



## STUDENT RESIDENCE REGULATIONS FOR COLLEGES AND UNIVERSITIES UNDER THE UNIVERSITY OF LOUISIANA SYSTEM

Because resident classification is an important part of the fee determination, admission regulations, and other policies of the system institutions, it is important that system institutions have fair and equitable regulations which can be administered consistently throughout Louisiana. **It is the responsibility of the student to provide system institutions with such evidence as deemed necessary to establish their residence status.**

### Definition of a Resident Student

A resident student for *tuition purposes* is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the term for which resident classification is sought. **“Domicile”, as the term is used in the context of residence regulations, is defined as an individual’s true, fixed, and permanent home and place of habitation at which the individual remains when not called elsewhere for labor, studies, or other special or temporary purposes, and the place to which the individual returns after an absence.** A nonresident student for *tuition purposes* is a student not eligible for classification as a resident.

### Eligibility for Reclassification

**The individual’s physical presence within this state for one year must be associated with the substantial evidence that such presence was with the intent to maintain a Louisiana domicile.** Physical presence within the state solely for education purposes without substantial evidence of the intent to remain in Louisiana will not be sufficient for resident classification regardless of the length of time within the state.

The *residence status* shall be determined in accordance with *Board rules and shall be based upon evidence provided in the Application for Admission and related documents.* Residence status shall be determined by the Office of the University Registrar and/or admissions officer after the completed Application for Admission has been submitted. **The rules shall be based primarily on the location of the home and the place of employment.** Residence status may not be acquired by an applicant or student while residing in Louisiana for the primary purpose of attending school. Residence status is not determined for students registered for three semester hours or less. The following conditions may be used in determining residence status:



1. An applicant living with their parents is classified as resident if the parents have established a bona fide residence in Louisiana. Ordinarily a parent is considered to have established a residence in Louisiana if they actually reside and is employed full-time in the state. A parent who is unable to be employed or who is a homemaker may be considered to have established a residence if there is convincing evidence that the person *continuously* resides in Louisiana. If only one parent qualifies as a resident of Louisiana, the student shall be classified as a resident provided that student resides with the parent who is a resident of Louisiana. An individual who resides in Louisiana and is employed full-time in another state may be classified as a resident. In such a case, appropriate documentary evidence shall be presented.
2. A student residing with their parents who enrolls as a nonresident shall be classified as a resident if the parents move to Louisiana and acquire a residence as defined in these regulations.
3. A student may be declared a resident if either parent\*\* is a graduate of the institution the student attends. A student that graduates with an associate or higher degree may be classified as a resident for subsequent enrollment at that same institution (applicable only to U.S. citizens).
4. A non-resident student whose parent earned at least an associate degree from any regionally accredited college or university in Louisiana may be declared a resident.
5. A person may be classified as a resident of Louisiana at the end of twelve consecutive months of residence if the person has been employed in Louisiana and if during that period has not been registered in an educational institution for more than six semester hours or its equivalent in any semester. A person who is unable to be employed and who has not been registered in any educational institution for more than six hours or its equivalent in any semester, may acquire residence in Louisiana if there is convincing evidence that he continuously resided in Louisiana for 12 consecutive months immediately preceding registration.
6. A student who is married to a Louisiana resident may acquire the residence status of the spouse.
7. A person who resides in Louisiana for at least two years, exclusive of military service, and then moves to another state or foreign country shall retain the right to enroll themselves or any of their dependents as a resident for a period equal to the number of years he resided in Louisiana, but the right shall expire upon the person's residing for a period of two years in another state or foreign country.
8. Members of the full-time armed forces (not reserve or guard) currently stationed in Louisiana and their dependents shall be classified as Louisiana residents. Those who were stationed in Louisiana immediately prior to release from active duty may enroll themselves or their dependents as residents during a period not to exceed six months after the date of release provided that the term of active duty shall have been no less than 12 consecutive months.
9. A member of the full-time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right, along with any of their dependents, to be classified as a resident as long as they are in the armed forces and for a two-year period after leaving the armed forces.



10. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
11. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Form I-551 Alien Registration Receipt Card or passport officially stamped “Approved as a Resident Alien”) and who has established a residence under any of the foregoing provisions shall be declared a resident of the state.

### **Non-U.S. Resident**

A student who is a non-U.S. citizen may be entitled to resident classification if the student has been lawfully admitted to the United States for permanent residence (refugee, person who is married to a U.S. citizen, “temporary” or amnesty alien, etc.). This granting of resident status for fee purposes shall be in accordance with all applicable laws of the U.S. and relative requirements of the System’s Student Residence Regulations.

### **Students and their dependents (BCIS approval) present in the United States under terms of any category of any one of the following visa classifications:**

- E – Treaty Trader or Investor
- G - Representative of International Organization
- H-1B – Temporary Worker in a Specialty Occupation (H-1A and H-4 may also apply to qualify for exemption)
- I – Foreign Information Media Representative
- K – Spouse, and/or minor child (Residency approved with proof of marriage to U.S. citizen)
- L – Intra-company transferee/foreign employer

who demonstrate a Louisiana domicile for at least one full year (and meet System regulations) prior to the first day of class of the beginning of the semester will be eligible for an exemption of the non-resident fees while holding such a visa.

### **Students holding the following visa classification:**

- A – Government Officials

will be immediately eligible for an exemption of the non-resident fees while holding such a visa.

### **Students holding the following visa classifications:**

- B – Visitor for business/pleasure
- C – In Transit
- D – Crewman
- F – Academic Student
- H – Temporary Worker
- J – Exchange Visitor
- M – Vocational/Non-Academic Student

are not eligible to establish Louisiana domicile nor be exempted from non-resident fees unless otherwise permitted by law, by System policy, or other regulations.



