



RUTGERS POLICY

Section: 10.3.2

Section Title: Student Services & Other Student-Related Policies and Programs

Policy Name: Student Residency for Tuition Purposes

Formerly Book: 4.1.3

Approval Authority: Executive Vice President for Academic Affairs

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

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Errors or Changes? Please contact the Office of Academic Affairs at 848-932-7821

1. Policy Statement

A determination of residency status for the purpose of tuition assessment will be made by the University based on information provided by the applicant in accordance with the procedure outlined in this Policy.

2. Reason for Policy

Defining the factors considered in determining residency status and the appeals process ensures that residency decisions for students across the university are treated equitably.

3. Who Should Read This Policy

All members of the Rutgers University community

4. Related Documents

Appendix: Residency Analysis Form

5. Contacts

See Submission of Residency Analysis Form on Page 5 of this policy.

6. Policy

10.3.2 STUDENT RESIDENCY FOR TUITION PURPOSES

A determination of residency status for the purpose of tuition assessment will be made by the University based on information provided by the applicant in accordance with the procedure outlined in this Policy Statement.

I. PROCEDURE:

- A. THE INITIAL DETERMINATION:** At the time an individual initially applies for admission into any graduate or undergraduate college of the University, the respective Admissions Office will determine an admitted applicant's resident status for tuition assessment. The determination made at this time shall prevail for each succeeding semester unless a change is authorized as provided hereinafter.
- B. AFTER THE INITIAL DETERMINATION:** The status of residency for tuition purposes of students continuing in a college of the University will be determined by the appropriate Registrar's Office (Camden Registrar, Newark Registrar, New Brunswick Registrar, or Rutgers Biomedical and Health Sciences (RBHS) Registrar). The determination made by the Registrar will either conform to the initial determination of the admissions office or reflect a change as provided hereinafter.
- C. REQUEST FOR A CHANGE OF STATUS:** Requests for a change in residency status will be accepted no later than the last day of final exams in the semester for which changed status is sought. All evidence deemed appropriate by the adjudication official pursuant to N.J.A.C. 9A:5-1.1-1.2 must be filed by the petitioner in accordance with the time limit specified in the preceding sentence, but in no case later than 30 days from the date of submission of the Residency Analysis Form. Failure to comply with the provision may void the petition for the semester in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change will relate only to the current and subsequent semesters. See section "Submission of Residency Analysis Form" below for office locations and mailing addresses.
- D. APPEALS:** Appeals from the initial determination and any determination made after a request by a student for a change in residency status will be accepted no later than 30 days after the date of notification of any such determination that is appealed. Appeals for newly admitted undergraduate students will be forwarded to the Associate Vice President of Enrollment Management or to the Executive University Registrar for continuing students. Appeals for newly admitted graduate or professional students will be forwarded to the Director of Graduate Admissions or to the Executive University Registrar for continuing students. These officers will respond to the student within 30 working days of the receipt of the appeal in the appropriate office. Appeals from these determinations must be submitted to the Vice President of Enrollment Management by the student within two weeks after the Associate Vice President of Enrollment Management, Director of Graduate Admissions or the Executive University Registrar has issued a determination. The decision of the Vice President of Enrollment Management will be final.
- E. STUDENTS' RESPONSIBILITIES:** The student is responsible for providing relevant information upon which a residency determination can be made. The burden of proving his/her residency status lies solely upon the student. Moreover, it is the obligation of the student to seek advice when in doubt regarding eligibility for in-state tuition assessment. Every student who is classified as a resident student but who becomes a non-resident at any time by virtue of a change of legal residence is required to notify his/her Registrar immediately. An independent student loses New Jersey residency status for tuition purposes upon abandonment of the New Jersey domicile. Assessment of non-resident tuition charges will take effect the semester following the date of abandonment. Any dependent student who is domiciled in the state for tuition purposes shall continue to be eligible for New Jersey resident tuition status despite his or her supporting parent(s) or

U.S. Court Appointed legal guardian(s) change of domicile to another state, while such student continues to reside in New Jersey during the course of each academic year and is continuously enrolled.

