

Proof of Residency
PLEASE ATTACH TO YOUR DOCUMENTS

Personal Information

FULL NAME:	<i>Last</i>	<i>First</i>	<i>M.I.</i>
STUDENT ID:	_____		TERM: _____
STUDENT TYPE:	_____		CELL/HOME PHONE: _____
	(EX: FIRST TIME IN COLLEGE; TRANSFER, NON-DEGREE, READMIT, CONTINUING STUDENT)		
STUDENT SIGNATURE _____		EMAIL _____	DATE _____

District or Metro Area Residency Status Qualification
To qualify for District or Metro Area status, all applicants must demonstrate that, for at least 90 consecutive days immediately prior to registration of the semester/term for which the student seeks in-state tuition status¹.

Proof of Qualifications: In order to prove that applicants meet the qualification/classification as a District or Metropolitan Area resident, at least two forms of documentation are required:

- **2019 CERTIFIED STATE TAXES (Must have official seal from state tax office. Federal taxes are not accepted.)**
- **STATE ID (Passports are not accepted.)**
- VOTER REGISTRATION PROFILE
- **STATE BENEFITS (State medical benefits are unacceptable).**

SPECIAL POPULATIONS PROOF OF RESIDENCY – The following special populations may qualify for District tuition rate.

- Applicants are responsible for providing required documents to prove qualification for the discounted rate.
- Current District Government Employees – Must provide employment letter, and a driver’s license or state-issued ID.
- Asylees and Permanent Residents Aliens – Please note your eligibility to qualify for reduced tuition starts 90 days from the issue date of your green card with valid proof.
- Active-Duty Military or Veterans – contact Sequoyah Adebayo at Sequoyah.adebayo@udc.edu

RESIDENCY SUBMISSION AND EVALUATION PROCEDURES:

- To establish or be reclassified you must submit the documentation identified above within at least 14 days prior to the last date of class registration.
- Allow 7 business days for processing. Make sure you check your student account before inquiring about the status of your application.

You may email or bring your documentation to:

University of The District of Columbia, Office of Admissions, Bldg. 39/A
4200 Connecticut Ave. NW, Washington, DC 20008
residency@udc.edu

¹ **Guidance for Student Residency Classification for Tuition Purposes Effective August 1, 2019**

<i>FOR OFFICIAL USE ONLY</i>			
<i>Docs Rec'd by:</i>	_____	<i>Docs Processed by;</i>	_____
<i>Date Rec'd:</i>	_____	<i>Date Processed:</i>	_____

Residency Information Resources

DC Office of Tax and Revenue

1101 4th Street
SW Room 270
Washington, DC 20024

DC Certified Taxes Website:

otr.cfo.dc.gov/publication/cs-001-request-certified-copy-individual-or-business-tax-return

DC Voter Registration Profile

www.dcboe.org/Voters/Register-To-Vote/Check-Voter-Registration-Status

Maryland Office of Tax and Revenue

11002 Veirs Mill Road, Suite 408
Wheaton, MD 20902
410-260-7980

MD Certified Taxes:

taxes.marylandtaxes.com/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of>Returns.shtml

MD Voter Registration Profile

voterservices.elections.state.md.us/VoterSearch

Virginia Department of Taxation

P.O. BOX 1317, RICHMOND, VA 23218-1317
804-367-8031

(Please note there is a 30-day turnaround time)

VA Certified Taxes:

tax.virginia.gov/sites/default/files/taxforms/miscellaneous/any/va-1-any.pdf

VA Voter Registration Profile

vote.elections.virginia.gov/VoterInformation
