

PA Residency petitions must be submitted to the Office of the University Registrar in TUportal:

1. Sign-in to **TUportal**
2. Click on the **Student Tools** tab
3. Navigate to **University Forms**
4. Select **University Registrar** under *Office/Description*
5. Click on the **PA Residency** link

# Pennsylvania Residency Guidelines

## GUIDELINES

The purpose of these Guidelines is to outline criteria for determining resident tuition eligibility. **Please retain for your records.**

### A. Resident Classification

Generally, a student who comes to Pennsylvania primarily or solely for the purpose of pursuing his/her education will not be considered a Pennsylvania resident for tuition purposes. Because most Temple University students from other states come to Pennsylvania for the primary or sole purpose of attending Temple University (hereinafter "the University"), one who initially enrolls as a non-resident will ordinarily continue to be so classified throughout his/her attendance at the University. A student in any college, school or division of the University will be classified as a Pennsylvania resident only if he or she has established a Pennsylvania domicile.

### B. Pennsylvania Domicile

Students who are domiciled in Pennsylvania will be considered residents of Pennsylvania for tuition purposes. Domicile is the place where one intends to reside either permanently or indefinitely, and does in fact so reside. In making a determination of domicile, the University will take into account documentary evidence, written statements from disinterested persons and the presumptions and forms of evidence set forth below:

1. A student who has resided in Pennsylvania for a purpose other than pursuing his/her education for at least twelve (12) continuous months immediately prior to his/her initial enrollment at the University or any other institution of higher education in Pennsylvania is presumed to be a resident for tuition purposes.

2. A student who has not resided in Pennsylvania for a period of twelve (12) continuous months immediately prior to his/her initial enrollment at the University or any other institution of higher education in the Commonwealth of Pennsylvania is presumed not to be a resident of Pennsylvania for tuition purposes; however, a student may rebut this presumption with clear and convincing evidence.

3. A student who is not a United States citizen or does not have an immigrant visa is presumed not to be a resident of Pennsylvania for tuition purposes; however, a student may rebut this presumption with clear and convincing evidence.

4. A minor or a dependent is presumed to have the domicile of his/her parent(s) or legal guardian(s). The age of majority for establishing a domicile for tuition purposes is twenty-two (22). A student may prove financial emancipation or independent domicile through clear and convincing evidence.

5. A United States Government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained legal residence in Pennsylvania will be presumed to have a Pennsylvania domicile.

6. Military personnel and their dependents will be eligible for classification as Pennsylvania residents for tuition purposes while such personnel are on active duty and assigned to a Pennsylvania military installation. A student seeking classification as a Pennsylvania resident on the basis of his/her active duty military status or on the grounds that he/she is a dependent of an active duty military person assigned to Pennsylvania must document the active duty status and the beginning and ending dates of the military assignment(s) in Pennsylvania.

7. A student receiving a scholarship, grant, loan or other type of aid which is dependent upon maintaining residence or domicile in a state other than Pennsylvania is presumed not to be a resident of Pennsylvania for tuition purposes.

### C. Proof of Domicile

A student requesting reclassification must show, by clear and convincing evidence, that his/her residence is in Pennsylvania and that his/her presence in Pennsylvania is not primarily or solely for the purpose of pursuing an education. Each case will be decided on the basis of an evaluation of all relevant facts and documentation submitted. Although not conclusive, the factors listed below may be given weight that the University may assign to them under the circumstances of each case. The University will consider the quality of evidence, rather than merely the quantity. A student is not required to establish a specific number of factors or a specific combination of factors for Pennsylvania domicile. Further, providing some or all of the documentation suggested or requested by the University will not necessarily result in being classified as a resident.

The following factors may be considered by the University in determining whether a student is domiciled in Pennsylvania:

1. lease or purchase of a permanent, independent residence in Pennsylvania;
2. payment of applicable state and local taxes and the filing of appropriate returns for such taxes;
3. transfer of bank accounts, stock, automobile and other registered property to Pennsylvania;
4. a Pennsylvania driver's license;
5. registration to vote in Pennsylvania;
6. acceptance of an offer of permanent full-time employment in Pennsylvania upon graduation;
7. continuous presence in Pennsylvania during significant periods while not enrolled as a student;
8. membership in Pennsylvania, social, athletic, civic, political and/or religious organizations;
9. affidavit of intention to reside permanently in Pennsylvania after completion of coursework; and
10. for minors or students claiming independence, evidence that the student is not a dependent. Such evidence may include copies of the tax returns of the student and/or his/her parent(s) or legal guardian(s) or sworn statements from the parent(s) or legal guardian(s) setting forth facts which establish the student's financial independence and separate residence.