- F. PENALTIES:** If a student has obtained or seeks to obtain resident classification by deliberate concealment of facts or misrepresentation of facts or if he/she fails to come forward with notification upon becoming a non-resident, he/she is subject to disciplinary action.

II. FACTORS CONSIDERED IN DETERMINING RESIDENCY FOR TUITION ASSESSMENT:

This section of the Policy Statement conforms to the regulations of the New Jersey Administrative Code, Volume 9A:5-1.1-1.2 and 9A:9-2.6.

- A. CLASSIFICATION:** A student shall be classified as a "resident" for tuition purposes upon admission to a public institution of higher education in the State of New Jersey if the student has been domiciled within the State of New Jersey for at least one year immediately prior to enrollment.

Students who are classified as dependent students are presumed to share the domicile of his or her parent(s) or legal guardian. Persons who have been residents in this state for more than 12 months prior to initial enrollment are presumed to be domiciliaries of New Jersey for tuition purposes. In those cases in which a dependent student with an out-of-state parent or legal guardian has resided in New Jersey for 12 consecutive months prior to initial enrollment, the student may petition on his/her own to establish domicile in the state.

Persons who have been domiciled within this State for less than 12 months prior to initial enrollment are presumed to be non-domiciliaries for tuition purposes. Persons presumed to be non-domiciled or persons who are presumed to be domiciled but whose domiciliary status is challenged by the institution must prove their domicile according to the following regulations.

- B. DOMICILE:** "Domicile" is a legal concept defined by New Jersey law. In general terms, "domicile" means the place where a person has his or her true, fixed, permanent home and principal living establishment, and to which, whenever he or she is absent, he or she has the intention of returning. New Jersey domicile must be acquired prior to the beginning of the semester for which you are requesting a change in residency status. Domicile is distinct from residence – while a person may have several residences, he/she can have only one legal domicile. Therefore, in order to establish a new domicile in New Jersey, a person must first abandon the prior domicile in which he/she previously resided and sever all legal connections to that former domicile.

In determining whether domiciliary status has been shown, mere physical presence and declaration of intent to remain in the State may not be sufficient. To assist in determining whether a person is a New Jersey domiciliary, the primary evidence is, but is not limited to, a notarized affidavit setting forth domicile and a State Certified copy of a New Jersey Resident Income Tax Return or in the case of a dependent student, a State Certified Copy of his/her parent(s') or a U.S. Court Appointed (prior to the student attaining age 18) legal guardian(s') New Jersey Resident Income Tax Return. The following additional items should be submitted: New Jersey voter registration materials; a New Jersey driver's license (or non-driver's I.D.); New Jersey motor vehicle registration; a long-term apartment/house lease or a house/condo deed; presence of spouse and children in New Jersey; the location of a local New Jersey bank(s); and copies of recent monthly bills (charge card, phone, etc.) addressed to the claimant(s). In unusual circumstances, if primary evidence is not available, the institution may make a determination of New Jersey domicile based exclusively on supplementary evidence; however, supplementary evidence may be deemed insufficient to justify a determination of domiciliary status.

C. DEPENDENT/INDEPENDENT STUDENT DEFINED: In determining whether a student is independent, the following is considered: N.J.A.C.9A:9-2.6 (Examples of Documentation given below).

