RUTGERS

RESIDENCY ANALYSIS FORM
INSTRUCTIONS FOR COMPLETION

THE PURPOSE OF THIS FORM is to provide the Admissions Office/Office of the Registrar with information to make a determination regarding your residency status. COMPLETE ALL STATEMENTS FULLY. FAILURE TO COMPLETE THIS FORM IN ITS ENTIRETY MAY RESULT IN THE UNIVERSITY'S INABILITY TO RULE ON THIS APPLICATION.

All Petitioners who filed a State of New Jersey Resident Income Tax Return for the most recent tax year should attach a copy of their NJ Gross Income Tax Return which has been certified by the NJ Division of Taxation in Trenton, NJ. In the case of a dependent undergraduate student, their parent(s)/legal guardian(s) (appointed by a court of competent jurisdiction prior to the time the student becomes 18 years of age), spouse, or civil union partner should submit a copy of their NJ Resident Income Tax Return which has been certified by the NJ Division of Taxation in Trenton, NJ. In either case, please use the attached NJ Division of Taxation Form to order the certified copy. Refer to the Rutgers University Policy Statement on Student Residency for Tuition Purposes for further information.

WHERE TO SUBMIT THIS FORM: Students requesting a change of residency status for their initial semester of admission must apply at the admissions office of their campus (Camden, Newark, or New Brunswick). Students who are requesting a change in residency status for a semester subsequent to the semester of admission must petition the appropriate Registrar. Since you must demonstrate that NJ domicile has been clearly established prior to the beginning of the semester in which you seek NJ residency for tuition assessment, **you are strongly encouraged to apply prior to the beginning of the semester** to allow time for clarification of issues that may arise in the evaluation of your petition. You must file all petitions within 60 days after the start of the term in which the changed status is sought. Once the Residency Analysis Form has been submitted, any additional supporting documentation requested by the University must be received within 30 days. Additional time may be allowed, upon timely notice to the university, to obtain certified copies of the NJ Tax Return from Trenton, NJ. Please submit all forms and documentation to the addresses listed at the end of this document.

STUDENTS WHO WISH TO APPEAL A RESIDENCY DECISION must do so no later than 30 days after the date of notification of the decision. The appeal must be addressed in accordance with the procedures set forth in Section I.D. below.

RUTGERS UNIVERSITY POLICY STATEMENT on Student Residency for Tuition Purposes

I. PROCEDURE:

A. **THE INITIAL DETERMINATION:** At the time an individual initially applies for admission into any undergraduate or graduate college of the university, the respective admissions office will determine an admitted applicant's resident status for tuition assessment. The determination made at this time shall prevail for each succeeding semester unless a change is authorized as provided hereinafter.

B. **AFTER THE INITIAL DETERMINATION:** The status of residency for tuition purposes of students continuing in a college of the university will be determined by the appropriate Registrar's Office (Camden Registrar, Newark Registrar, New Brunswick Registrar, or Rutgers Health Registrar). The determination made by the Registrar will either conform to the initial determination of the admissions office or reflect a change as provided hereinafter.

C. **REQUEST FOR A CHANGE OF STATUS:** Requests for a change in residency status will be accepted no later than 60 days after the start of the term in which the changed status is sought. All evidence deemed appropriate by the adjudication official pursuant to New Jersey Administrative Code 9A:5-1.1–1.2 must be filed by the petitioner in accordance with the time limit specified in the preceding sentence, but in no case later than 30 days from the date of submission of the Residency Analysis Form. Failure to comply with the provision may void the petition for the semester in question. If, based on the information submitted in the request, the student qualifies for resident tuition assessment, such change will relate only to the current and subsequent semesters. See section ***Submission of Residency Analysis Form*** below for office locations and mailing addresses.

