

## **APPLICATION FOR IN-STATE TUITION<sup>1</sup>**

In-state tuition rates are a privilege authorized by the Connecticut General Statutes and are awarded only upon successful application for in-state tuition. Generally, the residency classification is determined at the time of application for admission.

The University makes its decisions according to the applicable state law and within procedures developed to conform to the boundaries of this law. In-state tuition is governed by *General Statutes* 10a-26, et. seq. Additionally, the Veterans Access, Choice, and Accountability Act of 2014 (HR 3230) requires CCSU to charge qualified veterans, and their dependents, in-state tuition. The purpose of this application packet is to help you collect and submit the appropriate documentation to support your petition for in-state tuition rates.

An individual is eligible for in-state tuition under one of the following conditions: (1) as an emancipated student who is domiciled in Connecticut; (2) as an unemancipated student whose parents are domiciled in Connecticut; (3) as a Connecticut resident who attended two years of and graduated from a Connecticut high-school; (4) as an emancipated student whose spouse is domiciled in Connecticut; (5) as a member of the military whose *Home of Record* is Connecticut or who is stationed in this state pursuant to military orders; OR (6) as a veteran, or the dependent of a veteran, who resides in Connecticut and was discharged no more than three years prior to enrollment, after a period of at least 90 days, who is using VA education benefits under the Montgomery GI Bill – Active Duty (Chapter 30), Post 9/11 GI Bill (Chapter 33), or Marine Gunnery Sergeant John David Fry Scholarship.

There are three steps by which you apply for in-state tuition. First, you must determine the criteria you are using to support your application. Second, you need to collect and submit the appropriate documentation by the due date. Finally, we ask you to sign a notarized affidavit confirming the accuracy of the information submitted. Please note you may or may not be called for an interview, after which you will receive notification of your application status. A completed Application for In-State Tuition must be received prior to the start of the semester that a student is claiming eligibility.

### ***A Note on the Importance of Accuracy and Honesty:***

All students are subject to Connecticut State University Student Code of Conduct & Statement of Disciplinary Procedures, which prohibits the act of providing false information to school officials. Students who falsify their information or intentionally submit inaccurate information will be subject to the Student Code of Conduct. For more information, please see [http://www.ccsu.edu/uploaded/departments/student\\_affairs/pdfs/2011\\_student\\_code\\_of\\_conduct.pdf](http://www.ccsu.edu/uploaded/departments/student_affairs/pdfs/2011_student_code_of_conduct.pdf).

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<sup>1</sup> CCSU Gratefully acknowledges the University Of Connecticut since it developed this form and granted CCSU permission to use it.  
Updated 6/16/17

**STEP ONE: DETERMINE YOUR APPLICATION CLASSIFICATION (Please check one.)**

You can apply for in-state tuition based on one of five criteria, as follows. Once you determine the appropriate criterion, use the information in this application to guide your process. Please note that all documentation is required, unless otherwise noted.

\_\_\_\_\_ **You are applying as an emancipated student using your own information.**

*In order to be an emancipated student, you must be at least 18 years old and you cannot receive regular financial assistance from parents or guardians. In step 2, you will have to submit documents to demonstrate that you are financially independent and that you are domiciled in Connecticut.*

\_\_\_\_\_ **You are applying as an unemancipated student using your parental or guardian information.**

*In order to be eligible as an unemancipated student using parental/guardian information, your parents/guardian have to have resided in Connecticut for at least six consecutive months and be employed full-time. In step 2, your parents/guardians will have to submit financial statements and other documents to demonstrate they are domiciled in Connecticut.*

\_\_\_\_\_ **You are applying as a Connecticut resident who attended two years of and graduated from a Connecticut high-school.**

*In order to be eligible, you must be a Connecticut resident, have attended two years of a Connecticut high school, graduated from a Connecticut high school and be registered as an entering student at or enrolled in the University.*