(a) The term independent when used with respect to a student means any individual who:

1. Is 24 years of age or older by December 31 of the award year;
Documentation: birth certificate, secondary school transcript, driver's license, draft registration letter; or

2. Meets the requirements of (b) below.

(b) An individual meets the requirements of this section if such individual:

1. Is an orphan or ward of the court; or was a ward of the court until age 18;
Documentation for orphan: death certificate or a letter from a social services agency or from a respected member of the community who is unrelated to the applicant (minister, school administrator, etc.).
Documentation for ward of the court: court document or a letter from the Division of Child Protection & Permanency or other social agency, or

2. Is a veteran of the Armed Forces of the United States.
Documentation: DD214, or

3. Is a graduate or graduate professional student; (not applicable for undergraduate students), or

4. Is a married individual.
Documentation: marriage certificate, or

5. Has legal dependents other than a spouse.
Documentation if dependent is a child: birth certificate
Documentation if dependent is other than a child:
- If the person was dependent on the applicant in the prior year: IRS or New Jersey Division of Taxation certified copy of the applicant's prior year tax return showing the person listed as an "other dependent."
- If the person was not dependent on the applicant in the prior year: a document such as a driver's license, a Post Office address change, or a statement from the landlord or respected member of the community confirming that the person currently resides in the student's household, or

6. Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances as provided under Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. 1087vv, and its implementing regulations and rules. For purposes of receiving State financial assistance as an independent student due to unusual circumstances, the following conditions apply:

- i. Determinations of independence must satisfy all applicable Federal standards set forth under Title IV of the Higher Education Act of 1965, as amended, and its implementing regulations and rules;
- ii. Individual determinations of independent student status for State student aid programs shall be made in a manner consistent with the institutional policies regarding the awarding of all need-based

- iii. financial aid, including Federal and State aid; and
The institution shall share with the Office of Student Assistance any material findings or audit exceptions related to the determination of dependency status at any time they are revealed in the course of an audit or program review.

- (c) A dependent student shall be any student who does not meet any of the eligibility criteria listed in (a) or (b) above for independent student status.

The University reserves the right to request a student to have the Internal Revenue Service and/or New Jersey Division of Taxation forward certified tax records to the appropriate University office for review.

An individual who claims to have established a new domicile in New Jersey must show (1) a physical abandonment of the previous domicile, together with an intent not to return to it, and (2) actual presence in New Jersey with the intention of remaining permanently in the state.

An individual from another state who has enrolled in any type of educational institution in New Jersey will be presumed to be in New Jersey primarily for educational purposes and will be presumed not to have established domicile in New Jersey. Although the student may present proof to overcome these presumptions, it must be noted that continued residence in New Jersey during vacation periods or occasional periods of interruption to the course of study does not of itself overcome the presumptions. All students who are not domiciliaries of New Jersey will be assessed out-of-state tuition rates. Residency for tuition purposes is governed by New Jersey Administrative Code 9A:5-1.1 et seq., which requires that individuals must be legally domiciled in the state for twelve months before becoming eligible for in-state tuition rates. The law also permits those living in the state for less than twelve months to petition for resident status through the admissions office or the Office of the Registrar, as appropriate. Petitions for resident status will be granted only in those cases where there is clear and compelling evidence that New Jersey is the legal domicile of the student or the parent(s) or U.S. Court Appointed (prior to the student attaining age 18) legal guardian(s) on whom the student is dependent.

- D. THE EFFECT OF MARRIAGE or CIVIL UNION:** A non-resident student who marries or enters into a Civil Union with a bona fide New Jersey domiciliary assumes the domicile of that spouse or civil union partner for tuition purposes in the semester following marriage or civil union. The same test for residency will be applied to spouses or civil union partners when a marriage or civil union is claimed as the basis for domicile. No change in status will occur when a domiciliary student marries or enters into a civil union with a non-domiciliary.
- E. FOREIGN NATIONALS:** Alien nationals who are in the United States and hold permanent resident status, or special refugee visas (being processed for permanent residency) will be considered the same as United States citizens for purposes of assessing tuition. In either instance, the approval date on the visa must be prior to the first day of the semester for which the change in status is sought. However, any other foreign national will be classified as a non-resident for assessment of tuition unless he/she has the right to remain permanently in the United States and can demonstrate by affirmative proof that he/she has a domicile in New Jersey.
- F. PRESENCE IN NEW JERSEY DUE TO MILITARY SERVICE:** As a general rule, in the absence of any intention to effect a change of domicile, the domicile of a New Jersey resident is not affected or changed by reason of his/her entry into the military service. By action of the New Jersey legislature (N.J.S.A. 18A: 62-4.1), United States military personnel and their dependents that are living in New Jersey shall be regarded as residents of the state for tuition purposes.

