Residency Appeal Packet/Checklist

RESIDENT (SELF EMPLOYED/RETIRED/REMOTE WORKER)

Note: Documentation must show residency for the 12 months preceding student enrollment.
A person who establishes domicile in Alabama for the purpose of avoiding non-Alabama fees will be subject to non-resident tuition.

✓ 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)
✓ If self-employed: copy of business license, articles of incorporation, lease/deed of business
✓ Your most recent Federal Tax Return Transcript. Tax Return Transcripts can be requested here.
✓ Your most recent Alabama Form 40 state tax return. If filing tax return in other state, include that return also.
✓ Copy of lease or deed showing residency in Alabama for the preceding 12 months (one year old)
✓ Banking documents demonstrating physical presence in Alabama for the preceding 12 months
✓ Copy of Alabama driver’s license
✓ Copy of vehicle registration – Alabama
✓ Copy of voter’s registration – Alabama (alabamavotes.gov)

Taxes must be submitted for the duration of the student’s academic career.

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