\_\_\_\_\_ **You are applying as an emancipated student using your spouse's information.**

*In order to be eligible to receive in-state tuition through your spouse, your spouse has to have resided in Connecticut for at least six consecutive months and be employed full-time. In step 2, your spouse will have to submit financial statements, other documents to demonstrate s/he is domiciled in Connecticut and a marriage certificate.*

\_\_\_\_\_ **You are a member of the military (1) whose *Home of Record* is Connecticut; or (2) who is stationed in this state pursuant to military orders.**

*In order to be eligible as a member of the military, you have to be stationed in the State of Connecticut pursuant to military orders. In step 2, you will have to submit a copy of your military orders showing your Connecticut station.*

\_\_\_\_\_ **You are a veteran, or the dependent of a veteran, who resides in Connecticut and was discharged no more than three years prior to enrollment, after a period of at least 90 days, who is using VA education benefits under the Montgomery GI Bill – Active Duty (Chapter 30) , Post 9/11 GI Bill (Chapter 33), or Marine Gunnery Sergeant John David Fry Scholarship (time limits do not apply).**

*In order to be eligible to receive in-state tuition you must contact the CCSU Veteran's Affairs Office at (860) 832-2838 or VetAffairs@ccsu.edu. Do not complete this application packet. The Veteran's Affairs Office will assist with verifying your eligibility for in-state tuition.*

**STEP TWO: APPLICANT INFORMATION**

This must be completed by all student applicants.

Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
*Last First Middle*

Under which classification are you filing? (*See Step One*) \_\_\_\_\_

Current Residential Address \_\_\_\_\_  
*Number & Street City State Zip*

Email \_\_\_\_\_

Student Identification Number \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

1. For what term are you seeking in-state tuition classification?

Fall  Spring  Summer Year \_\_\_\_\_

2. Have you previously applied at this institution for a change in residence status?

Yes  No If "yes," indicate term \_\_\_\_\_ and year \_\_\_\_\_

3. What high school(s) did you attend and graduate from (or the equivalent?)

School \_\_\_\_\_ Years attended \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_

*If necessary, Additional school* \_\_\_\_\_ *Years attended* \_\_\_\_\_

*Town* \_\_\_\_\_ *State* \_\_\_\_\_

High school from which you graduated: \_\_\_\_\_

4. If applicable, what other degrees have you obtained, from where?

School \_\_\_\_\_ Grad Year \_\_\_\_\_

5. When did your most recent continuous stay in Connecticut begin?

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

6. Since your most recent continuous stay in Connecticut began, have you attended another Connecticut college or university (including community college)?

Yes  No

7. Have you attended a Connecticut high school under "A Better Chance" program or another high school program established for the purpose of giving minority students the opportunity to attend school? (See C.G.S. 10a-29(8) for description)

Yes  No If "yes," give program and dates \_\_\_\_\_

8. Are you a citizen of the USA?  Yes  No. If "no," please attach a copy of both sides of your Resident Alien Card, Change of Status Application, or other documentation reflecting your visa type or current status, if available.

9. List totals of your financial resources for the past 12 months:

a. Support from parent, legal custodian, or other person a. \$ \_\_\_\_\_  
*(Include room/board, tuition and other general support)*

b. Self support b. \$ \_\_\_\_\_  
*(Include wages, salary, commission, interest income, etc.)*

c. Other support from outside sources c. \$ \_\_\_\_\_  
*(Include spouse, financial aid, gifts, personal loans, savings, financial support from relatives or friends, inheritance, trusts, stocks, bonds, VA benefits, etc.)*

Total of a, b, c: \$ \_\_\_\_\_

Total Expenses

The total of a, b, and c should meet or exceed the Total Expenses \$ \_\_\_\_\_

**STEP THREE: PROOF OF DOMICILE**

This is to be filled out by the individual whose domicile this application is based on. Do not leave any questions blank. No action or decision can be made unless all questions are completed and all required documentary evidence is submitted.