#### **D. Reclassification Procedure**

1. A student may challenge his/her non-resident classification by submitting a completed Residency Application to the Office of the University Registrar. The application should include a written statement of reasons in support of the student's claim for Pennsylvania domicile and supporting documentation. Each student will receive written notice of the decision on his/her application. The notice will be sent to the student's last known permanent address by first class mail.

2. The student may supplement the documentation requested in the Residency Application with any other information the student deems pertinent to determining his/her residency status. Please visit <http://www.temple.edu/registrar/students/registration/residency/res-deadlines.asp> to view the deadline for submitting an application and all appropriate documentation.

3. A preliminary determination regarding a student's domicile will be made by the Admissions officer for the student's school/college. This determination is subject to review by the University's Residency Certification Officer, who may either approve or modify the preliminary determination. A student may appeal the Residency Certification Officer's denial of a reclassification by directing a written appeal to the University Residency Appeals Board (hereafter the "Appeals Board") within 30 calendar days from the date of the written notification of the Residency Certification Officer's decision. The appeal and any relevant documentation must be sent to the Office of University Counsel at the following address: **University Residency Appeals Board, c/o Office of University Counsel, Temple University, 1330 W. Polett Walk, 300 Sullivan Hall, Philadelphia, PA 19122-6086**. The student may request a hearing before the Appeals Board. Questions about the appeal process should be presented to the Residency Certification Officer in the Office of the University Registrar. The Appeals Board will notify the student of its decision in writing. The determination of the Appeals Board is final and constitutes an exhaustion of the student's appeal rights within the University.

4. The effective date of a reclassification resulting from a student's challenge is determined by the date a completed residency application is filed with the Office of the University Registrar. An application will not be considered complete until appropriate documentation has been submitted. Depending on whether a student meets the deadline set forth in section D2, a reclassification may be effective at the beginning of the semester or summer session in which a residency application is filed, or at the beginning of the following semester or summer session.

#### **E. Change of Domicile and Involuntary Reclassification**

1. A student who changes his/her domicile from Pennsylvania to another state must promptly give written notice of the change to the Residency Certification Officer. The student will be reclassified as of the date of the change. A student who fails to inform the Residency Certification Officer of changes in facts or circumstances which might affect his/her residency classification will be responsible for the difference between resident and non-resident tuition.

2. Any student who provides false information or deliberately conceals the facts in connection with a residency application or appeal will be subject to appropriate disciplinary action. In addition, any student found eligible for resident status based on false information or error is subject to retroactive reclassification as a non-resident and may be responsible for the payment of non-resident tuition and fees for the period during which he/she was classified as a resident.

3. A student may challenge an involuntary reclassification under the procedures described herein. NOTE: The University reserves the right to conduct audits regarding Pennsylvania resident classification and may make appropriate adjustments in the classification of students.

# Pennsylvania Residency Application

Please read the Resident Tuition Eligibility Guidelines carefully before completing this form.

**INSTRUCTIONS:** Please answer every question. If the answer is "No" or "None," please indicate. If you do not complete all parts of this form, your request for reclassification will not be processed. Some of the information requested in this form will require you to provide copies of documents such as leases and tax returns. **Please be sure that these items are attached to the form when you return it or it will not be processed.** In addition to the information you are required to provide, you may provide as much other information as you wish. The information you provide will be treated confidentially. If you are not a U.S. citizen or permanent resident alien, you may not qualify for in-state tuition rates. If you need assistance, please contact the Residency Certification Officer.

**IMPORTANT:** Please read the following information and the accompanying guidelines carefully before completing your application. If you receive an invoice or statement while your application is pending, payment will be due by the date indicated on the invoice or statement. No due dates will be extended or late payment fees waived while you are appealing your initial out-of-state classification for tuition billing purposes. After your appeal has been reviewed and if your classification has been changed to in-state, you will be refunded the difference between the tuition you paid and the new tuition rate. In the event you have been reclassified as in-state for tuition billing purposes prior to your payment due date, an adjustment in your tuition charges will be made for the current term and you will be notified of your revised changes.

**You must pay your invoice by the due date to avoid late payment fees**

1. Mr or Ms/Mrs \_\_\_\_\_  
*Last* *First* *Middle*
2. Telephone# \_\_\_\_\_ 3. TUID \_\_\_\_\_ 4. Birthdate \_\_\_\_\_
5. Marital Status (check one): Single  Married  Separated  Divorced
6. Student's Permanent Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 6a. I Own\*  Rent\*  Live with Parents  Other  If rent, length of lease \_\_\_\_\_
7. Student's Local Address\* \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- \*A copy of the lease or deed for each address **MUST BE ENCLOSED**. If residence is not leased or owned, please explain on a separate sheet, and be prepared to provide additional documentation as necessary.
8. Address of Parent(s) or Legal Guardian(s) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
9. Date of PERMANENT move to Pennsylvania \_\_\_\_\_
10. When did you apply to Temple? Month \_\_\_\_\_ Year \_\_\_\_\_  
When were you offered admission? Month \_\_\_\_\_ Year \_\_\_\_\_  
When did you first enroll? Month \_\_\_\_\_ Year \_\_\_\_\_



