

**NORFOLK STATE UNIVERSITY  
OFFICE OF ADMISSIONS**

**VIRGINIA TUITION GUIDELINES  
APPLICATION FOR CHANGE OF DOMICILE**

**APPLICATION DEADLINE**

Applications for Virginia in-state tuition rates must be submitted to the Office of Admissions prior to the first day of class of the term in which a change of domicile is sought. Applications received after the deadline will not be reviewed for eligibility until the following term. A new application and documentation must be submitted for each term that a change of domicile is sought. It takes four to six weeks to process an application, so govern yourself accordingly.

**ELIGIBILITY FOR IN-STATE TUITION**

This general information will help clarify the requirements necessary to be eligible for in-state tuition rates in Virginia. It is not intended to cover all situations, but to give you a basic understanding of the question of domicile.

**DOMICILE**

To be eligible for in-state tuition rates, you must be domiciled in Virginia for a minimum of one year before the first official day of classes. Domicile is defined as your present, fixed home where you return following temporary absences and where you intend to stay indefinitely. In essence, domicile has two parts and you must meet both to qualify for in-state tuition. You must reside in Virginia and you must intend to keep Virginia as your home indefinitely.

As a minor, you have the same domicile as your parents. When you become 24 years old, you can establish a domicile that is different from your parents. However, if you are over 24 and are financially dependent on your parents, your parents must be domiciled in Virginia before you will be eligible for in-state benefits.

According to **SECTION 23-7.4** of the **Code of Virginia**, "If a student is classified initially as out-of-state, it is the responsibility of the student thereafter to petition the responsible official for reclassification to in-state status if the student believes that subsequent changes in facts justify such a reclassification. The institution will not assume responsibility for initiating such an inquiry independently."

The **Code** further states, "the change in classification, if deemed to be warranted, shall be effective for the next academic semester or term following the date of the application for reclassification. No change to in-state status may be obtained by a student for an academic term that has begun before the date of the application for reclassification."

The factors used to support a case for in-state tuition benefits must have existed for one year before the first official day of classes.

Residence or physical presence in Virginia primarily to attend a college or university does not entitle you to in-state tuition rates. If you enter an institution classified as an out-of-state, you will be required to give clear and convincing evidence to rebut the presumption that you are in the state to attend school before a change of status will be granted.

**SPECIAL SITUATIONS**

If you are a member of a military family, or employed full-time in Virginia, but live out-of-state, special provisions for determining eligibility for reduced tuition rates exist. Eligibility is governed by **SECTION 23-7.4** of the **Code of Virginia**. The above is not exhaustive, but a general description.

## EXPLANATION OF FACTORS TO DETERMINE DOMICILE

(Please Read Very Carefully)

- \*\* 1. Continuous residence for a period of at least one year prior to the first day of classes.** Submit evidence supporting the fact that the applicant intends to make Virginia his/her home indefinitely.
- Copy of leases from each place of residence
  - Copy of mortgage agreement
  - Do not submit rent receipts
- \*\* 2. State to which income taxes are filed and paid.**  
Submit evidence that the applicant has filed Virginia taxes (760) and Federal taxes (1040) for the previous tax year. Applicants should submit all pertinent W-2 forms received from employer(s) as proof of earnings. (Tax forms should be signed and dated).
- 3. Valid Virginia driver's license.**  
Submit a copy of driver's license front and back.
- 4. Valid Virginia voter registration card.**  
Submit a copy of your card.
- 5. Valid Virginia car registration card.**  
Submit a copy of your card.

