

Residency Requirements for all Dependent Applicants

General Information

- The residency application packet is for students who are already admitted or enrolled at NKU, who wish to make a change in their residency status.
- Please keep in mind that dependent means that a person does not have the ability to demonstrate financial independence from their parents or other persons, with the exception of an independent spouse.
- The full residency packet can be picked up in the Office of the Registrar, or online at <http://registrar.nku.edu/content/dam/registrar/docs/residency-affidavit%20form.pdf>.
- The deadline to apply to change your residency status during the fall or spring semesters is 30 days after the first day of classes. The deadline to apply to change your residency status during the summer semester is 10 days after the first day of classes in whichever summer term you are *first* registered.

Documentation Required of all Dependent Applicants

A. Copies of all of the following are required:

- Parent's Kentucky automobile registration
- Parent's Kentucky driver's license or state ID
- Kentucky resident parent's current long-term (12 month) lease or deed
- Kentucky resident parent's most recent federal and state income tax returns
- Student's most recent federal and state income tax returns
- Student's driver's license or state ID

AND

B. Copies of at least two of the following are required from Kentucky resident parent:

- Letter from employer indicating acceptance of full-time employment, or transfer to an employer in Kentucky or contiguous area
- Prior lease agreement or deed showing dates of Kentucky residence at least 12 months prior to application for residency and enrollment at NKU
- State income tax returns indicating payment of Kentucky taxes for *prior* year
- Paystubs from an employer indicating payment of Kentucky withholding taxes for *current* year
- Verifiable proof of full-time employment of at least one year while living in Kentucky
- Certificate or license indicating professional or occupational licensure in Kentucky
- Recent receipt of payment of Kentucky property taxes
- Deed indicating ownership of real property in Kentucky (must reside at property prior to date of application)
- If married to an independent Kentucky resident: marriage license and *all* information from section A from Kentucky spouse *in addition* to information from section A from student.

Special Circumstances

- *International students* who have received permanent residency will also need to provide a copy of their permanent resident card (both sides).
- *Members of the military* should also provide a copy of their military documents showing their home of record is Kentucky.

Please note: The list above includes what is required for review of your residency application. Submission of these documents DOES NOT guarantee residency. If we have any questions and/or need any additional documentation we will contact you via your NKU email address.

9/27/2011