D. **APPEALS:** Appeals from the initial determination and any determination made after a request by a student for a change in residency status will be accepted no later than 30 days after the date of notification of any such determination that is appealed. Appeals for all newly admitted and continuing students should be forwarded to the appropriate campus Vice-Chancellor for Enrollment Management's office. These officers will respond to the student within 30 working days of the receipt of the appeal in the appropriate office. Appeals from these determinations must be submitted centrally to the Associate Vice President of Enrollment Management by the student within two weeks after the campus Vice-Chancellor for Enrollment Management has issued a determination. The decision of the Associate Vice President for Enrollment Management will be final.

E. **STUDENTS' RESPONSIBLITIES:** The student is responsible for providing relevant information upon which a residency determination can be made. The burden of proving their residency status lies solely upon the student. Moreover, it is the obligation of the student to seek advice when in doubt regarding eligibility for instate tuition assessment. Every student who is classified as a resident student but who becomes a nonresident at any time by virtue of a change of legal residence is required to notify their Registrar immediately. An independent student loses New Jersey residency status for tuition purposes upon abandonment of the New Jersey domicile. Assessment of non-resident tuition charges will take effect the semester following the date of abandonment. Any dependent student who is domiciled in the state for tuition purposes shall continue to be eligible for New Jersey Resident Tuition Status despite their supporting parent(s) or U.S. Court Appointed legal guardian(s) change of domicile to another state, while such student continues to reside in New Jersey during the course of each academic year and is continuously enrolled.

F. **PENALTIES:** If a student has obtained or seeks to obtain resident classification by deliberate concealment of facts or misrepresentation of facts or if they fail to come forward with notification upon becoming a nonresident, they are subject to disciplinary action.

II. FACTORS CONSIDERED IN DETERMINING RESIDENCY FOR TUITION ASSESSMENT:

This section of the Policy Statement conforms to the regulations of the New Jersey Administrative Code, Volume 9A: 5-1.1–1.2 and 9A:9-2.6.

A. **CLASSIFICATION:** A student shall be classified as a ***resident*** for tuition purposes upon admission to a public institution of higher education in the State of New Jersey if the student has been domiciled within the State of New Jersey for at least one year immediately prior to enrollment.

Students who are classified as dependent students are presumed to share the domicile of their parent(s) or legal guardian(s). Persons who have been residents in this state for more than 12 months prior to initial enrollment are presumed to be domiciliaries of New Jersey for tuition purposes. In those cases, in which a dependent student with an out-of-state parent or legal guardian has resided in New Jersey for 12 consecutive months prior to initial enrollment, the student may petition on their own to establish domicile in the state.

Persons who have been domiciled within this state for less than 12 months prior to initial enrollment are presumed to be nondomiciliaries for tuition purposes. Persons presumed to be non-domiciled or persons who are presumed to be domiciled but whose domiciliary status is challenged by the institution must prove their domicile according to the following regulations.

B. **DOMICILE:** ***Domicile*** is a legal concept defined by New Jersey law. In general terms, ***domicile*** means the place where a person has their true, fixed, permanent home and principal living establishment, and to which, whenever they are absent, they have the intention of returning. New Jersey domicile must be acquired prior to the beginning of the semester for which you are requesting a change in residency status. Domicile is distinct from residence. While a person may have several residences, they can have only one legal domicile. Therefore, in order to establish a new domicile in New Jersey, a person must first abandon the prior domicile in which they previously resided and sever all legal connections to that former domicile.

In determining whether domiciliary status has been shown, mere physical presence and declaration of intent to remain in the state may not be sufficient. To assist in determining whether a person is a New Jersey domiciliary, the primary evidence is, but is not limited to, a notarized affidavit setting forth domicile and a state-certified copy of a New Jersey Resident Income Tax Return, or in the case of a dependent student, a statecertified copy of their parent(s') or U.S. Court Appointed (prior to the student attaining age 18) legal guardian(s') New Jersey Resident Income Tax Returns. The following additional items should be submitted: New Jersey voter registration materials; a New Jersey driver's license (or non-driver's I.D.); New Jersey motor vehicle registration; a long-term apartment/ house lease or a house/condo deed; presence of spouse and children in New Jersey; the location of local New Jersey bank(s); and copies of recent monthly bills (charge card, phone, etc.) addressed to the claimant(s). In unusual circumstances, if primary evidence is not available, the institution may make a determination of New Jersey domicile based exclusively on supplementary evidence; however, supplementary evidence may be deemed insufficient to justify a determination of domiciliary status.