**12. Status (check all that apply):**

Undergraduate  Graduate  Law  Dentistry  Pharmacy  Medicine  Podiatry  Non-Matric   
Other  (Explain) \_\_\_\_\_

**13. When do you expect to complete your studies?** Month \_\_\_\_\_ Year \_\_\_\_\_

**14. High School(s) attended:**

Name of Institution \_\_\_\_\_ State \_\_\_\_\_ Date(s) of attendance \_\_\_\_\_

**14a. Date of High School graduation** \_\_\_\_\_

**15. Colleges and Universities attended:**

Name of Institution(s) \_\_\_\_\_ Date(s) \_\_\_\_\_

**16. Name of Employer** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) of Employment \_\_\_\_\_ Full-Time  Part-Time

**17. If married, name of Spouse's Employer** \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) of Employment \_\_\_\_\_ Full-Time  Part-Time

**18. Primary means of support**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please check appropriate response. Answer ALL questions below and provide all documents requested  
OR YOUR APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED TO YOU.**

- |     |  |         |        |
|-----|--|---------|--------|
| 19. | Are you a U.S. citizen or do you have an immigrant visa? <b>If you have an immigrant visa, please enclose a copy of your immigrant identification or show a copy to the Residency Certification Officer.</b>   | Yes ___ | No ___ |
| 20. | Are you a veteran discharged within the last 12 months? If Yes, please enclose a copy of your DD214, or your parent's DD214 if you are a dependent student.  | Yes ___ | No ___ |
| 21. | Are you currently on active military duty and assigned to a Pennsylvania military installation? If Yes, please supply appropriate verification.  | Yes ___ | No ___ |
| 22. | Do you receive Financial Aid? If Yes, you MUST enclose copies of all current Financial Aid Scholarship, Grant, Fellowship, Assistantship or Loan applications.*  | Yes ___ | No ___ |
| 23. | Did you pay Pennsylvania state or local taxes on wages, dividends, or interest last year individually or jointly? <b>If Yes, attach a copy of your Pennsylvania State tax return and W2 tax statement for the last calendar year. In addition, submit a copy of your latest pay stub(s) showing year to date earnings.</b>   | Yes ___ | No ___ |
| 24. | Were you claimed as a dependent by your parent(s) or legal guardian(s) during the last two years? If Yes, state last year claimed. _____ Enclose a copy of your parent(s) or legal guardian(s) most recent federal tax return.   | Yes ___ | No ___ |
| 25. | Do you have a driver's license? If Yes, enclose a copy of your driver's license. If you have a license for a state other than Pennsylvania, please explain:  | Yes ___ | No ___ |
| 26. | Do you own a motor vehicle? If yes, enclose a copy of your vehicle registration. If you have a vehicle registration for a state other than Pennsylvania, please explain:   | Yes ___ | No ___ |
| 27. | Are you registered to vote in PA? If Yes, attach a copy of your voter registration card.   | Yes ___ | No ___ |
| 28. | Do you have bank accounts in a state other than PA? If Yes, please explain:  | Yes ___ | No ___ |
| 29. | Are you employed? If Yes, please provide a letter of verification from your employer, including date of hire. If you believe that your parent's, legal guardian's or spouse's employment is a factor in your petition for eligibility, please enclose a letter from the relevant employer verifying such employment (including applicable dates), its location and its status (full-time, part-time, temporary, etc.). | Yes ___ | No ___ |
| 30. | Have you accepted an offer of full-time employment in Pennsylvania after graduation? If Yes, enclose a letter from the prospective employer verifying acceptance of the offer.   | Yes ___ | No ___ |
| 31. | If your residence is leased, does the lease extend beyond graduation?  | Yes ___ | No ___ |
| 32. | Have you filed this type of application before? If Yes, when?  | Yes ___ | No ___ |
| 33. | I have received the Residency Tuition Eligibility Guidelines.  | Yes ___ | No ___ |

**\*If you have declared yourself to be a resident of any state other than Pennsylvania on any financial aid application, you may be ineligible for consideration for Pennsylvania residency status for tuition purposes for the period covered by the out-of-state financial aid award.**

**I certify that all entries made on this form are correct and complete.**

I understand that providing false information may result in disciplinary action and/or reclassification as a non-resident.

Signature of applicant (REQUIRED) \_\_\_\_\_ Date \_\_\_\_\_