Once a member of the United States Military domiciled in NJ (or his or her dependents) is enrolled at Rutgers, provided that the member of the armed forces was on active duty for a period of more than 30 days at the inception of enrollment at Rutgers, in-state tuition rates will continue to apply while such student is continuously enrolled at Rutgers, notwithstanding a subsequent change in the permanent duty station of the member of the armed forces to a location outside of New Jersey.

- G. IN EVERY INSTANCE:** A record of the evidence utilized in determining domicile pursuant to this section shall be maintained with the student's records.

SUBMISSION OF RESIDENCY ANALYSIS FORM: Mail or submit your completed Residency Analysis Form and all supporting documentation to the appropriate office listed below.

NEW BRUNSWICK:

Office of Undergraduate Admissions (newly admitted undergraduate students only), 65 Davidson Road, Room 202, Piscataway, NJ 08854-8097

Office of the Undergraduate Registrar, 65 Davidson Road, Room 200B, Piscataway, NJ 08854-8097

Office of Graduate Admissions, 18 Bishop Place, New Brunswick, NJ 08903

Office of the Graduate/Professional/Summer Registrar, 65 Davidson Road, Room 200F, Piscataway, NJ 08854-8097

CAMDEN:

Office of Graduate and Undergraduate (first semester students only) Admissions, 406 Penn Street, Camden, NJ 08102

Office of Admissions, Camden School of Law, 406 Penn Street, Camden, NJ 08102

Office of the Registrar, Armitage Hall, Room 143, 311 North 5th Street, Camden, NJ 08102

NEWARK:

Office of Graduate and Undergraduate (first semester students only) Admissions, Engelhard Hall, 190 University Avenue, Newark, NJ 07102

Office of Admissions Newark School of Law, Center for Law and Justice, 123 Washington Street, Newark, NJ 07102

Rutgers Business School, Graduate Programs, Newark and New Brunswick, Engelhard Hall, Room 115, 190 University Avenue, Newark, NJ 07102

Office of the Registrar, Blumenthal Hall, 249 University Avenue, Room 309, Newark, NJ 07102

RUTGERS BIOMEDICAL AND HEALTH SCIENCES (RBHS) in NEWARK, NEW BRUNSWICK/PISCATAWAY, SCOTCH PLAINS, STRATFORD, and ONLINE:

NOTE: Students enrolled in the Ernest Mario School of Pharmacy or College of Nursing should select the appropriate Admissions or Registrar office above from New Brunswick or Newark. All other RBHS students should select the appropriate Admissions (first semester students only) or Registrar (continuing students) office from below.

Office of Admissions at Graduate School of Biomedical Sciences - Newark (first semester students only), Medical Science Building, 185 South Orange Avenue, Room C-696, Newark, NJ 07101

Office of Admissions at Graduate School of Biomedical Sciences – New Brunswick/Piscataway (first semester students only), 675 Hoes Lane West, Room R-102, Piscataway, NJ 08854

Office of Admissions at New Jersey Medical School (first semester students only), Medical Science Building, 185 South Orange Avenue, Room C-653, Newark, NJ 07101

Office of Admissions at Robert Wood Johnson Medical School (first semester students only), Kessler Building, 675 Hoes Lane West, Room TC 116, Piscataway, NJ 08854

Office of Admissions at Rutgers School of Dental Medicine (first semester students only), 110 Bergen Street, Room B-829, Newark, NJ 07101

Office of Admissions at School of Health Related Professions and School of Nursing (first semester students only), Stanley S. Bergen Building, 65 Bergen Street, Room 149, Newark, NJ 07101

