Residency Appeal Packet/Checklist

**DEPENDENT OF ALABAMA RESIDENT: For Parent**
- Application/Checklist Coversheet (click here)
- Brief Letter explaining basis for appeal
- Certification Statement - signed/dated by student, parent and/or spouse (if applicable) (click here)
- Your most recent Federal 1040 tax return.
- Most recent Alabama Form 40 state tax return.
- Letter of employment verification – must include starting date, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
- Copy of lease or deed showing residency in Alabama

**DEPENDENT OF ALABAMA RESIDENT: For Guardian**
Note: “A person who establishes a guardianship for the purpose of avoiding non-Alabama fees will be subject to non-resident tuition.” *Auburn Bulletin p. 23*
- Application/Checklist Coversheet (click here)
- Brief letter explaining basis for appeal
- Certification Statement - signed and dated by student and parent/s (if applicable) (click here)
- Copy of legal document establishing guardianship.
- Your most recent Federal 1040 tax return.
- Your most recent Alabama Form 40 state tax return.
- Letter of employment verification – must include starting date, position, territory (if applicable), full time status, withholding of Alabama taxes, signature of employer and contact information.
- Copy of parent’s lease or deed showing residency in Alabama

**Please note** – supplying all documents required for a residency appeal does NOT guarantee residency but allows us to assess each situation and apply Alabama law accordingly.

**Attention to details:**
- Only the first two pages of Federal 1040 and Alabama Form 40 tax returns are necessary.
- Do not send electronic filing cover sheets.
- Do not send W2’s.
- Forms submitted with information marked out or erased will not be considered. **Exception:** First 5 digits of social security numbers on taxes may be marked out.

**All documents may be:**
- Scanned and e-mailed PDF format: residency@auburn.edu
- Mailed: Attention: Residency Advisor - Meg Alexander
  Office of the Registrar
  04 Langdon Hall
  152 South College Street
  Auburn University, AL 36849
- Hand carried and delivered to 04 Langdon Hall, Auburn University