

**NOTE:**      **ALL applicable sections must be completed for your residency application to be processed. If any applicable items are not completed, your admission to APSU will be delayed until you complete the missing items.**

1. Please **print** clearly. Complete **all** sections of the Application for Residency.
2. When listing length of residency (permanent and previous), please list **both** the month and year.
3. Provide copies of all pertinent documents that support your in-state residency request. For example (but not limited to): drivers license, automobile registration, voter's registration, deeds to property, renter's lease, etc.
  - (A) Military personnel stationed outside Tennessee must also provide the following:
    1. Home of Record or State of Legal Residency
    2. Tax Status
    3. Leave and Earnings Statement
  - (B) Retired military personnel must also provide the following:
    1. DD214 (Member Copy 4)
    2. Final LES
4. Please understand that your application for residency will **not** be processed until **all** items on the application are **completely** filled in and copies of all supporting documents are provided with the application.

Applicants are required to supply all requested information and return this application to:

**Austin Peay State University**  
**Graduate Admissions**  
**P.O. Box 4458**  
**Clarksville, TN 37044**

**PLEASE NOTE:**

**The granting of in-state status is determined by Tennessee Board of Regents regulations. Completion of this form and submission of required documents DOES NOT guarantee in-state status.**



Graduate Admissions
APPLICATION FOR RESIDENCY

GENERAL INFORMATION

Residency application for: \_\_\_Fall \_\_\_Spring \_\_\_Summer I \_\_\_Summer II Year 20\_\_\_
\_\_\_New Student \_\_\_Readmit: Last Enrolled\_\_\_ \_\_\_Graduate \_\_\_Undergraduate

Full Legal Name\_\_\_ Student ID#\_\_\_
First Middle Last

Present Address\_\_\_
Street City State Zip Code

Phone Number ( \_\_\_ ) \_\_\_\_\_

Permanent Address\_\_\_
Street City State Zip Code

Phone Number ( \_\_\_ ) \_\_\_\_\_

Length of residency at permanent address \_\_\_\_\_ \_\_\_Rent \_\_\_Own

If less than one year, please indicate all previous addresses for a one-year period:

From \_\_\_ To \_\_\_ Address\_\_\_
mo/yr mo/yr Street City State Zip Code

From \_\_\_ To \_\_\_ Address\_\_\_
mo/yr mo/yr Street City State Zip Code

Purpose for move to Tennessee\_\_\_\_\_

Date of Birth\_\_\_\_\_ Place of Birth\_\_\_\_\_

PLEASE PROVIDE COPIES OF THE FOLLOWING THREE (3) ITEMS:

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_\_

Automobile Registrations No. \_\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_\_

Voter's Registration Card \_\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_Yes \_\_\_No

- 1. If you are an emancipated person, please explain why you moved to Tennessee and your future intentions.

2. If you are not an emancipated person, please have your parent, legal guardian, or legal custodian complete the following and explain why they moved to Tennessee and their future intentions.

## PARENTAL INFORMATION

### FATHER

Father's Full Name \_\_\_\_\_  
Last First Middle

Father's Permanent Address \_\_\_\_\_  
Street City State Zip Code

Father's Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Did your father claim you as a dependent on his most recent income tax return? \_\_\_Yes \_\_\_No

If your father is now living in Tennessee, how long has he been living here? \_\_\_\_\_

If your father has moved from Tennessee, give the date of departure. \_\_\_\_\_

If the reason for his being temporarily out of state is due to military service, please secure a COPY of his service record indicating his permanent address and attach it to this form.

### MOTHER

Mother's Full Name \_\_\_\_\_  
Last First Middle

Mother's Permanent Address \_\_\_\_\_  
Street City State Zip Code

Mother's Occupation \_\_\_\_\_ Place of Employment \_\_\_\_\_

Did your mother claim you as a dependent on her most recent income tax return? \_\_\_Yes \_\_\_No

If your mother is now living in Tennessee, how long has she been living here? \_\_\_\_\_

If your mother has moved from Tennessee, give the date of departure. \_\_\_\_\_

If the reason for her being temporarily out of state is due to military service, please secure a COPY of her service record indicating her permanent address and attach it to this form.

If remarried, what was her previous name? \_\_\_\_\_

## GUARDIAN INFORMATION (if other than your parents)

Do you have a legally appointed guardian? \_\_\_Yes \_\_\_No

If **YES**, please give the name and address of your guardian and **ATTACH A COPY OF THE GUARDIANSHIP PAPERS**. Also attach the guardian's notarized statement of support.