Office of Admissions at School of Public Health – Newark (first semester students only), Stanley S. Bergen Building, 65 Bergen Street, Room 701, Newark, NJ 07101

Office of Admissions at School of Public Health – New Brunswick/Piscataway (first semester students only), 683 Hoes Lane West, 1st Floor, Piscataway, NJ 08854

Office of Admissions at School of Public Health – Stratford (first semester students only), University Educational Center, 40 East Laurel Road, Suite 2034, Stratford, NJ 08084

Office of the RBHS Registrar (continuing undergraduate, graduate and professional students), Stanley S. Bergen Building, 65 Bergen Street, Room 1441, Newark, NJ 07101

APPENDIX: RESIDENCY ANALYSIS FORM



RESIDENCY ANALYSIS FORM

PLEASE PRINT ALL INFORMATION CLEARLY

Today's Date First Name Middle or Maiden Name Last Name

ADDRESS: Street and Number

City State Zip

HOME TEL #: () RUTGERS I.D. (RUID) #:

WORK TEL #: () EMAIL ADDRESS:

STATUS: Undergraduate Graduate AGE: Under 24 24 and Older GENDER: Female Male

INITIAL DATE OF ADMISSION TO RUTGERS UNIVERSITY: TERM YEAR

COLLEGE / GRADUATE SCHOOL IN WHICH ENROLLED: SCHOOL #:

TERM /YEAR FOR WHICH CHANGE IS REQUESTED (Circle One): FALL SPRING SUMMER YEAR:

I CLAIM NEW JERSEY RESIDENCY FOR TUITION PURPOSES AS (Please check ALL that apply):

- (A) a GRADUATE OR GRADUATE PROFESSIONAL SCHOOL STUDENT who resides in NEW JERSEY,
(B) a student who is FINANCIALLY INDEPENDENT (See Policy Statement II, C),
(C) a student who is INDEPENDENT - You were born BEFORE 1/1/90 (Fall 2013 applicants) or 1/1/91 (Fall 2014 applicants)
(D) a student who is INDEPENDENT by virtue of being a VETERAN of the ARMED SERVICES,
(E) a DEPENDENT of NEW JERSEY RESIDENT PARENT(S) or U.S. COURT APPOINTED LEGAL GUARDIAN(S),
(F) a newly admitted undergraduate student who is DEPENDENT upon an out-of-state parent(s) or guardian(s), but who has resided in NEW JERSEY for 12 or more consecutive months prior to initial enrollment at Rutgers University.
(G) a SPOUSE / CIVIL UNION PARTNER of a NEW JERSEY RESIDENT.

NOTE: New Jersey domicile and all supporting documentation must be in effect prior to the beginning of the semester for which you are requesting a change in your residency status. File all petitions no later than the last day of final exams in the semester for which the change is sought. Once the Residency Analysis Form (RAF) has been submitted, any additional supporting documentation requested by the University, must be received within 30 days.

PART I: ALL STUDENTS MUST COMPLETE THIS SECTION. PLEASE COMPLETE ALL QUESTIONS WITH FULL RESPONSES

1. First Name Middle or Maiden Name Last Name

2. Date of Birth: Birthplace (City, State, Country):

3. U.S. Citizen: YES NO If NO, please state VISA TYPE: or GREEN CARD #:

4. (Mother's Name and Current Address, City, State, Country, Zip Code)

(Father's Name and Current Address, City, State, Country, Zip Code)

5. Marital or Civil Union Status: Single Married or partner in a Civil Union. If MARRIED or Partner in a Civil Union, please complete the following:

On (Marriage or Civil Union Date) in (City, State, Country)

I married or entered into a Civil Union with (Name of Spouse or Civil Union Partner) and

since (Date), we have been living at: (Number and Street) (City, State and Zip Code)

At the time of our marriage or Civil Union, my Spouse or Civil Union Partner was a resident of (State)

SHE / HE IS / IS NOT attending Rutgers University. If YES, name under which Spouse or Civil Union Partner is enrolled: Spouse or Civil Union Partner's Student I.D.:

