Residency Reclassification Application – Applicant Checklist
University of Delaware Registrar’s Office

Applicant/Student Name: _____________________________________ UDID Number: ___________________

Enrolled as (circle one):        Undergraduate student           Graduate student           CEND student

First term at UD:  _________________________       Applying as:     Independent □  Dependent □

Seeking reclassification for (circle one):   Fall    Winter    Spring    Summer       Year:__________________

1. Required documentation for all applicants:

□  Residency reclassification application – all appropriate parts completed

□  Most recently filed Delaware resident income tax return for the person on whom the classification depends (parent if dependent/student if independent)

□  Most recently filed federal income tax return for the person on whom the classification depends (parent if dependent/student if independent)

□  Proof of ownership or leasehold interest in a bona fide permanent home in Delaware that is occupied as the primary residence of the applicant.

2. Required documentation for student applying as independent:

□  Detailed yearly budget showing all income and expenses (including tuition and other associated fees)

□  Consecutive monthly utility bills in applicant’s name (past 12 months)

□  Personal bank statements (all accounts, all pages, for the past 12 months)

□  Pay stubs (last paystub for each employer for the past 12 months)

3. Additional documentation that may be submitted in support of application:

□  Copy of Delaware vehicle registration for all owned and/or leased vehicles

□  Copy of Delaware driver’s license

□  Copy of Delaware voter registration card for the past 12 months or, for petitioners who are not U.S. citizens, a copy of a visa permanent resident card or other immigration documents.

□  Evidence the applicant uses his/her Delaware address as the sole address of record for all purposes – e.g., health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, etc. – for past 12 consecutive months.

For Office Use:

Date Application/Materials Submitted: ___________________________  Staff: __________________________