Guardian's Name \_\_\_\_\_  
Last First Middle

Guardian's Address \_\_\_\_\_  
Street City State Zip Code

**CERTIFICATION**

I certify that I am the full means of support for \_\_\_\_\_  
Student's name  
while he/she is attending Austin Peay State University.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If legal guardian or legal custodian, please attach a copy of the court order indicating this fact.)

**VETERAN INFORMATION**

If you have been in active military service, in what state did you enter the service? \_\_\_\_\_

What is your home of record? \_\_\_\_\_

Date of Entry \_\_\_\_\_ Discharge Date \_\_\_\_\_

**\*Please submit a copy of your DD214 (Member Copy 4)**

**EMPLOYMENT INFORMATION**

Please indicate any full-time employment during the last three years and give names of employers, the locations, and date of employment.

<u>Employer</u>	<u>Location</u>	<u>Dates</u>
_____	_____	From _____ To _____ mo/yr mo/yr
_____	_____	From _____ To _____ mo/yr mo/yr

**\*Employment within the past twelve months must be verified by a letter from the employer, on company letterhead, stating date employment began**

**MARITAL INFORMATION**

Date of marriage \_\_\_\_\_ Place of Marriage \_\_\_\_\_

Spouse's Name \_\_\_\_\_  
Last First Middle

His/Her employer in Tennessee \_\_\_\_\_ Location \_\_\_\_\_

**\*Provide letter from employer, on company letterhead, stating the date employment began and number of hours employed per week.**

**Explanation of Residency Request-** What is the basis for your claim to be a resident for fee paying purposes while attending Austin Peay State University? You should provide detailed information on previous history in Tennessee, family connections, and special circumstances that may exist. Attach additional sheets if necessary.

***My signature below certifies the correctness and completeness of the information supplied. It further indicates that I understand that the University may contact any of the persons referred to above for the purpose of obtaining additional pertinent information, and that any false information provided in the foregoing statements will disqualify me from being considered a resident of Tennessee and it may lead to disciplinary action and/or dismissal from the University.***

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

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PLEASE DO NOT WRITE BELOW THIS LINE

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Determination:            In-State \_\_\_\_\_            Out-of-State \_\_\_\_\_

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

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK LIST**

- Driver's License'
- Automobile Registration
- Voter's Registration
- Property Deed
- Renter's Lease
- DD214 (Member Copy 4)
- Leave and Earnings Statement (LES)
- Employer's Letter (on letterhead)
- Other: \_\_\_\_\_

Initials: \_\_\_\_\_

## **Regulations for Classifying Students In-State or Out-of-State for the Purposed of Paying Fees and Tuition**

**Paragraph 1**      **INTENT** - It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified "in-state" or "out-of-state" for fees and tuition purposes and for admission purposes.

- Paragraph 2**      **Definitions** - Wherever used in these regulations:
1. "Public higher educational institution" - shall mean a university or community college supported by appropriations made by the Legislature of this State.
  2. "Residence" - shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.
  3. "Domicile" - shall mean a person's true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.
  4. "Emancipated person" - shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and who no longer are under any legal obligation to support or maintain such deemed "emancipated person."
  5. "Parent" - shall mean a person's father or mother. If there is a non-parental guardian or legal custodian of an un-emancipated person, then "parent" shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such un-emancipated person.
  6. "Continuous enrollment" - shall mean enrollment at a public higher educational institution or institution of this State as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed continuous, notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

- Paragraph 3**      **Rules for Determination of Status**
1. Every person having his or her domicile in this state shall be classified "in-state" for fee and tuition purposes.
  2. Every person not having his or her domicile in this state shall be classified "out-of-state" for said purposes.
  3. The domicile of an unemancipated person is that of his or her parent.
  4. The domicile of a married person shall be determined independent of the domicile of the spouse.

- Paragraph 4**      **Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition**
1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parents, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition so long as his or her enrollment at the public higher educational institution or institutions shall be continuous.
  2. An unemancipated person whose parents is not domiciled in this State but is a member of the armed forces and stationed in this State or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-

- of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
3. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
4. Part-time students who are not domiciled in this state but who are employed full-time in the State, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition.
5. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for education purposes

**Paragraph 5**      **Presumptions** – Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

**Paragraph 6**      **Evidence to be considered for Establishment of Domicile** – If a person asserts that he or she has established domicile in this State, he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to be concerning such claim of domicile but will not treat any particular type of item of such evidence as conclusive evidence that domicile has or has not been established.

**Paragraph 7**      **Appeal** – The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state". Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

**Paragraph 8**      **Effective date for Reclassification** – If a student classified out-of-state applies for in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made on or before the last day of registration of that semester.

**Adopted by the State Board of Regents March 21, 1986**