Spouse's or Civil Union Partner's School: _____ Spouse or Civil Union Partner is: _____ Undergraduate _____ Graduate

6. Name, Address, City, State and dates of last secondary school(s) you attended:

7. Name, Address, City, State and dates of attendance, and degree(s) conferred for ALL of your POST SECONDARY institutions:

8. All Addresses, Cities, States for the last four years including dates of extended periods of travel, if any:

_____ FROM _____ TO _____
_____ FROM _____ TO _____
_____ FROM _____ TO _____
_____ FROM _____ TO _____

9. Last out-of-state Address, City, State: _____

10. Reason(s) for moving to New Jersey and future plans: _____

11. Employment history for the last three years. (Please list most recent Employer first, include Address, City, State):

_____ FROM _____ TO _____
_____ FROM _____ TO _____
_____ FROM _____ TO _____

12. Please list, if any, accounts held at banks or savings institutions (include Bank Name, Full address, City, State, and Type of Account):

13. Please identify how your financial needs (i.e. college, tuition, living expenses, etc.) are being met, and identify who is funding those expenses:

14. For the most recent tax year _____, I appeared as a dependent on the federal or state income tax return of Parent(s) / Guardian(s) Full

Name's _____ whose relationship to me is _____.

15. For the current tax year _____, I WILL APPEAR as a dependent on the federal or state income tax of Parent(s) / Guardian(s) Full

Name's _____ whose relationship to me is _____.

PART IIA - FOR UNDERGRADUATE STUDENTS
DOMICILE DATA - TO BE COMPLETED BY A, B, C or D BELOW - PLEASE ANSWER ALL QUESTIONS WITH FULL RESPONSES:

____ (A) Your **PARENT(S)** or **LEGAL GUARDIAN(S)** (Legal Guardian is defined as a principal appointed by a U.S. Court to act "in loco

parentis" for a minor (a person under 18 years of age)) if you are claiming residency as a "**DEPENDENT STUDENT**" or

____ (B) **YOURSELF** if you are claiming residency as an "**INDEPENDENT STUDENT**" or

____ (C) Your **SPOUSE OR CIVIL UNION PARTNER** if you are claiming residency by virtue of "**Marriage to or Civil Union with a NEW JERSEY RESIDENT**" or

____ (D) Yourself, if you are a newly admitted dependent student with out-of-state parent(s) or guardian(s) and you are claiming residency in New Jersey based on your own residency in New Jersey for 12 or more consecutive months prior to initial enrollment.

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16. _____
Name(s) of Self, Parent(s), or Guardian(s) - Include First, Middle / Maiden, and Last Name(s)

17. Relationship to Student: _____
18. My dwelling is: OWNED BY (Give Name(s) and Relationship): _____ (Date of Deed) _____
 or LEASED from (Date) _____ to (Date) _____ or RENTED MONTH to MONTH at:
 _____ (Number and Street) _____ (County, if New Jersey)
 _____ (City, State and Zip Code) _____ (Telephone Number)
19. Address appearing on last April's (list most recent tax year) _____ FEDERAL INCOME TAX Return:
 _____ (Number and Street) _____ (City, State, Zip Code)
20. For the last tax year, _____, I / WE FILED / DID NOT FILE a RESIDENT N.J. Personal Income Tax Return.
 I / WE FILED / DID NOT FILE a NONRESIDENT N.J. Personal Income Tax Return.
 I / WE FILED STATE INCOME TAX in _____ (List state)
21. I / WE AM / ARE REGISTERED to vote in (Enter applicable state and registration date): _____
22. I / WE DO / DO NOT hold a valid driver's license. If "YES," please indicate: State(S) _____ Date of Issue _____
 Person #1: Last Renewed _____ Expiration Date _____ Person #2: Last Renewed _____ Expiration Date _____
23. I / WE DO / DO NOT own or lease a motor vehicle(s). If "YES," please indicate: State(s) in which Vehicle(s) is/are registered _____
 Car #1: State/Date of Issue _____ Last Renewed _____ Expiration Date _____
 Car #2: State/Date of Issue _____ Last Renewed _____ Expiration Date _____
24. I / WE DO / DO NOT use a motor vehicle owned by another person. If you do use a vehicle, please indicate the state where vehicle is registered _____
 Is the vehicle registered on campus?: _____ Yes _____ No Your Relationship to the Owner _____
25. I / WE have previously been licensed to drive in the state(s) of: _____

