

**NORFOLK STATE UNIVERSITY
OFFICE OF ADMISSIONS**

**VIRGINIA TUITION GUIDELINES
APPLICATION FOR CHANGE OF DOMICILE**

APPLICATION DEADLINE

Applications for Virginia in-state tuition rates must be submitted to the Office of Admissions **prior to the first day of class** of the term in which a change of domicile is sought. Applications received after the deadline will not be reviewed for eligibility until the following term. A new application and documentation must be submitted for each term that a change of domicile is sought. Students seeking in-state tuition, based on a spouse's or parent's/legal guardian's domiciliary status, must submit the documentation from your spouse or parent/legal guardian. Processing time ranges from four to six weeks. Please plan accordingly to ensure classes are not cancelled during the review process. Classes cannot be held for non-payment during the appeal process.

ELIGIBILITY FOR IN-STATE TUITION

This general information will help clarify the requirements necessary to be eligible for in-state tuition rates in Virginia. It is not intended to cover all situations, but to give you a basic understanding of domicile.

DOMICILE

To be eligible for in-state tuition rates, you must be domiciled in Virginia for a minimum of one year before the first official day of classes. Domicile is defined as your present, fixed home where you return following temporary absences and where you intend to stay indefinitely. In essence, domicile has two parts and you must meet both to qualify for in-state tuition. You must reside in Virginia and you must intend to keep Virginia as your home indefinitely.

As a minor, you have the same domicile as your parents. When you become 24 years old, you can establish a domicile that is different from your parents. However, if you are over 24 and are financially dependent on your parents, your parents must be domiciled in Virginia before you will be eligible for in-state benefits.

According to SECTION 23.1-503 of the Code of Virginia, "A non-Virginia student is not eligible for reclassification as a Virginia student unless he applies for and is approved for such reclassification. Any such reclassification shall only be granted prospectively from the date such application is received." The institution will not assume responsibility for initiating such an inquiry independently. Please visit <https://www.schev.edu/index/tuition-aid/in-state-residency/financial-aid-policy-and-procedure> for additional information.

The State Council of Higher Education for Virginia (SCHEV) Guidelines Part II, Article 3 Section 14 states, "The change in classification, if deemed to be warranted, shall be effective for the next academic semester or term following the date of the application for reclassification. No change to in-state status may be obtained by a student for an academic term that has begun before the date of the application for reclassification." The factors used to support a case for in-state tuition benefits must have existed for one year before the first official day of classes.

Residence or physical presence in Virginia primarily to attend a college or university does not entitle you to in-state tuition rates. If you enter an institution classified as an out-of-state, you will be required to give clear and convincing evidence to rebut the presumption that you are in the state to attend school before a change of status will be granted.

SPECIAL SITUATIONS

If you are a member of a military family, or employed full-time in Virginia, but live out-of-state, or meet any state identified exception, special provisions for determining eligibility for reduced tuition rates exist. Eligibility is governed by SECTION 23.1-504-508 of the Code of Virginia. The above is not exhaustive, but a general description.

Domicile application packages may be delivered personally or by mail only. Please note that the Office of Admissions is not able to make copies of documents for submission. All supporting documents must be submitted with the original application for Change of Domicile. Once the Change of Domicile application package has been submitted, additional documents will not be accepted. Please ensure your application package is accurate and all supporting documents are included.

Please do not e-mail or fax your application packet or supporting materials. Only original copies will be accepted.

Mail to:
Norfolk State University
Office of Admissions
700 Park Ave
Norfolk, VA 23504

If delivering in person, please go to:
Office of Admissions
Student Services Center Room 202

EXPLANATION OF FACTORS TO DETERMINE DOMICILE

Please review the following list very carefully. This list demonstrates the type of information and details that will assist the Domicile Committee in determining eligibility for in-state tuition rates. Please complete the Change of Domicile Application and submit it with all supporting documents to the Office of Admissions. **The first three items are strongly recommended.** The additional items listed will support your appeal to obtain Virginia domicile. **You are responsible for ensuring accuracy of the Change of Domicile Application, supporting documents and for supplying copies of all documents.**

1. Continuous residence for a period of at least one year prior to the first day of classes.

Submit evidence supporting the fact that the applicant intends to make Virginia his/her home indefinitely such as:

- a. Copy of leases from each place of residence (Rent receipts will not be accepted)
- b. Copy of mortgage agreement

2. State to which income taxes are filed and paid.

Submit evidence that the applicant has filed Virginia taxes (760) and Federal taxes (1040) for the previous tax year.