**Note:** It is to be noted that the domicile and resident status of a dependent or an unmarried minor is regarded to be that of the parent with whom such a dependent or minor maintains their place of abode.

**\*\*Parent only includes the biological parent or adoptive parent. Parent does not extend to step-parents, grandparents, guardians, etc. \*\***

## **APPEALS**

Any student classified as a nonresident may appeal their classification to the Residence Appeals Committee.

## **INCORRECT CLASSIFICATION**

All students classified incorrectly as residents are subject to reclassification and payment of all nonresidents fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to University discipline.



## REQUEST FOR RECLASSIFICATION AS AN IN-STATE STUDENT

Student's Name: \_\_\_\_\_ Semester: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Residence Address: \_\_\_\_\_  
Street

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

Telephone Number: ( ) \_\_\_\_\_

I request classification as an in-state student for tuition and fee purposes based upon the Board Regulation indicated below. **Required documentation is attached or will be furnished by me within two weeks or I understand that I will be billed the additional out-of-state fee.** If I am billed this fee and have not submitted all required documentation to support my request, I understand that I am responsible for paying these additional fees charged to my student account.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please check (✓) the Board Regulation listed below that applies to you.**

1. ( ) My parent resides in and is employed full-time in Louisiana. I live with my parent who is a Louisiana resident. (Provide official employment verification for your parent & a copy of your parent's rental or mortgage agreement. Provide a copy of your birth certificate if your last names are different. A notarized statement can also be provided to verify place of residence and the fact that you reside with the parent.)

Name of Parent: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Employer Address: \_\_\_\_\_

2. ( ) My parent resides in Louisiana and is employed full-time in another state. I reside with the parent who is a Louisiana resident. (Provide official employment verification & a copy of your parent's rental or mortgage agreement. Provide a copy of your birth certificate if your last names are different. A notarized statement can also be provided to verify place of residence and the fact that you reside with the parent.)



3. ( ) My parent resides in Louisiana and is unable to be employed, retired, or is a homemaker. I reside with the parent who is a Louisiana resident. (Provide proof of unemployment or retirement and a copy of your parent's rental or mortgage agreement. Provide a copy of your birth certificate if your last names are different. A notarized statement can also be provided to verify parent's homemaker status and the fact that you reside with the parent.)

Parent's Name: \_\_\_\_\_

Parent's Address: \_\_\_\_\_

Check (✓) one –

( ) unemployed or homemaker

( ) retired

4. ( ) My parent is a graduate of Northwestern State University.

Parent's Complete Name: \_\_\_\_\_

Date of Graduation & Type Degree: \_\_\_\_\_

- ( ) I am a U.S. citizen & graduate of Northwestern State University.

Name used when in attendance: \_\_\_\_\_

Date of Graduation & Type Degree: \_\_\_\_\_

5. ( ) My parent is a graduate of \_\_\_\_\_

Name of parent: \_\_\_\_\_

(parent must submit a copy of the student's birth certificate to prove relationship and an official transcript from the graduating institution directly to the University Registrar's Office, ATTN: Residency)

6. ( ) I have resided in Louisiana for the previous twelve (12) consecutive months, have been employed in Louisiana, and have not registered in any educational institution for more than six (6) semester hours in any semester during this period. (Provide an official letter verifying employment including a beginning date or copy of your W2 and a copy of your rental or mortgage agreement)

Place of Employment: \_\_\_\_\_

Employment began on: \_\_\_\_\_



7. ( ) I have resided in Louisiana for the previous twelve (12) consecutive months, am unemployable, and have not registered in any educational institution for more than six (6) semester hours per semester in any educational institution. (Provide official documentation as proof of ineligibility for employment and a copy of your rental or mortgage agreement)

My residency in Louisiana began on: \_\_\_\_\_

I am not eligible to work because: \_\_\_\_\_

8. ( ) I am married to a Louisiana resident. (Attach a copy of your marriage license, verification of Louisiana residency of your spouse, such as employment verification letter, previous years Louisiana Tax Return or other proof of continuous residence)

Spouse's Name: \_\_\_\_\_

My spouse has been a resident since: \_\_\_\_\_

(Month & year)

9. ( ) I/My parent (circle one) was a resident of Louisiana from \_\_\_\_\_ to \_\_\_\_\_ and have/has not been out of the state of Louisiana or country for more than two years. (Provide a copy of the last Louisiana Tax Return filed, verification of previous employment in Louisiana, or other approved documentation)

Name of parent who was a resident: \_\_\_\_\_

10. ( ) I/My spouse/My parent (circle one) am/is a member of the armed forces currently stationed in Louisiana. (Attach a copy of the military orders for Louisiana and dependent's military ID card/DEERS Verification)

Sponsor's Name: \_\_\_\_\_

Sponsor's Duty Station (check one): ( ) Ft. Polk ( ) Barksdale Air Force Base

11. ( ) I/My spouse/My parent (circle one) am/is/was a member of the armed forces who was a resident of Louisiana immediately prior to entering the armed forces and have not been discharged from the armed forces for two years. (Attach a copy of your or your sponsor's military enlistment papers or Form DD214 and both military ID's/DEERS Verification)

Sponsor's Name: \_\_\_\_\_

12. ( ) I have been employed in a foreign country but was a resident of Louisiana immediately prior to moving abroad. (Attach appropriate proof of prior residence in the state of Louisiana)

Place of previous residence: \_\_\_\_\_

