? ☐ YES ☐ NO

(Attach a copy of your LES, DD-214, and DD-2058.)

Answer this question only if you live outside Virginia but work in Virginia:

Do you commute from a residence outside of Virginia to a work site in Virginia for full-time employment and pay Virginia non-resident income tax on all taxable income earned in Virginia? ☐ YES ☐ NO
(If yes, please attach or mail a letter verifying Virginia employment and a copy of the most recent non-resident Virginia income tax return.)

I certify that the information I have provided above is true.

Signature of Applicant _____

Date _____

Please review your responses carefully before submitting this form. This information will be used to determine in-state/out-of-state classification. Incomplete or inaccurate information will delay your course registration. By signing, I certify that the information provided is true and correct.

SECTION II

(To be completed by the parent, court-appointed legal guardian, or spouse. A signature is required at the end of this section. Please complete Section II in its entirety; failure to answer all questions may result in the applicant being assessed out-of-state tuition rates.)

PARENT/SPOUSE/LEGAL GUARDIAN INFORMATION (PLEASE PRINT.)

First _____ Middle _____ Last _____
 Relationship to Applicant ☐ Father ☐ Mother ☐ Spouse ☐ Legal Guardian (court documentation required)

CITIZENSHIP STATUS

☐ U.S. CITIZEN ☐ PERMANENT RESIDENT (Please provide copy of both front and back of Form I-551/Green Card.)
☐ NON U.S. CITIZEN Visa Type _____ Date of Issuance _____ Date of Expiration _____
 (Please include copy of Visa)

HOW LONG HAVE YOU LIVED IN VIRGINIA? _____ Years _____ Months

WHERE HAVE YOU LIVED FOR THE PAST TWO YEARS? (List current address first – physical address, not P.O. Box.)

Current Address	City/State	Zip Code
From (Month/Year)	To (Month/Year)	
Previous Address	City/State	Zip Code
From (Month/Year)	To (Month/Year)	

WHERE HAVE YOU WORKED FOR THE PAST YEAR?

Current Employer	Street Address	City/State
From (Month/Year)	To (Month/Year)	Hrs Per Week
Previous Employer	Street Address	City/State
From (Month/Year)	To (Month/Year)	Hrs Per Week

FOR THE ENTIRE TWELVE MONTHS PRIOR TO THE TERM IN WHICH THE STUDENT PLANS TO ENROLL, WILL YOU HAVE:

Been employed Virginia? ☐ YES ☐ NO
 Filed a tax return or paid income taxes to Virginia on all earned income? ☐ YES ☐ NO
 Been a registered voter? ☐ YES ☐ NO In Virginia? ☐ YES ☐ NO
 If no, please provide an explanation: _____
 Held a valid driver's license? ☐ YES ☐ NO In Virginia? ☐ YES ☐ NO
 If no, please provide an explanation: _____
 Do you own or operate a motor vehicle? ☐ YES ☐ NO
 If yes, was it registered in Virginia during the past year? ☐ YES ☐ NO
 If no, please provide an explanation: _____
 Will you have claimed the student as a dependent for federal and/or Virginia income tax purposes prior to the term in which the student will enroll? ☐ YES ☐ NO
 Will you have provided more than half of the applicant's financial support for at least one year prior to the term in which the applicant will enroll? ☐ YES ☐ NO
 Will you have filed a tax return or paid income taxes to any state other than Virginia? ☐ YES ☐ NO
 If yes, please provide an explanation: _____

ARE YOU A MEMBER OF THE U. S. ARMED FORCES?

☐ YES ☐ NO If yes,
 A. Are you permanently stationed in Virginia, Washington, D. C., or any state contiguous to Virginia? ☐ YES ☐ NO
 (If yes, include a copy of your most recent orders.)
 B. Have income taxes been paid to Virginia on all military income for the last year? ☐ YES ☐ NO
 If no, have income taxes been paid to another state? ☐ YES ☐ NO
 If yes, which state: _____
 C. Does your current leave/earnings statement reflect Virginia withholding? ☐ YES ☐ NO
 If yes, effective date of change to Virginia: _____
 (If yes, attach a copy of your LES, DD-214, and DD-2058.)

ARE YOU A RETIRED MILITARY MEMBER WHO CURRENTLY RESIDES IN VIRGINIA AND RESIDED IN VIRGINIA AT THE TIME OF RETIREMENT?

☐ YES ☐ NO (if yes, attach a copy of your LES, DD-214, and DD-2058.)

ANSWER THIS QUESTION ONLY IF YOU LIVE OUTSIDE VIRGINIA BUT WORK IN VIRGINIA.

Do you commute from a residence outside of Virginia to a work site in Virginia for full-time employment and pay Virginia non-resident income tax on all taxable income earned in Virginia? ☐ YES ☐ NO (if yes, please attach or mail a letter verifying Virginia employment and a copy of the most recent non-resident Virginia income tax return.)

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED ABOVE IS TRUE.

Signature of parent, spouse, or legal guardian _____ Date _____

Please review your responses carefully before submitting this form. This information will be used to determine in-state/out-of-state classification. Incomplete or inaccurate information will delay the applicant's course registration. By signing, I certify that the information provided is true and correct.