PART IIIA - FOR UNDERGRADUATE STUDENTS: TO BE COMPLETED BY PERSON(S) COMPLETING PART II (IF OTHER THAN STUDENT):

26. A. Person #1: U.S. citizen: _____ YES _____ NO; If "NO" please state: Visa Type _____ or Green Card # _____
 B. Person #2: U.S. citizen: _____ YES _____ NO; If "NO" please state: Visa Type _____ or Green Card # _____
27. List ALL Addresses, Cities, States for the last three years (starting with most recent address) including dates of extended periods of travel, if any:
 _____ FROM _____ TO _____
 _____ FROM _____ TO _____
 _____ FROM _____ TO _____
28. Reason(s) for moving to New Jersey & future plans: _____

29. Employment history for the last three years. (Please list most recent employer first, include Address, City, State):
 _____ FROM _____ TO _____
 _____ FROM _____ TO _____
 _____ FROM _____ TO _____
30. Please list accounts held at New Jersey banks or savings institutions:

Bank or Savings Institution	Address, City, State	Type of Account
_____	_____	_____
_____	_____	_____

PART IIB - FOR GRADUATE STUDENTS

DOMICILE DATA - TO BE COMPLETED BY A or B BELOW - PLEASE ANSWER WITH FULL RESPONSES.

- ___ (A) YOURSELF if you are claiming residency as an "INDEPENDENT STUDENT" or
___ (B) Your SPOUSE or CIVIL UNION PARTNER if you are claiming residency by virtue of "Marriage to or Civil Union with a NEW JERSEY RESIDENT"
16. _____
Name of Person Identified in A or B above
17. Relationship to Student _____
18. My dwelling is OWNED BY: Give Name(s) and Relationship: _____
or LEASED from (Date) _____ to (Date) _____ or RENTED MONTH to MONTH at:

(Number and Street) (County, if New Jersey)

(City, State and Zip Code) (Telephone Number)
19. Address appearing on last April's (list most recent tax year) _____ FEDERAL INCOME TAX Return

(Number and Street) (City, State, Zip Code)
20. For the last tax year _____, **I Filed / Did not File** a RESIDENT N. J. Personal Income Tax Return
I Filed / Did not File a NONRESIDENT N.J. Personal Income Tax Return
I Filed STATE INCOME TAX in _____ (List state)
21. I **DO / DO NOT** vote in (Enter applicable state and date of registration): _____
22. I **DO / DO NOT** hold a valid driver's license. If "YES," please indicate: State(s) _____ Date of Issue _____
23. I **DO / DO NOT** own or lease a motor vehicle(s). If "YES," please indicate State(s) in which Registered _____
State/Date of Issue _____ Last Renewed _____ Expiration Date _____
24. I **DO / DO NOT** use a motor vehicle owned by another person.
If you do use a vehicle, please indicate the state where vehicle is registered _____
Your Relationship to the Owner _____
25. I have previously been licensed to drive in the state(s) of: _____

PART IIIB - FOR GRADUATE STUDENTS TO BE COMPLETED BY PERSON(S) COMPLETING PART II (IF OTHER THAN STUDENT)

26. U.S. Citizen: _____ YES _____ NO. If "NO" please state: Visa Type _____ or Green Card # _____
27. List ALL Addresses, Cities, States for the last three years (starting with most recent address) including dates of extended periods of travel, if any:

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____
28. Reason(s) for moving to New Jersey and future plans: _____

29. Employment history for the last three years. (Please list most recent employer first, include Address, City, State):

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____
30. Please list accounts held at New Jersey banks or savings institutions:
Bank or Savings Institution Address, City, State Type of Account

PART IV - VALIDATION

STUDENTS MUST SIGN THE STATEMENTS BELOW and obtain applicable signatures of PARENT(S), LEGAL GUARDIAN(S), or SPOUSE/CIVIL UNION PARTNER. ANY FALSE STATEMENT or withholding of pertinent information is a separable offense under the University's Disciplinary Hearing Policy.

