

# Residency Documentation Checklist

## General Information

- This residency application is for students who are **already admitted or enrolled at NKU** and are requesting a change in their residency status.
- **Dependent students** are those who **cannot demonstrate financial independence** from their parent(s) or another person, except an independent spouse.
- **Independent students** must be fully, 100% financially self-supporting and not claimed as dependent on anyone's tax return, except by an independent spouse.
- The full application and checklist may be obtained from the **Office of the Registrar** or downloaded at:  
(Update if a new form URL exists)
- Deadlines for submission:
  - **Fall and Spring semesters:** Submit within **30 calendar days** after the first day of the full semester
  - **Summer term:** Submit within **10 calendar days** after your first summer session

## Required for All Applicants

The following documents must be submitted for both the student and the applicable supporting individual (parent/guardian if dependent or spouse if married and claiming residency through spouse):

- ☐ Driver's license or state ID issued by your claimed state (KY, OH, or IN)
- ☐ Vehicle registration from your claimed state
- ☐ Long-term (12-month or more) lease or deed in your claimed state
- ☐ Most recent federal and state tax returns for student and parent/guardian or spouse (if applicable)

## If You Are a Dependent Applicant

Submit at least two of the following for your parent or guardian:

- ☐ Employer letter showing full-time employment in the claimed state or contiguous area
- ☐ Prior lease or deed showing 12+ months of residence before enrollment
- ☐ State tax returns showing payment of taxes to the claimed state
- ☐ Pay stubs showing state tax withholding (current year)
- ☐ Proof of full-time employment in the claimed state for at least one year
- ☐ Professional or occupational license issued by the claimed state
- ☐ Property tax payment receipt for residence in claimed state
- ☐ Deed indicating real property ownership in the claimed state (must have resided there)
- ☐ If married to an independent resident of the claimed state: marriage license and relevant residency documentation from spouse

## If You Are an Independent Applicant

Submit at least two of the following for yourself:

- ☐ Employer letter showing full-time employment in the claimed state or contiguous area
- ☐ Lease or deed showing continuous residence in claimed state for 12+ months before enrollment
- ☐ State tax return showing payment of taxes to the claimed state
- ☐ Pay stubs showing current-year state tax withholding
- ☐ Proof of full-time employment in the claimed state for at least one year
- ☐ Letter from prior institution verifying in-state classification in claimed state
- ☐ Professional or occupational license from the claimed state
- ☐ Recent property tax receipt for a residence you occupy
- ☐ Deed showing ownership and residence at a property in the claimed state
- ☐ If married to an independent resident: marriage license and documentation from spouse
- ☐ Documentation that you are not dependent on financial aid for basic living expenses

## Special Circumstances

- ☐ Permanent Residents: Upload a copy of your permanent resident card (both sides)
- ☐ Military-Affiliated: Upload documentation showing military status and home of record in your claimed state

**Note: The documents listed above are required for your residency application to be reviewed. Submitting them does not guarantee approval. If additional information is needed, we will contact you through your NKU email.**