### REMEMBER . . . DATES ARE IMPORTANT

- \*\* 6. Full-time employment or its equivalent.**  
The applicant must make at least \$10,300 the previous year in the state of Virginia to qualify for residency, or have proof of substantial supplemental income. The total figure is determined by multiplying 50 weeks per year (x) 40 hours per week times (x) minimum wage (\$5.75) equals (=) \$10,300. The applicant should also submit a letter from his/her employer stating the starting date, number of hours worked per week, and rate of pay.
- 7. Ownership of real estate property.**  
Submit evidence of property ownership.
- 8. Sources of financial support.**  
All persons receiving government aid should show proof. Acceptance of financial support from public agencies or private institutions located in another state prevents eligibility for in-state tuition.
- 9. Valid checking or passbook savings account(s) in Virginia.**  
Submit proof of such account(s) by showing bank statements or a letter from the bank.
- 10. Social and/or economic ties with Virginia.**  
Submit valid evidence that the applicant has immediate family in the area. The applicant may also submit evidence that he/she has a professional license issued by a Virginia agency. This information will help support a claim of domiciliary intent.

**\*ALL NON-U.S. CITIZENS MUST ALSO INCLUDE A COPY OF THE FRONT AND BACK OF THEIR PERMANENT RESIDENT CARD.**

**\*\*ALL MILITARY APPLICANTS MUST ALSO SUBMIT A COPY OF THE PREVIOUS YEAR'S LEAVE AND EARNINGS STATEMENT (LES) AND STATE OF LEGAL RESIDENCE CERTIFICATE.**

**\*IT IS THE APPLICANT'S RESPONSIBILITY TO INSURE THE ACCURACY OF ALL SUPPORTING DOCUMENTS AND THE APPLICATION FOR CHANGE OF DOMICILE.**

**\*THE OFFICE OF ADMISSIONS IS NOT RESPONSIBLE FOR MAKING COPIES OF SUPPORTING DOCUMENTS.**

**\*ALL SUPPORTING DOCUMENTS SHOULD ACCOMPANY THE APPLICATION WHEN SUBMITTED.**

( Please sign after you have read the above instructions)

**\*\*REQUIRED FOR A DECISION**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# APPLICATION FOR CHANGE OF DOMICILE

Form must be completed to determine eligibility for in-state tuition rates pursuant to **Code Section 23-7.4 of Virginia**. Please answer all questions and furnish dates. Where not applicable, write N/A. **Please type or print.**

## SECTION A: APPLICANT

SEMESTER APPLYING FOR DOMICILE CHANGE:

FALL \_\_\_\_\_ SUMMER \_\_\_\_\_ SPRING \_\_\_\_\_ SS# \_\_\_\_\_

1. Name of Applicant \_\_\_\_\_  
Last First Middle
  2. Date of birth \_\_\_\_\_ Day Telephone # \_\_\_\_\_
  3. Citizenship  U.S.  Non-U.S.  Permanent Resident  
If Non-U.S., give VISA type and number
  4. Date of VISA issue \_\_\_\_\_ Date of VISA Expiration \_\_\_\_\_
  5. How long have you lived in Virginia? \_\_\_\_\_
  6. Where have you lived the past two years? List current address first:  
From (mo/yr) To (mo/yr) Street Address City State Zip
- 
7. Do you wish to claim in-state tuition rates based on your Virginia domiciliary residency state.  
If no, will retain legal domicile in (State) \_\_\_\_\_ (Country) \_\_\_\_\_  
If yes, complete SECTION B, If no, go to #6
  8. Do you wish to claim in-state tuition based on your spouse's domiciliary status. Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, sign SECTION E. If yes, sign SECTION E and have your spouse complete SECTION D & E.

## SECTION B: STUDENT STATUS

1. Will you be age 24 or older before the first day of classes?  Yes  No
2. Are you a veteran of the U.S. Armed Forces?  Yes  No
3. Will you be enrolled in a graduate or professional program (beyond a Bachelor's degree)?  Yes  No
4. Are you married?  Yes  No
5. Are you an orphan or a ward of the court, or were you a ward of the court until 18?  Yes  No
6. Do you have legal dependents (other than spouse)?  Yes  No
7. Are you on active duty with the military?  Yes  No
8. Have you been financially self sufficient for one year prior to the term in which you will enroll?  Yes  No  
If you answered yes to any question in SECTION B, please complete SECTION C & E. If you answered no to every question, please sign SECTION E and have your parents or legal guardians complete SECTION D & E. If spouse in military, complete sections C, D, and E.

