**Instructions for Completing the Application for Virginia In-state tuition rates**

**Use this application if you are a currently enrolled undergraduate student, or if you have previously attended VT as an undergraduate student.**

Please answer all questions and type or print legibly. Please include a cover letter to explain special circumstances or to provide additional information regarding your application. **Supporting documents must be provided before your application will be reviewed. If you do not provide supporting documentation, the processing of your application may be delayed.**

DEADLINES: Applications for reclassification should be submitted **prior to the beginning of the term** for which a change in status is sought. **Applications received on or after the first day of any term will not be considered for that term but will be considered for the following term.** Applicants are typically notified of decisions or requests for additional information/documentation within four weeks of receipt of all necessary application materials. Processing time may be delayed during peak periods such as commencement, beginning of term, and end of term.

Sections 23.1-500-510 of the *Code of Virginia* and the State Council of Higher Education’s *Guidelines* provides state colleges and universities with guidance regarding determination of in-state status for tuition purposes. According to the *Guidelines*, “a person demonstrates his or her intent through objective conduct. In short, actions generally speak louder than words. The law requires that a person claiming eligibility for in-state tuition as a domiciliary (or the person through whom eligibility is claimed) shall have demonstrated this domiciliary intent by clear and convincing evidence at least one year prior to the date of alleged entitlement. The burden is on the applicant to prove this intent.”

If are able to check any of the boxes listed in Question 4 of the application, you are applying as an independent student and any supporting documentation you provide should pertain **to your Virginia domicile**. If you are NOT able to check any of the boxes listed in Question 4, you are applying as a dependent student, and any supporting documentation you provide should pertain to the Virginia domicile of the **parent or spouse** listed in Questions 17 and 18 of the application.

To help clarify the type of documentation necessary for making determinations regarding in-state status, the *Guidelines* provide a list of objective conduct relevant to domiciliary intent. Please note that you do not automatically qualify for in-state status if you have the documentation referenced below. This information is provided as an example of the types of information that will be reviewed as part of the Application for In-State Tuition process. Applications submitted with no documentation will be considered incomplete, and there will be a significant delay in processing. Several factors are used to determine if a person demonstrates intent to remain in Virginia indefinitely. We may ask for information from you or your parents about the following factors:

1. Proof of continuous residence (physical presence) for at least one year prior to the date of alleged entitlement (copy of deed or lease for past year)
2. Documentation of the state to which income taxes are filed and paid (tax returns for prior year)
3. Virginia driver’s license
4. Virginia motor vehicle registration
5. Virginia voter registration and actual voting
6. Proof of employment in Virginia
7. Documentation of ownership of real property
8. Documentation of sources of financial support
9. For dependent students, copies of the parent’s or spouse’s federal and state income tax returns
10. Documentation of post-graduation employment in Virginia as related to the student’s program of study (legal offer and acceptance)
11. Documentation of business or professional licenses in Virginia -- professional and/or business licenses issued by Virginia agencies tend to help support a person’s claim for Virginia domicile.
12. Other documentation in support of social and economic relations in Virginia, such as membership(s) in religious organizations, community organizations, and social organizations, and involvement in political parties are also factors that may be presented in support of a case for domiciliary intent. Documentation regarding the jurisdiction in which a person’s last will and testament has been executed has also served as evidence in support of a student’s case for in-state status.)
13. Any other information you feel is supportive of your case for in-state status for tuition purposes.

Please note that, individually, the items referenced above do not necessarily provide clear and convincing evidence of domiciliary intent; however, several of these items collectively may support a student’s case for in-state status for tuition purposes. Although it is not necessary to provide information from all areas listed, it is recommended that applicants provide documentation from as many areas as possible. The University must receive sufficient documentation from the applicant to clearly and convincingly prove his/her case for in-state status for tuition purposes. Students who are unable to provide documentation in support of his/her case should provide a written statement as to why that information is not obtainable. ***Any factors used in support of your claim must have been in place for the required 12 continuous months (one year) prior to the date of the alleged entitlement.***

The *Guidelines* reiterate the importance of clear and convincing evidence in determining a student’s case for in-state status for tuition purposes. Each student’s case presents a unique combination of factors, and the University must determine from the information submitted by the student, the core factors that clearly and convincingly demonstrate the person’s domiciliary intent. Clear and convincing evidence does not mean proof beyond a reasonable doubt as required in some court or legal situations; however, it is that degree of proof which will produces a firm belief in the allegation. In short, the application and supporting documentation must justify the claim both clearly and convincingly.

Submit the application and supporting documents in person or by mail to:

**Office of the University Registrar (MC 0134)**Student Services Building, Suite 250, Virginia Tech
800 Washington St., SW
Blacksburg, VA 24061

Application and documents will not be accepted by email or by fax.

Please direct any questions to residency@vt.edu.