The individual completing this Section must complete the affidavit in Step Four.

This section is being completed and signed by  Student  Parent  Legal Custodian  Spouse

1. Name (print) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip

2. Date of arrival in Connecticut to establish a permanent home: Mo. \_\_\_\_ Day \_\_\_\_ Yr. \_\_\_\_

**[If applying as spouse]:** Why you moved to Connecticut: \_\_\_\_\_  
 \_\_\_\_\_

3. Are you a citizen of the USA?  Yes  No. **If “no,” you must attach a copy of both sides of Resident Alien Card, Change of Status Application, or other documentation reflecting your visa type or current status. Students completing this section may skip the question.**

4. Do you  own  rent your housing? *If not, explain how your housing is provided:*

\_\_\_\_\_ **You must attach proof of your presence in Connecticut for the past 12 months** (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, notarized letter from landlord.)

5. List chronologically your employment or physical presence for the past two years, giving exact information as asked below. Add more pages if needed.

Dates		Location		Employer or Activities	
from _____	to _____	_____	_____	_____	_____
<small>mo/day/yr</small>	<small>mo/day/yr</small>	<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from _____	to _____	_____	_____	_____	_____
<small>mo/day/yr</small>	<small>mo/day/yr</small>	<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from _____	to _____	_____	_____	_____	_____
<small>mo/day/yr</small>	<small>mo/day/yr</small>	<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from _____	to _____	_____	_____	_____	_____
<small>mo/day/yr</small>	<small>mo/day/yr</small>	<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>

6 If you were out of Connecticut during the past 12 months, give dates and reasons for your absence.

from            to                                              
*mo/day/yr mo/day/yr City State Reason*

from            to                                              
*mo/day/yr mo/day/yr City State Reason*

from            to                                              
*mo/day/yr mo/day/yr City State Reason*

from            to                                              
*mo/day/yr mo/day/yr City State Reason*

6. Are you registered to vote?  Yes  No If "yes," where/when:  
Attach copy of your current voter's registration card.

7. Do you own or use any motor vehicles?  Yes  No If "yes," give type of vehicle,  
license number, state, and dates of registry. **You must attach a copy of vehicle  
registration** (not title).

\_\_\_\_\_

\_\_\_\_\_

8. Do you have a driver's license?  Yes  No If "yes," you **must** attach a copy of your  
**driver's license.**

9. Do you have a checking account?  Yes  No If "yes," since what date? \_\_\_\_\_  
Financial Institution \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Do you have a savings account?  Yes  No If "yes," since what date? \_\_\_\_\_  
Financial Institution \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

10. Did you file a Connecticut Income Tax Return from a Connecticut address in the previous filing year? \_\_\_\_\_

If "no," please explain:

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*(Note: See the "Financially Independent" section on the instruction page for documentation of tax*

11. Do you intend to file a Connecticut Income Tax Return this year?  Yes  No

If "no," why not? \_\_\_\_\_

12. Is income being withheld from your earnings for Connecticut income taxes?  Yes  No

**Please attach a copy of your federal and state tax returns.**

Please complete the Affidavit in Step Four on the next page.

Please attach all information/documents that you wish to include to support your case as outlined on pages 10 and 11 of this affidavit form.

**FOR OFFICE USE ONLY:**

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Application status:  Approved  Denied, for reasons identified below:

**STEP FOUR: AFFIDAVIT**

TO BE COMPLETED BY THE INDIVIDUAL WHO COMPLETED STEP THREE.

