

APPLICATION FOR IN-STATE TUITION¹

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. 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 four years of and graduated from a Connecticut high-school; (4) as an emancipated student whose spouse is domiciled in Connecticut; OR (5) as a member of the military whose *Home of Record* is Connecticut or who is stationed in this state pursuant to military orders;

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 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.

¹ CCSU Gratefully acknowledges the University Of Connecticut since it developed this form and granted CCSU permission to use it.

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 four years of and graduated from a Connecticut high-school.**

In order to be eligible, you must be a Connecticut resident, have attended four 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.

➤ **Residency Reclassification Supporting Documents - Dependent Child**

- ❖ Official High School Transcript
- ❖ Copy of your custodial parent's most recent federal & state income tax returns including W-2 forms
- ❖ Copy of the deed or most recent property tax bill to your custodial parent's CT home or lease to your custodial parent's CT apartment
- ❖ Copies of utility bills during various periods over the past year from two companies that will indicate that your custodial parent has resided at their permanent CT residence for at least the previous consecutive six months
- ❖ Copy of your CT drivers license
- ❖ Copy of your or your custodial parent's vehicle registration

➤ **Residency Reclassification Supporting Documents - Emancipated Person:**

A student who is 18 years of age or older and who produces legal documentation of the parents surrendering the right to the care, custody and earnings of such student and whose parents are without any legal obligation to support or maintain such student. Student must demonstrate financial ability to self support.

- ❖ Copy of your CT drivers license
- ❖ Copy of your vehicle registration
- ❖ Copy of your most recent federal and state income tax returns including W-2 forms
- ❖ Copy of the deed to your CT home or most recent property tax bill or lease to your CT apartment
- ❖ Copies of utility bills during the past year from two companies that will indicate that you have resided at your permanent CT residence for at least the previous one year

➤ **Residency Reclassification Supporting Documents - Husband & Wife**

- ❖ Copy of your marriage license
- ❖ Copy of most recent federal & state income tax returns including W-2 forms for you and your spouse
- ❖ Copy of the deed to your CT home or most recent property tax bill or lease to your CT apartment
- ❖ Copies of utility bills during various periods during the past year from two companies that will indicate that you have resided at your permanent CT residence for at least the previous six consecutive months
- ❖ Copy of your CT drivers license
- ❖ Copy of your spouse's vehicle registration

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 mo/day/yr</small>	_____	_____	_____	_____
		<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from	_____ to _____ <small>mo/day/yr mo/day/yr</small>	_____	_____	_____	_____
		<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from	_____ to _____ <small>mo/day/yr mo/day/yr</small>	_____	_____	_____	_____
		<small>City</small>	<small>State</small>	<small>Employer/Activity</small>	<small>Hours/week</small>
from	_____ to _____ <small>mo/day/yr 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:

(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:

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 _____ COUNTRY 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, I will be liable for the payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by Central Connecticut State University.

Signature of student in the presence of Notary Public

Student's 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

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
Storrs, CT 06269
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: _____