C. **DEPENDENT/INDEPENDENT STUDENT DEFINED:** In determining whether a student is independent, the following is considered: N.J.A.C.9A:9-2.6 (examples of documentation given below).

a. The term independent, when used with respect to a student, means any individual who:

1. Was born BEFORE 1/1/2002 (fall 2025, spring 2026, and summer 2026 applicants) or 1/1/2003 (fall 2026, spring 2027, and summer 2027 applicants). Acceptable documentation: birth certificate, secondary school transcript, driver's license, draft registration letter; or

2. Meets the requirements of (b) below.

b. An individual meets the requirements of this section if such individual:

1. Is an orphan or ward of the court; or was a ward of the court until age 18. Acceptable documentation for orphans: death certificate or a letter from a social services agency or from a respected member of the community who is unrelated to the applicant (minister, school administrator, etc.). Acceptable documentation for ward of the court: court document or a letter from the Division of Child Protection & Permanency or other social agency;

2. Is a veteran of the Armed Forces of the United States. Acceptable documentation: DD214;

3. Is a graduate or graduate professional student (not applicable for undergraduate students);

4. Is a married individual. Acceptable documentation: marriage certificate;

5. Has legal dependents other than a spouse. Acceptable documentation if dependent is a child: birth certificate. Acceptable documentation if dependent is other than a child and was dependent on the applicant in the prior year: IRS or New Jersey Division of Taxation certified copy of the applicant's prior year tax return showing the person listed as an ***other dependent***. Acceptable documentation if the dependent is other than a child and was not dependent on the applicant in the prior year: a document such as a driver's license, a United States Post Office address change, or a statement from the landlord or respected member of the community confirming that the person currently resides in the student's household; or

6. Is a student for whom a Financial Aid Administrator makes a documented determination of independence by reason of other unusual circumstances as provided under Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. 1087vv, and its implementing regulations and rules. For purposes of receiving state financial assistance as an independent student due to unusual circumstances, the following conditions apply:

   A. Determinations of independence must satisfy all applicable federal standards set forth under Title IV of the Higher Education Act of 1965, as amended, and it's implementing regulations and rules.

   B. Individual determinations of independent student status for state student aid programs shall be made in a manner consistent with the institutional policies regarding the awarding of all need-based financial aid, including federal and state aid; and

   C. The institution shall share with the Office of Student Assistance any material findings or audit exceptions related to the determination of dependency status at any time they are revealed in the course of an auditor program review.

c. A dependent student shall be any student who does not meet any of the eligibility criteria listed in (a) or (b) above for independent student status.

The university reserves the right to request a student to have the Internal Revenue Service and/or New Jersey Division of Taxation forward certified tax records to the appropriate university office for review.

An individual who claims to have established a new domicile in New Jersey must show (1) a physical abandonment of the previous domicile, together with an intent not to return to it, and (2) actual presence in New Jersey with the intention of remaining permanently in the state.

An individual from another state who has enrolled in any type of educational institution in New Jersey will be presumed to be in New Jersey primarily for educational purposes and will be presumed not to have established domicile in New Jersey. Although the student may present proof to overcome these presumptions, it must be noted that continued residence in New Jersey during vacation periods or occasional periods of interruption to the course of study does not of itself overcome the presumptions. All students who are not domiciliaries of New Jersey will be assessed out-of-state tuition rates. Residency for tuition purposes is governed by New Jersey Administrative Code 9A:5-1.1 et seq., which requires that individuals must be legally domiciled in the state for twelve months before becoming eligible for in-state tuition rates. The law also permits those living in the state for less than twelve months to petition for resident status through the admissions office or the Office of the Registrar, as appropriate. Petitions for resident status will be granted only in those cases where there is clear and compelling evidence that New Jersey is the legal domicile of the student or the parent(s) or U.S. Court Appointed (prior to the student attaining age 18) legal guardian(s) on whom the student is dependent.

