

Instructions for Completing Residence Information Affidavit

Note: This completed form and all required documentation must be submitted 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.

If you are financially dependent (To be considered “financially dependent,” you must have been claimed as a dependent on the state and federal tax returns of another person, not including your spouse, during the immediately preceding tax year.):

- 1 You fill out Section 1 and Section 2.
 - *If you are not a U.S. citizen, attach a copy of both sides of your Resident Alien Card or Form I-94.*
- 2 The person claiming you as a dependent completes Section 3 and provides documents verifying his/her status as a State of Oregon resident and your dependent status. (See 2a-e below, in the “financially independent” section.)
 - *If the person claiming you as a dependent is not a U.S. citizen, attach a copy of both sides of his/her Resident Alien Card, Form I-94, Temporary Resident Card, or other verification of status with the U.S. Citizenship and Immigration Services.*
- 3 You and the person claiming you as a dependent must have the affidavit notarized (last page of form).

Decisions on residence status are based on documentary evidence submitted. Documents are part of your file and are not returned.

If you are financially independent (To be considered “financially independent,” you must not have been claimed as a dependent on the federal or state tax returns of another person, except for your spouse, during the immediately preceding tax year and you will not be claimed as a dependent by another person during the current tax year; in addition, you must not have received in the immediately preceding calendar year and will not receive in the current year more than one-half of your support from another person, except for your spouse.):

- 1 Fill out the complete affidavit. Do not leave any blanks or questions unanswered.
- 2 Provide the following items:
 - a. Copies of rent receipts, lease, letter from landlord, canceled checks, or home purchase agreement verifying residence in Oregon for 12 months prior to the term of application.
 - b. Copy of Oregon State vehicle registration, if you own a vehicle. If you use, but do not own a vehicle, it must also be registered in the State of Oregon.
 - c. Copy of State of Oregon driver’s license, if you drive.
 - d. Any other documents you may have to show that you have established a “home” in Oregon (e.g., club/organization membership cards, bank accounts).
 - e. For applicants under the age of 24, a copy of your parent’s/ legal custodian’s state and federal tax return for the most recent tax year (top portion listing exemptions and signature section only).
 - f. Documents verifying your financially independent status for the current calendar year *and* the prior calendar year (including, but not limited to, tax return for the most recent tax year, W2 forms, financial aid award letters, irrevocable trust funds, wage receipts).
 - g. If you are not a U.S. citizen, attach a copy of both sides of your Resident Alien Card, Form I-94, Temporary Resident Card, or other verification of status with the U.S. Citizenship and Immigration Services.
- 3 You must have the affidavit notarized (last page of form).

Decisions on residence status are based on documentary evidence submitted. Documents are part of your file and are not returned.

If you are a member of the armed forces

(U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard):

- 1** If you were a resident of the State of Oregon for a minimum of one year prior to leaving the state as a member of the military:
 - a. Fill out the complete affidavit.
 - b. Provide documented evidence that you resided in the state for a minimum of one year and that you were in the military.
 - c. Provide copy of your DD214 form.
- 2** If you are the spouse or dependent child of a member of the military, you complete Sections 1 and 2, and your spouse, parent, legal custodian, or other person upon whom you are dependent, completes Section 3. Your spouse, parent, legal custodian, or other person upon whom you are dependent, must provide the documented evidence that he or she is a member of the armed services and is residing in the State of Oregon while assigned to active duty in this state.
- 3** If you are a member of the armed forces and are residing in the State of Oregon while assigned to duty in this state, fill out the complete affidavit and provide documentation that confirms your current military assignment status.
- 4** If you are a member of the armed forces who has filed Oregon income taxes at least 12 months before leaving active duty, fill out the complete affidavit and furnish a copy of your Oregon income tax return(s) along with documentation of your military assignment status and/or DD214 form.

**For further information or assistance with residency classification,
please contact the Residency Officer at the institution of interest.**

Eastern Oregon University – Dea Hoffman
One University Blvd., La Grande OR 97850-2899
Phone: (541) 962-3519, Toll free: 1-800-452-8639
E-mail: dea@eou.edu

Oregon Institute of Technology – Marla Edge
3201 Campus Drive, Klamath Falls OR 97601-8801
Phone: (541) 885-1034, Toll free: 1-800-422-2017
E-mail: marla.edge@oit.edu

Oregon State University – Claire Bennett
104 Kerr Administration, Corvallis OR 97331-2106
Phone: (541) 737-3691, Toll free: 1-800-291-4192
E-mail: claire.bennett@oregonstate.edu

Portland State University – Veda Kindle
PO Box 751, Portland OR 97207-0751
Phone: (503) 725-8332, Toll free: 1-800-547-8887
E-mail: kindlev@pdx.edu

Southern Oregon University – Mike Corcoran
1250 Siskiyou Blvd., Ashland OR 97520-5047
Phone: (541) 552-6610, Toll free: 1-800-482-7672
E-mail: corcoran@sou.edu