## SECTION C: DOMICILE

1. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months?  Yes  No
2. For the entire twelve months prior to the term in which you will enroll, will you have been a registered voter?  Yes  No  
Virginia registration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
3. For the entire twelve months prior to the term in which you will enroll, will you have held a valid Virginia Driver's license?  Yes  No  
Date issued in Virginia: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
4. Do you own or operate a motor vehicle?  Yes  No  
If yes, was it registered in the State of Virginia for the past twelve months?  Yes  No  
Virginia registration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
5. Are you or any member of you immediate family presently in the military?  Yes  No  
If no, please skip to question 6. If yes, please check:  Self  Spouse
  - a. Will Virginia income taxes have been paid on all military income for one year prior to the term in which you enroll?  Yes  No
  - b. If your spouse is in the military, will you have resided in Virginia, earned at least \$10,300 in the state of Virginia (the equivalent of a full-time wage salary), and paid income taxes to Virginia for at least one year prior to the term in which you will enroll?  Yes  No  
If yes, please attach Virginia tax forms and orders
6. Answer the question only if you have worked in Virginia but lived outside Virginia during the past twelve months. Did you file Virginia taxes on all taxable income earned in Virginia for the last year?  Yes  No  
If yes, please attach Virginia tax forms. Please skip to Section E

## SECTION D: PARENT, LEGAL GUARDIAN OR SPOUSE

1. Name of Parent/Legal Guardian or Spouse: \_\_\_\_\_  
Last First Mi.
  2. Relationship to Applicant: \_\_\_\_\_
  3. Citizenship  U.S.  Non-U.S.  Permanent Resident  
If Non-U.S. give VISA type: \_\_\_\_\_  
Date of VISA issue \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date of VISA expiration \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  4. How long have you lived in Virginia? \_\_\_\_\_
  5. Where have you lived the last two years? List current address first.  
From (mo/yr) To (mon/yr) Street Address City State Zip
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6. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months?  Yes  No
  7. Will you have claimed the applicant as a dependent on your Federal and Virginia income tax returns for the twelve months prior to the term in which the applicant will enroll?  Yes  No
  8. Will you have provided over half of the applicant's financial support for the entire twelve months prior to the term in which the applicant will enroll?  Yes  No
  9. For the entire twelve months prior to the term in which the applicant will enroll, will you have
    - a. Been a Virginia registered voter?  Yes  No  
Registration date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
    - b. Held a valid Virginia Driver's License?  Yes  No  
Date issued: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  10. Do you own or operate a motor vehicle?  Yes  No  
If yes, was it registered in the State of Virginia for the past twelve months?  Yes  No  
Virginia registration date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
  11. Are you or any member of your immediate family presently in the military?  Yes  No  
If no, please skip to question 12. If yes, please check.  Spouse  Self
    - a. Will Va. income taxes have been paid on all military income for one year prior to the term in which the applicant will enroll?  Yes  No
    - b. If your spouse is in the military will you have resided in Virginia, earned at least \$10,300 (the equivalent of a full-time wage salary) and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll?  Yes  No  
If yes, please attach Virginia Tax forms and orders.
  12. Answer this question only if you have lived outside Virginia but work inside Virginia.
    - a. Will you have lived outside Virginia, earned at least \$10,300 (the equivalent of a full-time wage salary) and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll?  Yes  No
    - b. If the answer to (a) is yes, will the parent employed in Virginia have claimed the applicant as a dependent for Federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll?  Yes  No

## SECTION E: SIGNATURES

The applicant must sign below and make sure all questions are answered or this application will not be processed. If SECTION D has been completed by a parent, legal guardian, or spouse, that person's signature must also appear below

**I certify under penalty of disciplinary action that the information I have provided is true. I am furnishing the college with all supporting documentation with my application. I understand my domicile decision may be appealed after a decision is rendered by the review committee.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**I certify that the information I have provided is true.**

Signature of Parent, Legal Guardian, or Spouse \_\_\_\_\_ Date \_\_\_\_\_

**-OFFICE USE ONLY-**

**Date received** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_ **Term** \_\_\_\_\_

**Decision date** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_