D. **THE EFFECT OF MARRIAGE or CIVIL UNION:** A non-resident student who marries or enters into a Civil Union with a bona fide New Jersey domiciliary assumes the domicile of that spouse or civil union partner for tuition purposes in the semester following marriage or civil union. The same test for residency will be applied to spouses or civil union partners when a marriage or civil union is claimed as the basis for domicile. No changes in status will occur when a domiciliary student marries or enters into a civil union with a non-domiciliary.

E. **FOREIGN NATIONALS:** Alien nationals who are in the United States and hold permanent resident status, or special refugee visas (being processed for permanent residency) will be considered the same as United States citizens for purposes of assessing tuition. In either instance, the approval date on the visa must be prior to the first day of the semester for which the change in status is sought. However, any other foreign national will be classified as a non-resident for assessment of tuition unless they have the right to remain permanently in the United States and can demonstrate by affirmative proof that they have a domicile in New Jersey.

F. MILITARY PERSONNEL:

a. PRESENCE IN NEW JERSEY DUE TO MILITARY SERVICE: As a general rule, in the absence of any intention to effect a change of domicile, the domicile of a New Jersey resident is not affected or changed by reason of their entry into military service. By action of the New Jersey legislature (N.J.S.A. 18A: 62-4.1), United States military personnel and their dependents that are living in New Jersey shall be regarded as residents of the state for tuition purposes.

Once a member of the United States Military domiciled in NJ (or their dependents) is enrolled at Rutgers, provided that the member of the armed forces was on active duty for a period of more than 30 days at the inception of enrollment at Rutgers, in-state tuition rates will continue to apply while such student is continuously enrolled at Rutgers, notwithstanding a subsequent change in the permanent duty station of the member of the armed forces to a location outside of New Jersey.

b. NONRESIDENT TUITION RATE FOR NJ NATIONAL GUARD MEMBERS PROHIBITED (18A: 62-24.1): No public institution of higher education in this state shall impose a nonresident tuition rate or differential fee on a member of the New Jersey National Guard.

c. NJ TEAM Act (18A: 62-4.1a and 18A: 62-4.1b): A veteran or covered individual who is living in New Jersey and is attending a public institution of higher education in New Jersey shall be regarded as a resident of the state for the purpose of determining tuition, regardless of the veteran or covered individual's state of residence.

1. ***Veteran*** means a person who has served on active duty in the Uniformed Services of the United States and who was discharged or released and who qualifies for educational assistance under the federal ***All-Volunteer Force Educational Assistance Program/Chapter 30***, ***Veteran Readiness and Employment/ Chapter 31***, ***Post-9/11 Educational Assistance/Chapter 33***, or ***VA Education Benefits/Chapter 35*** programs.

2. ***Covered individual*** means an individual who is entitled to educational assistance under provisions of the federal ***Post-9/11 Educational Assistance/Chapter 33*** or ***VA Education Benefits/ Chapter 35*** program by virtue of such individual's relationship to a veteran.

G. **IN EVERY INSTANCE:** A record of the evidence utilized in determining domicile pursuant to this section shall be maintained with the student's records

H. **DREAM Act (18A: 62-4.4):** Notwithstanding the provisions of any law or regulation to the contrary, a student, other than a nonimmigrant alien within the meaning of section 101 (a)(15) of the ***Immigration and Nationality Act (8 U.S.C. s.1101(a)(15))***, shall be exempt from paying out-of-state tuition at a public institution of higher education if the student:

a. Attended high school in this state for three or more years;

b. Graduated from a high school in this state or received the equivalent of a high school diploma in this state;

c. Registers as an entering student or is currently enrolled in a public institution of higher education not earlier than the fall semester of the 2013–2014 academic year; and

d. In the case of a person without lawful immigration status, files an affidavit with the institution of higher education stating that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so.

