



## The Guide to Oregon Residence Classification

Here is a summary of a few key considerations\* in determining classification as a resident for tuition purposes:

- 1) Establishment of a domicile and predominant physical presence in Oregon for a period of 12 months or more prior to the beginning of the term in which resident status is sought.
- 2) Financial independence, or financial dependence on an Oregon resident.
- 3) Primary purpose for being in Oregon other than obtaining an education.
- 4) Nature and source of financial resources.
- 5) Various other demonstrations of residency (e.g., ownership of Oregon living quarters, permanent Oregon employment, payment of Oregon income taxes)

\* *These key considerations are for quick reference purposes only. For a complete explanation of these factors, refer to the rules in the Residency Standards.*

### Instructions for Applying for Oregon Resident Status for Tuition Purposes

To have your residency classification reassessed, you must submit the **Residence Information Affidavit** and all other required materials and documents by the last day to register for the term in which resident status is sought (UO summer term: first day of class), but it is highly recommended that all materials be submitted at least 30 days prior to the first day of the term.

### Instructions for Completing the Residence Information Affidavit

#### For Financially Independent Students:

*Please see the Residency Standards for the complete definition of a “financially independent person.”*

- 1) Fill out the complete Residence Information Affidavit.
- 2) Provide the following supporting documents:
  - a) Copies of rent receipts, lease agreement, letter from landlord, cancelled checks, or home purchase agreement verifying residency in Oregon for 12 months prior to the first day of the term in which resident status is sought.
  - b) Copies of Oregon vehicle registration, voter registration, and driver license/permit/identification card, if applicable.
  - c) Any other documents that show you have established a “home” in Oregon (e.g., club/organization membership cards, bank accounts).
  - d) Documents verifying your financially independent status for the current and prior calendar years including, but not limited to, tax returns for the most recent tax year, W2 forms, financial aid award letters, irrevocable trust funds, wage receipts.
  - e) For applicants under the age of 24, a copy of your parents’/legal custodian’s state and federal tax returns for the most recent tax year (top portion listing exemptions and signature section only).
- 3) Have the Residence Information Affidavit notarized by a Notary Public.

#### For Financially Dependent Students:

*Please see the Residency Standards for the complete definition of a “financially dependent person.”*

- 1) Fill out Sections 1 and 2 of the Residence Information Affidavit.
- 2) Have the person(s) on whom you are financially dependent complete Section 3 of the Residence Information Affidavit. Provide supporting documents verifying this person’s Oregon residency as well as your dependency on them. Please see the list of supporting documents in the financially independent student list above (section 2).
- 3) You and the person(s) on whom you are dependent must get the Residence Information Affidavit notarized by a Notary Public.

*Note: Decisions on residence status are based on the documentary evidence submitted. Documents are part of your file and will not be returned to you.*



## APPENDIX II: Residency Procedure

### A. Definitions

Definitions in the Residency Standards shall also apply to this Residency Procedure.

### B. Changes in Residence Classification

1. Unless otherwise specified in the Residency Standards, if an Oregon resident student enrolls in an institution outside of Oregon and later seeks to enroll in a University that applies these Residency Standards, the residence classification of that student shall be re-examined and determined on the same basis as for any other person.

2. A student who becomes eligible for resident tuition during a term of enrollment at a University will not qualify for resident tuition until the beginning of the next term.

3. Once established, classification as a resident continues so long as the student remains in continuous academic year enrollment in the classifying University.

4. A person who seeks eligibility for resident tuition under these rules shall complete and submit a notarized Residence Information Affidavit. The affidavit and all required supportive documents and materials must be submitted by the last day to register for the term in which resident status is sought.

5. Universities that apply this Residency Procedure are only bound by determinations of residency that follow this Procedure, including timely submittal of the notarized affidavit.

### C. Review of Residence Classification Decisions

1. An inter-institutional residency committee (IRC) is established consisting of the officers who determine student residence classification at each University that applies this Residency Procedure. The chair of the committee shall rotate among the Universities with no chair serving more than two consecutive years. A majority of the members of the Committee shall

constitute a quorum. A majority of a quorum may make recommendations.

2. Residence cases of unusual complexity, especially where there may be conflict of rules, may be referred by the originating classification officer to the IRC for its recommendation to the registrar or designee.

3. Any person who is aggrieved by the originating classification officer's classification decision may, within ten days of the date of mailing or other service of the classification decision, request that the IRC review the classification and make recommendations to the registrar or designee of the originating university. The appeal must be in writing and shall be filed with the originating University. An aggrieved person may supply written statements to the IRC for consideration in reviewing the case and may also make an oral presentation to the IRC on a date to be scheduled by the IRC. The IRC shall make a recommendation to the registrar or designee of the originating University. That registrar or designee shall then issue a decision. The decision of the registrar or designee shall be final unless appealed.

4. A person dissatisfied with the decision of the registrar or designee may, within ten days of the date of the mailing or other service of the decision, appeal the decision to the president or designee of the originating University. An appeal shall be in writing only. The decision of the president or designee shall be final.

5. A person granted a meritorious hardship exception to residency under the Oregon Administrative Rules regarding residency prior to July 1, 1990, shall not lose the exception solely because of the repeal of the exception authorization.