University of Oregon – Brian Stanley
1217 University of Oregon, Eugene OR 97403-1217
Phone: (541) 346-1231, Toll free: 1-800-232-3825
E-mail: bstanley@uoregon.edu

Western Oregon University – Nancy France
345 N. Monmouth Avenue, Monmouth OR 97361-1314
Phone: (503) 838-8189, Toll free: 1-877-877-1593
E-mail: francen@wou.edu

Oregon University System – Robert Mercer
Chair, Interinstitutional Residency Committee
PO Box 3175, Eugene OR 97403-0175
Phone: (503) 725-5735
E-mail: robert_mercer@ous.edu

For office use only

Status: DEP INDEP

Date: _____

Effective Date: _____

Resident Non-Resident

Residence Classification Officer: _____



Residence Information Affidavit

(Please print or type)

Note: You are requested to provide your Social Security Number to assist in tracking your relations with OUS and to adequately coordinate files and programs that may relate to you. By providing your Social Security Number, you are consenting to these uses only. This request is made pursuant to ORS 351.070 and 351.085. Provision of your Social Security Number and consent to its use is not required, and if you choose not to do so, you will not be denied any right, benefit, or privilege provided by law. OUS will disclose your Social Security Number only if authorized by law.

Section 1: Applicant Background

Name (print) _____ Phone (_____) _____
Last First Middle

Present Mailing Address _____
Number & Street City State Zip

Email _____

Permanent Mailing Address _____
Number & Street City State Zip

Social Security Number (optional; see instructions above) _____ Student Number _____

Age _____ Date of Birth _____ Place of Birth _____

1 For what term are you seeking residence classification? Fall Winter Spring Summer Year _____

2 Have you previously applied at this institution for a change in residence status?
 Yes No If "yes," indicate term _____ and year _____

3 Where and when did you graduate from high school? School _____ Grad Date _____

4 When did your most recent continuous stay in Oregon begin? Month _____ Day _____ Year _____

5 Since your most recent continuous stay in Oregon began, have you attended a private or public college or university (including community college)? Yes No

6 If you answered "yes" to question 5, please indicate below the credit hours of enrollment and the institution(s). (Attach additional sheets, if necessary)

Hours	Term	Year	Hours	Term	Year	Hours	Term	Year	Hours	Term	Year
_____			_____			_____			_____		
<i>College or University</i>			<i>College or University</i>			<i>College or University</i>			<i>College or University</i>		

7 Have you ever paid in-state tuition at a public college or university (including community college)? Yes No

8 If "yes" to question 7, please indicate where and dates of attendance.

From _____ to _____ Name of institution _____

From _____ to _____ Name of institution _____

- 9 Have you attended an Oregon higher education institution as a National Exchange, WICHE/WUE, or Reciprocity student?
 Yes No If "yes," give program and dates _____
- 10 Are you a citizen of the USA? Yes No If "no," you **must** attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation reflecting your visa type or current status.
- 11 Have you received financial assistance from a state or government unit or agency during the past 12 months? Yes No
 If "yes," indicate state or agency, and explain: _____
 Will you be receiving such assistance during the next 12 months? Yes No
 If "yes," indicate state or agency, type of assistance, disbursement date, and explain: _____
- 12 **List totals of your financial resources for the past 12 months:**
- a. Support from parent, legal custodian, or other person
(include room/ board, tuition and other general support) a. \$ _____
- b. Self support *(include wages, salary, commission, interest income, etc.)* b. \$ _____
- c. Other support from outside sources **(circle sources of support)**
(include spouse, financial aid, gifts, personal loans, savings, financial support from relatives or friends, inheritance, trusts, stocks, bonds, VA benefits, etc.) c. \$ _____
- Total of a,b,c: \$ _____**
- Total expenses \$ _____
The total of a, b, and c should meet or exceed the total expenses

Section 2: Dependent or Independent

- A** Are you applying for resident status as a **dependent** student whose parent, legal custodian, or other person upon whom you are dependent, has maintained a bona fide domicile in the State of Oregon for the past year? Yes No
- If "yes," your parent, legal custodian, or other person upon whom you are dependent, must complete Section 3 of this form providing proof of his/her Oregon domicile. Verification of your dependent status must be documented by submitting a true and correct copy of that person's **state and federal income tax returns** (top portion listing exemptions and signature section only) for the most recent tax year.
- (The extent of disclosure required concerning state and federal tax returns is limited to the number of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.)*
- B** Are you applying for resident status as a financially **independent** student? Yes No
 If "yes," you must complete the remainder of this form.
- 1 Student's sworn statement:
- By signing this affidavit (see "Final Steps" section) as an independent student, I swear that I will not be claimed as a dependent for federal and state income tax purposes by any person except myself or my spouse for the current tax year and for the tax year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than one-half of my support from another person or persons, except my spouse, during the current year or the calendar year immediately prior to the year in which this application is made.
- 2 To substantiate your financial independence, you are required to submit appropriate documentation:
- (a) A true and correct copy of your state and federal income tax returns for the tax year immediately prior to the year in which this application is made. If you did not file state and federal income tax returns because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.
- (b) A true and correct copy of your W2 form filed for the previous tax year.
- (c) Other documented financial resources. Such other resources may include, but are not limited to, the sale of personal or real property, inheritance, trust fund, state or financial assistance, gifts, loans, earnings, or savings of the spouse of a married student.
- (d) For applicants under the age of 24, a true and correct copy of the first and signature page of the state and federal tax returns of your parents, or legal custodian(s), for the tax year immediately prior to the year in which this application is made.
- (The extent of disclosure required concerning state and federal tax returns is limited to the number of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.)*

