

VIRGINIA TECH
Office of the University Registrar

250 Student Services Building., Mail Code 0134
Blacksburg, VA 24061

Phone: (540) 231-6252

Instructions for Completing the Application for In-State (Virginia) Tuition Rates

If you believe that you are eligible for in-state educational privileges according to the Code of Virginia, please complete the enclosed application provided that you are currently attending or have previously attended as an undergraduate student. Otherwise, please consult the list below regarding application requirements.

New Freshmen or Transfer Students	Office of Undergraduate Admissions	201 Burruss Hall
Graduate Students	Office of Graduate Admissions	Sandy Hall
Veterinary Medicine Students	College of Veterinary Medicine	Phase II, College of Veterinary Medicine

Please answer all questions and type or print legibly. If you believe you have special facts that support your case for in-state status, please include them in a cover letter. **Supporting documents are required before a final decision can be made on your application. If you do not provide supporting documentation, it will be requested, and processing of your application may be delayed.**

Applications for reclassification should be submitted during the term immediately preceding 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 (depending on time of year) of receipt of all necessary application materials. Please remember that if supporting documentation is not provided with your application, additional processing time will be required. Processing time may be delayed during peak periods such as commencement, beginning of term, and end of term.

Section 23-7.4 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 being 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, 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 listed below. This list is provided as an example of the types of information necessary in support of an Application for In-State Tuition. Applications submitted with no documentation will be considered incomplete, and there will be a significant delay in processing the application. If you do not have all of the documentation listed below, please provide a written statement indicating such. This list includes the following:

- 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)
- Documentation of the state to which income taxes are filed and paid (tax returns for prior year)
- Virginia Driver's License
- Virginia Motor Vehicle Registration
- Virginia Voter Registration
- Proof of employment in Virginia
- Documentation of ownership of real property
- Documentation of sources of financial support
- For dependent students, copies of the parent's or spouse's federal and state income tax returns
- Documentation of post-graduation employment in Virginia as related to the student's program of study (legal offer and acceptance)
- 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.
- 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.)

- 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. Applicants are encouraged to supply as much documentation in support of his/her case 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. ***Please remember that 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. Please note that the Code of Virginia requires that applicants provide documentation (factors) in support of their claim to in-state status and those factors are required by law to have been in place for the required one-year period.***

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 produce a firm belief in the allegation. In short, the application and supporting documentation must justify the claim both clearly and convincingly.

The completed application and accompanying documents should be submitted to the following address:

Office of the University Registrar
Virginia Tech
Attn: Domicile Coordinator
250 Student Services Building
Mail Code 0134
Blacksburg, VA 24061

If you have further questions or need further information, please feel free to contact our office.