



# 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  
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**Southern Oregon University** – Mike Corcoran  
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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  
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**Oregon University System** – Robert Mercer  
Chair, Interinstitutional Residency Committee  
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**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 you 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.

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.)*

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.



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.