Section 3: Proof of Residency

This section is being completed and signed by Student Parent Legal Custodian Other person upon whom the student is dependent
(Note: Not to be completed by spouse except for military.)

Do not leave any questions blank. No action nor decision can be made unless all questions are completed and all required documentary evidence is submitted.

1 Name _____ Phone (_____) _____
Last First Middle

Address _____
Number & Street City State ZIP

2 Date of arrival in Oregon to establish a permanent home: Mo. _____ Day _____ Yr. _____ Why you moved to Oregon _____

3 Are you a citizen of the USA? Yes No **If "no," you must attach a copy of both sides of your Resident Alien Card, Form I-94, or other documentation reflecting your visa type or current status.**

4 Are you currently on active duty, or a member of a reserve component, of the U.S. armed forces (Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard)? Yes No **If "no," skip to question 5.**

(a) If "yes" to question 4, are you stationed and residing in Oregon? Yes No
If "yes," you must attach documentation confirming your current military assignment status.

(b) If "yes" to question 4, but have not been stationed/residing in Oregon, indicate most recent duty station:
State or country _____ from _____ to _____

(c) If "yes" to question 4, have you ever filed an Oregon income tax return? Yes No
Date Oregon income tax return(s) was/were filed _____ If "yes," you must attach copy of most recent Oregon income tax return(s).

(d) From what state did you enter the military? _____ Discharge Date _____ (Provide copy of DD214 form.)

5 Are you the spouse or dependent child of an armed forces member assigned to duty in Oregon? Yes No

6 Do you own rent your housing? If not, explain how your housing is provided _____
You must attach proof of your presence in Oregon the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letters from landlords).

7 List chronologically your **employment or physical presence** for the past two years, giving exact information as asked below.
Add more pages if needed

Dates		Location		Employer or Activities	
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>

8 If you were out of Oregon during the past 12 months, give dates and reasons for your absence.

from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>
from _____	to _____	_____	_____	_____	_____
<i>mo./day/yr.</i>	<i>mo./day/yr.</i>	<i>City</i>	<i>State</i>	<i>Employer/Activity</i>	<i>Hours/week</i>

- 9** Are you registered to vote? Yes No If "yes," where/when _____
Attach copy of your current voter's registration card
- 10** Do you own or use any motor vehicles, mobile homes, trailers or boats? Yes No If "yes," give type of vehicle, license number, state, and dates of registry. **You must attach a copy of vehicle registration** (not the title). _____

 Have any of these vehicles previously been registered in another state? Yes No
- 11** Do you have a driver's license? Yes No **If "yes," you must attach a copy of your driver's license.**
- 12** Do you have a checking account? Yes No If "yes," since what date? _____
 Financial Institution _____ City _____ State _____
 Do you have a savings account? Yes No If "yes," since what date? _____
 Financial Institution _____ City _____ State _____
- 13** List years for which you filed an Oregon Income Tax Return _____
 (Note: See the "Financially Independent" section on the instruction page for documentation of tax returns.)
- 14** Is income being withheld from your earnings for Oregon income taxes? Yes No
- 15** Do you intend to file an Oregon Income Tax Return this year? Yes No If "no," why not? _____
- 16** If you have additional information/documentation you wish to include to support your case, please attach it to this affidavit form.

FINAL STEPS

If applying as an independent student, only the student must sign this affidavit; if applying as a **dependent student**, both the student and the person claiming the student as a dependent must sign this affidavit.

NOTARIZATION – to be signed by student

STATE OF _____ COUNTY OF _____

Under penalty of perjury, I swear or affirm that all of the information supplied by me in this affidavit is complete, true and correct, and the Oregon University System may rely on this information.

Signature of student in the presence of a Notary Public

SUBSCRIBED and SWORN before me this _____ day of _____, 2_____
 (Seal)

Notary Public

My commission expires: _____

NOTARIZATION – to be signed by person completing Section 3 for a dependent student

STATE OF _____ COUNTY OF _____

Under penalty of perjury, I swear or affirm that the information supplied by me in this affidavit is complete, true and correct, and the Oregon University System may rely on this information.

Signature of parent, guardian or other person in the presence of a Notary Public

SUBSCRIBED and SWORN before me this _____ day of _____, 2_____
 (Seal)

Notary Public

My commission expires: _____

When completed, return this form to the Residency Officer at the institution where residence classification is sought.
 For further information or assistance with residency classification, please also contact the Residency Officer at the institution of interest.