SUBMISSION OF RESIDENCY ANALYSIS FORM: Mail or submit your completed Residency Analysis Form and all supporting documentation to the appropriate office listed on the following page.

Camden:

Office of Graduate and Undergraduate Admissions (first semester students only)
406 Penn Street, Camden, NJ 08102

Office of Admissions, Camden School of Law
406 Penn Street, Camden, NJ 08102

Office of the Registrar
Armitage Hall, 311 North 5th Street, Room 143, Camden, NJ 08102

Newark:

Office of Graduate and Undergraduate Admissions (first semester students only)
Engelhard Hall, 190 University Avenue, Newark, NJ 07102

Office of Admissions Newark School of Law, Center for Law and Justice
123 Washington Street, Newark, NJ 07102

Rutgers Business School, Graduate Programs, Newark and New Brunswick
Engelhard Hall, 190 University Avenue, Room 115, Newark, NJ 07102

Office of the Registrar
Blumenthal Hall, 249 University Avenue, Room 309, Newark, NJ 07102

New Brunswick:

Office of Undergraduate Admissions (first semester and newly admitted students only)
Proctor Hall, 65 Davidson Road, Suite 302, Piscataway, NJ 08854

Office of Graduate Admissions
Proctor Hall, 65 Davidson Road, Suite 308, Piscataway, NJ 08854

Office of the Graduate/Professional/Summer Registrar
Proctor Hall, 65 Davidson Road, Suite 207, Piscataway, NJ 08854

Rutgers Health in Newark, New Brunswick/Piscataway, Scotch Plains, Stratford, and Online:

NOTE: Students enrolled in the Ernest Mario School of Pharmacy or College of Nursing should select the appropriate Admissions or Registrar office above from New Brunswick or Newark. All other Rutgers Health students should select the appropriate Admissions (first semester students only) or Registrar (continuing students) office from below.

Office of Admissions at Graduate School of Biomedical Sciences–Newark (first semester students only)
Medical Science Building, 185 South Orange Avenue, Room C-696, Newark, NJ 07101

Office of Admissions at Graduate School of Biomedical Sciences–New Brunswick/Piscataway (first semester students only)
675 Hoes Lane West, Room R-102, Piscataway, NJ 08854

Office of Admissions at New Jersey Medical School (first semester students only)
Medical Science Building, 185 South Orange Avenue, Room C-653, Newark, NJ 07101

Office of Admissions at Robert Wood Johnson Medical School (first semester students only)
Kessler Building, 675 Hoes Lane West, Room TC 116, Piscataway, NJ 08854

Office of Admissions at Rutgers School of Dental Medicine (first semester students only)
110 Bergen Street, Room B-829, Newark, NJ 07101

Office of Admissions at School of Health-Related Professions and School of Nursing (first semester students only)
Stanley S. Bergen Building, 65 Bergen Street, Room 149, Newark, NJ 07101

Office of Admissions at School of Public Health–Newark (first semester students only)
Stanley S. Bergen Building, 65 Bergen Street, Room 701, Newark, NJ 07101

Office of Admissions at School of Public Health–New Brunswick/Piscataway (first semester students only)
683 Hoes Lane West, First Floor, Piscataway, NJ 08854

Office of Admissions at School of Public Health–Stratford (first semester students only) University Educational Center, 40 East Laurel Road, Suite 2034, Stratford, NJ 08084

Office of the Rutgers Health Registrar (continuing undergraduate, graduate, and professional students) Stanley S. Bergen Building, 65 Bergen Street, Room 1441, Newark, NJ 07101