CHECKLIST OF DOCUMENTATION FOR APPLICATION

To be considered for a change in residency classification for the purposes of calculating tuition and assessing fees, students must complete the attached application and provide appropriate supporting documentation. The checklist below outlines what documentation is required for consideration, as well as other documentation you may choose to provide in support of your request. Supplying all documents noted below in no way guarantees approval of your request. The Registrar’s Office may contact you for additional clarifying information. Submissions that do not include all required documentation will not be considered. For more information about UD’s residency classification guidelines, please visit the Registrar’s Office website - http://www1.udel.edu/registrar/students/residency.html.

Required documentation for all applicants:

- A completed Application for Change in Classification for Purposes of Admission and Assessment of Fees;
- The most recently filed Delaware resident income tax return showing the person on whom the classification depends;
- The most recently filed federal tax return showing Delaware as the state of domicile of the applicant or the person on whom the classification depends; and
- Proof of ownership of or leasehold interest in a bona fide permanent home in Delaware that is occupied as the primary residence of the applicant.

Additional required documentation for students applying as independent:

- A detailed monthly budget
- Consecutive monthly utility bills (cable, electric, gas, etc.) – 12 months
- Personal bank statements
- Pay stub

Additional documentation that may be helpful in supporting your request:

- Delaware vehicle registration for all owned and/or leased vehicles
- Evidence showing the applicant uses his or her Delaware address as the sole address of record for all purposes, including health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, etc. Evidence must include copies of bills/statements for a minimum of twelve consecutive months.
- Copy of Delaware driver’s license
- Photocopy of Delaware voter registration card for the past twelve months OR for petitioners who are not U.S. citizens a photocopy of a visa permanent residence card or other immigration documents.

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