(A) STATEMENT BY SPOUSE or CIVIL UNION PARTNER (if applicable): The information provided herein is true to the best of my knowledge and belief.

Signature of Spouse _____ Date _____

(B) STATEMENT BY PARENT(S) OR LEGAL GUARDIAN(S) SUPPORTING THE DEPENDENT UNDERGRADUATE APPLICANT:

I / WE have contributed the following support to the applicant -List all support for prior year, current year, and for the next academic year:

<u>Year:</u>	<u>Amount or Nature of Support:</u>	<u>Did you, or will you claim the applicant as a dependent on your federal or state income tax return?</u>	
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO

The information I / WE have provided herein is true and complete to the best of MY / OUR knowledge and belief.

Signature of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____ Date _____

(C) STUDENT'S DISCLAIMER STATEMENT: I have read both the Rutgers University Policy Statement on Student Residency for Tuition Purposes and the Residency Analysis Instruction Page.

Signature of Student _____ Date _____

(D) NOTARIZED STATEMENT BY STUDENT: I affirm that the information provided by me herein is true and complete to the best of my knowledge and belief. I understand that providing false information to the University is a separable offense under the Code of Student Conduct.

Signature of Student _____ Date _____

(E) NOTARY SEAL and SIGNATURE of NOTARY:

Signature of Notary _____ Date _____

BE CERTAIN PRIMARY and SECONDARY DOCUMENTATION ACCOMPANIES THIS FORM, (SEE INSTRUCTIONS)

Revised 8/5/13

FAILURE TO PROVIDE ANSWERS TO EACH AND EVERY QUESTION IN THIS RESIDENCY ANALYSIS FORM (RAF) MAY RESULT IN THE UNIVERSITY'S INABILITY TO RULE ON THIS APPLICATION.

RETURN THIS FORM DIRECTLY TO:

**N.J. DIVISION OF TAXATION
DOCUMENT CONTROL CENTER
P.O. BOX 269
TRENTON, NJ 08695-0269**

1. Name and address as shown on tax return:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

2. Social Security Number, or any other number of identification shown on document:

3. Telephone number(s) at which we can reach you during the day:

4. Type of tax certification requested (check appropriate box, and the year(s) needed:

	Type	/	Year(s) Needed	/	/
Gross Income Tax	_____	/	_____	/	_____
Corporation Business Tax*	_____	/	_____	/	_____
Sales Tax*	_____	/	_____	/	_____
Business Personal Property Tax*	_____	/	_____	/	_____
W-3/NJ-500*	_____	/	_____	/	_____
Other	_____	/	_____	/	_____

5. Money enclosed: # of copies requested:

\$ _____

There is a \$1.00 charge per side (the cost is usually \$5.00)

**DO NOT SEND CASH
Make check or money order payable to:
NJ DIVISION OF TAXATION**

6. Current address, if different from above:

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Please sign the signature line below for all requests for copies to be processed.

Signature: _____ **Date:** _____

*** If you are not the person who signed the tax return, you must obtain a signed release form or affidavit from the authorized officer of the corporation or the individual whose tax return you seek. If such person is unable to sign the release form, we will need a "Power of Attorney" form, or other proof of authorization before we can honor your request.**

*** Requests for copies of Corporation, Sales, NJ-500/W-3 or Business Personal Property Tax must be submitted on company stationery and signed by an officer of the company.**