Applicants should submit all pertinent W-2 forms received from employer(s) as proof of earnings. (Tax forms should be signed and dated).

3. Full-time employment or an equivalent.

The applicant should earn at least \$24,000 the previous year in the state of Virginia to qualify for residency. The total figure is determined by multiplying 50 weeks per year (x) 40 hours per week times (x) minimum wage (\$12.00) equals (=) \$24,000. The applicant should also submit a letter from his/her employer stating the starting date, number of hours worked per week, and rate of pay.

All persons receiving government aid should provide evidence of support. Such evidence includes TANF, Child

- a. **Support, Disability, Alimony Social Security, Unemployment...etc.** Acceptance of financial support from public agencies or private institutions located in another state prevents eligibility for in-state tuition.

4. Valid Virginia driver's license. Submit a copy of driver's license, both front and back.

5. Valid Virginia voter registration card. - Submit a copy of your card.

6. Valid Virginia car registration card. - Submit a copy of your card.

7. Ownership of real estate property. - Submit evidence of property ownership.

8. Valid checking or passbook savings account(s) in Virginia.

Submit proof of such account(s) by showing bank statements or a letter from the bank.

9. Social and/or economic ties with Virginia.

Submit valid evidence that the applicant has immediate family in the area. The applicant may also submit evidence that he/she has a professional license issued by a Virginia agency. This information will help support a claim of domiciliary intent.

Special Notes: NON-U.S. CITIZENS - Must also provide a copy of the front and back of their permanent residency card.

MILITARY APPLICANTS must also submit a copy of the leave and earnings statement (LES) from the previous year and state of legal residence certificate. Dependents of Active Duty Military stationed in Virginia must also complete the Military Dependent's In-State Tuition Form (available at <http://www.nsu.edu/admissions/forms.html>). Veterans must submit a copy of their DD-214.

Please sign after you have read the above instructions. This form should be submitted with your Change of Domicile application package.

SIGNATURE _____

DATE _____

APPLICATION FOR CHANGE OF DOMICILE

Form must be completed to determine eligibility for in-state tuition rates pursuant to Code Section 23-7.4 of Virginia. Please answer all questions and furnish dates. Where not applicable, write *N/A*. Please print legibly. **Do not fax or e-mail this form to the Admissions Office.**

SECTION A: APPLICANT

SEMESTER APPLYING FOR DOMICILE CHANGE: (Select one) FALL _____ SPRING _____ SUMMER _____

1. Name of Applicant _____ Last four of SSN or NSU ID _____

(Last, First, Middle)

2. Date of Birth _____ Day Telephone# _____ NSU E-mail Address _____

3. How long have you lived in Virginia? ____years____months 4. Citizenship ☐ U.S. ☐ Non-U.S. ☐ Permanent Resident

If Non-U.S. citizen, please provide VISA type and number: _____

Date of VISA issue _____ Date of VISA Expiration _____

5. Where have you lived the past two years? List current address first:

From (mo/yr) To (mo/yr) Street Address

City, State, and Zip

6. Do you wish to claim in-state tuition rates based on your Virginia domiciliary residency state? ☐ Yes ☐ No

If no, where will you maintain legal domicile in (State or Country) _____

If yes, complete SECTION B, if no, go to #7.

7. Do you wish to claim in-state tuition based on your parent, legal guardian or spouse's domiciliary status? ☐ Yes ☐ No

If no, sign your name in SECTION E.

If yes, complete SECTIONS B and E and have your parent, legal guardian or spouse complete SECTIONS D & E.

SECTION B: STUDENT STATUS

1. Will you be age 24 or older before the first day of classes? ☐ Yes ☐ No

2. Are you a veteran of the U.S. Armed Forces? ☐ Yes ☐ No

3. Will you be enrolled in a graduate or professional program (beyond a Bachelor's degree)? ☐ Yes ☐ No

4. Are you married? ☐ Yes ☐ No

5. Are you an orphan or a ward of the court, or were you a ward of the court until 18? ☐ Yes ☐ No

6. Do you have legal dependents (other than spouse)? ☐ Yes ☐ No

7. Are you on active duty with the military? ☐ Yes ☐ No

8. Have you been financially self-sufficient for one year prior to the term in which you will enroll? ☐ Yes ☐ No

If you answered yes to any question in SECTION B, please complete SECTIONS C & E. If you answered no to every question, please sign your name in SECTION E and have your parents or legal guardians complete SECTION D & E. If your spouse is in the military, complete sections C, D, and E. You also need to complete the Military Dependent's In-State Tuition Form.