**PLEASE DO NOT FILL OUT THE REMAINDER OF THIS AFFIDAVIT UNTIL**  
**YOU ARE IN THE PRESENCE OF A NOTARY PUBLIC**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

**Under penalty of perjury under the laws of the State of Connecticut, I swear or affirm that all of the information and supportive documentation supplied by me in this affidavit is complete, true and correct, and that Central Connecticut State University may rely on this information. I hereby declare that if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, the applicant will be liable for the payment of all nonresident charges from which he or she was exempted and may be subject to disciplinary action by Central Connecticut State University.**

\_\_\_\_\_  
Signature of individual in the presence of Notary Public

\_\_\_\_\_  
Full Mailing Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

SUBSCRIBED and SWORN before me this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

\_\_\_\_\_



**PLEASE SUBMIT THIS FORM AS DIRECTED BELOW:**

***Prospective undergraduate students:***

Office of Admissions  
1615 Stanley Street  
Lawrence Davidson Hall, Room 115  
New Britain, CT 06050  
Phone: (860) 832-2278  
[admissions@ccsu.edu](mailto:admissions@ccsu.edu)

***Currently enrolled undergraduate and graduate students appealing a previous residency determination***

Office of the Registrar  
1615 Stanley Street  
Lawrence Davidson Hall, Room 116  
New Britain, CT 06050  
Phone: (860) 832-2236  
Fax: (860) 832-2250

***Prospective graduate students:***

Graduate Recruitment & Admissions  
1615 Stanley Street  
Barnard Hall, Room 102  
New Britain, CT 06050  
Phone: (860) 832-2350  
Fax: (860) 832-2362

**PLEASE COMPLETE CHECKLIST PRIOR TO SUBMISSION**

**1. You are applying as an emancipated student using own information:**

Mandatory Documents:

- Connecticut license **OR** Connecticut state ID.
- If applying at the time of admission, documents that demonstrate student has resided in the state at least 365 days prior to the first day of classes.
- Last W-2's and tax filing showing that no one claimed you as a dependent on their taxes in the last tax year or a Statement of Non-filing. *(Please redact social security numbers.)*
- Front Page of Student's federal and Connecticut state tax return. *(Please redact social security numbers.)*
- Financial Aid letter or description of financial aid support.
- Room and board: [Housing bills, rent, mortgage, lease, cancelled checks showing you've paid mortgage/rent or notarized letter from landlord.]
- Utility bills: [May include but may not be limited to heat, hot water, cable, internet.] *(Please submit bills and cancelled checks.)*

*If student drives a car, must submit:*

- Car registration (filed in your name).
- Proof of Connecticut car insurance.

Other Documents:

- Proof of Voter Registration.
- Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. You are applying as an unemancipated student and you are using your parental/guardian information:**

Mandatory Documents:

- Parent's/Guardian's Connecticut license **OR** Connecticut state ID.
- Parent's/Guardian's last W-2's and tax filing.
- Documents that demonstrate your parent(s)/guardian(s) have resided in the state at least six consecutive months prior to the date of application for in-state tuition (the date you submit this document).
- Any other documents requested by the University that demonstrate a continuous and permanent physical presence in Connecticut, including but not limited to motor vehicle registration, motor vehicle insurance, etc.

Other Documents:

- Proof of Voter Registration.
- Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. You are applying as a Connecticut resident who attended/graduated from a Connecticut high school:**

Mandatory Documents:

- Connecticut driver's license **OR Connecticut state ID, if available.**
- Documents that demonstrate** student resides in the state of Connecticut, including but not limited to tax returns, identification cards, car registration, utility bills and other mail, etc.
- Copy of all high school transcripts.
- Copy of high school diploma or transcript with graduation date.

**4. You are applying as an emancipated student using your spouse's information:**

Mandatory Documents:

- Spouse's Connecticut license **OR** Connecticut state ID.
- Spouse's last W-2's and tax filings.
- Documents that demonstrate spouse has resided in the state at least six consecutive months prior to the date of application for in-state tuition (the date you submit this document).
- Marriage Certificate.

Other Documents:

- Proof of Voter Registration.
- Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. You are a member of the military who is stationed in this state pursuant to military orders:**

Mandatory Documents:

- Copy of your military orders.

Other Documents:

- Proof of Voter Registration.
- Others: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_