SECTION C: DOMICILE

1. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months? ☐ Yes ☐ No

2. For the entire twelve months prior to the term in which you will enroll, will you have:

A. Been a Virginia registered voter? ☐ Yes ☐ No Virginia registration date _____

B. Held a valid Virginia Driver's license? ☐ Yes ☐ No Date issued in Virginia: _____

C. Do you own or operate a motor vehicle? ☐ Yes ☐ No

If yes, was it registered in the State of Virginia for the past twelve months? ☐ Yes ☐ No

Virginia registration date: _____

3. Are you or any member of your immediate family presently in the military? ☐ Yes ☐ No

If no, please skip to question 4. If yes, please check one of the following: ☐ Self ☐ Spouse

A. Will Virginia income taxes have been paid on all military income four one year prior to the term in which you enroll? ☐ Yes ☐ No

B. If your spouse is in the military, will you have resided in Virginia and paid income taxes to Virginia for at least one year prior to the term in which you will enroll? ☐ Yes ☐ No *(If yes, please attach Virginia and federal tax forms.)*

4. Answer the question only if you have worked in Virginia but lived outside Virginia during the past twelve months.

Did you file Virginia taxes on all taxable income earned in Virginia for the last year? ☐ Yes ☐ No

If yes, please attach Virginia tax forms. Please skip to Section E.

SECTION D: PARENT, LEGAL GUARDIAN OR SPOUSE

1. Name of Parent/Legal Guardian or Spouse: _____
(Last, First, Middle)
2. Relationship to Applicant: _____ 3. How long have you lived in Virginia? _____ years _____ months
4. Citizenship ☐ U.S. ☐ Non-U.S. ☐ Permanent Resident
If Non-U.S. citizen, please provide VISA type and number: _____
Date of VISA issue _____ Date of VISA Expiration _____
5. Where have you lived the past two years? List current address first:
From (mo/yr) To (mo/yr) Street Address City, State, and Zip

6. Will you have filed a tax return and paid income taxes to Virginia during the past twelve months? ☐ Yes ☐ No
7. Will you have claimed the applicant as a dependent on your Federal and Virginia income tax returns for the twelve months prior to the term in which the applicant will enroll? ☐ Yes ☐ No
8. Will you have provided over half of the applicant's financial support for the entire twelve months prior to the term in which the applicant will enroll? ☐ Yes ☐ No
9. For the entire twelve months prior to the term in which the applicant will enroll, will you have:
- A. Been a Virginia registered voter? ☐ Yes ☐ No Registration date: _____
- B. Held a valid Virginia Driver's License? ☐ Yes ☐ No Date issued: _____
- C. Owned or operated a motor vehicle? ☐ Yes ☐ No
If yes, was it registered in the State of Virginia for the past twelve months? ☐ Yes ☐ No
Virginia registration date: _____
10. Are you or any member of your immediate family presently in the military? ☐ Yes ☐ No
If no, please skip to question 11. If yes, please check one. ☐ Spouse ☐ Self
- A. Will Virginia income taxes have been paid on all military income for one year prior to the term in which the applicant will enroll? ☐ Yes ☐ No
- B. If your spouse is in the military will you have resided in Virginia and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll? ☐ Yes ☐ No If yes, please attach Virginia and federal tax forms.
11. Answer this question only if you have lived outside Virginia but work inside Virginia.
- A. Will you have lived outside Virginia, earned at least \$14,500 (the equivalent of a full-time wage salary) and paid income taxes to Virginia for at least one year prior to the term in which the applicant will enroll? ☐ Yes ☐ No
- B. If the answer to (a) is yes, will the parent employed in Virginia have claimed the applicant as a dependent for Federal and Virginia income tax purposes for at least one year prior to the term in which the applicant will enroll? ☐ Yes ☐ No

SECTION E: SIGNATURES

The applicant must sign below and make sure all questions are answered or this application will not be processed if SECTION D has been completed by a parent, legal guardian, or spouse, that person's signature must also appear below.

I certify under penalty of disciplinary action that the information I have provided is true. I am furnishing the college with all supporting documentation with my application. I understand my domicile decision may be appealed after a decision is rendered by the review committee.

Signature of Applicant

Date

Signature of Parent, Legal Guardian, or Spouse

Date

OFFICE USE ONLY

Date received _____ Approved _____ Disapproved _____ Term _____

Decision date _____ Signature _____ Date _____