
UDC Guidance for Student Residency Classification for Tuition Purposes Effective Spring 2022 Semester

1. Residency Definition

All students at the time of admission and/or readmission are classified as non-residents for tuition purposes. Students seeking preferential tuition must provide appropriate documentation to establish residency by the published deadline.

For tuition purposes, applicants are classified as District, Metropolitan Area, or Out-of-State students, and pay different tuition rates accordingly. These classifications are defined as follows:

- A. District: Bona fide (authenticated via documented proof) residents of the District of Columbia.
- B. Metropolitan Area: Bona fide (authenticated via documented proof) residents of one of the following counties: Montgomery County, Prince George's County, Arlington County, Alexandria County, or Fairfax County. *List of qualified zip codes is attached.*
- C. Out-of-State: Residents of any state, territory, or county other than those defined by the District and Metropolitan Area. **As qualified District or Metropolitan area zip codes.**

2. Burden of Proof

Applicants who are seeking to be classified as District residents or Metropolitan Area residents must provide acceptable documentation proving that he or she satisfies the requirements and standards set forth in the policy, not deterring away with alternative documentation. Assignment of District or Metropolitan Area status will be made by UDC officials in the enrollment management unit based upon the facts presented.

3. District or Metropolitan Area Residency Status Qualification

To qualify for District or Metropolitan Area status, applicants must demonstrate with all proof documents provided that for at **least ninety (90) consecutive days immediately prior to registration for the semester/ term for which the student seeks in-state or Metropolitan Area tuition status.**

**Living in University-managed housing does not qualify a student for District or Metropolitan residency status.*

4. Proof of Qualification

In order to prove that an applicant is qualified to be classified as a District or Metropolitan Area resident, at least **TWO** forms of acceptable documentation are required.

Students are required to submit two documents from the list below:

- A **CERTIFIED** copy of the state or DC tax return for the year in which they enroll at the University of the District of Columbia. If the applicant is claimed as a dependent on the certified state tax by his or her parent(s), legal guardian, or spouse, a certified copy of the state tax return must be submitted, NOT Federal IRS Income Tax Returns.

For DC (District D-40):

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

For MD (Maryland 502):

http://taxes.marylandtaxes.com/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of_Returns.shtml

For VA (Virginia 702):

<https://www.tax.virginia.gov/sites/default/files/taxforms/miscellaneous/any/va-1-any.pdf>

- A **valid** driver's license or state-issued ID listing the applicant's District or Metropolitan Area address.
- A state benefits transcript, such as Temporary Assistance for Needy Families (TANF), from a District, Maryland, or Virginia government agency, showing receipt of public benefits from that agency, and bearing an address within the District, or one of the qualified Metropolitan Area counties. **State medical benefits are unacceptable, Social Security Supplement Security Income and Unemployment Insurance Claims.**
- Voter Registration profile (**Voter Registration Card Not Acceptable**)
 - For DC registrants:
<https://www.dcboe.org/Voters/Register-To-Vote/Check-Voter-Registration-Status>
 - For MD registrants:
<https://voterservices.elections.state.md.us/VoterSearch>
 - For VA registrants:
<https://www.voterinfo.sbe.virginia.gov/PublicSite/Public/FT2/PublicLookup.aspx>
- W-2 Statement for the most recently completed calendar year.

- Utility bill (water, gas, electric, oil, or cable), with name and address, issued within the last 90 days (disconnect notices/bills are not accepted).
- Deed, mortgage or lease with the name of the student on the document (dated 90 days prior to the student's start term). If student's name is not on the document a notarized letter from the named owner or lessor attesting to the fact that the student resides full-time at the property.
- DC, Maryland or Virginia property tax bill or tax assessment issued within the last 90 days reflecting the applicant's name and property address.
- Unexpired homeowner's or renter's insurance policy reflecting name and address with policy effective date of 90 days prior to the student's enrollment period.
- Home security system bill issued within the last 90 days reflecting name and address
- Certified social service or shelter document issued within the last 90 days.

5. Special Populations Proof of Residency

Recent DC and Metro Highschool

Graduates

- A. Enrolled at a District Public (or District Public Charter) School or Metropolitan Area public high school; or is entering the University of the District of Columbia in the fall or spring semester immediately following his or her high school graduation and has an official high school transcript with his or her current District or Metropolitan Area address noted on the transcript.

B. CURRENT DCPS/CHARTER DUAL ENROLLMENT HIGH SCHOOL STUDENTS

Your high school transcript provided by your high school counselor and/or dual enrollment coordinator will serve as proof of residency.

C. District Government Employees

This policy applies ONLY to students who are current employees of the District of Columbia Government, and who are actively engaged in agency-sponsored education and training and whose enrollment at UDC will enhance their education and training. Such employees who provide the proof noted below qualify for District residency status.

Students who meet this qualification must provide two forms of proof (one selected from Proof Qualification document above with HR letter).

1. Students must provide the Office with an employment letter identifying dates of employment or other official document from District Human Resources-that they have guaranteed employment with the District Government for the semester/term for which the student seeks District residency status.
2. Students must provide the Office with a letter, on letterhead and signed by their supervisor, from their employing agency that clearly states that the employee is engaged in agency-sponsored education and training and that enrollment at UDC will help to enhance their education and training

- D. Asylees, Refugees, and Permanent Residents** are eligible for District or Metropolitan Area residency rates if valid, unexpired, immigration and proof of residency documents are provided.

Please note your eligibility to qualify for reduced tuition starts at least ninety

(90) days from the issue date of your green card, with two valid acceptable proof documents listed above for Proof of Qualification.

E. Early Childhood Education (ECE) Associate Degree Program

Birth to Three for All DC Act of 2018 (D.C. ACT 22-453) provides for a comprehensive system of support and care for infants and toddlers in the District of Columbia. The Act was passed so that persons working in community based, Head Start/Early Head Start, DCPS and DCPCS in DC working to fulfill the mandate to receive at least an AA degree in Early Childhood Education (ECE) by 2023. The Act requires the University of the District of Columbia (UDC) to partner with community-based child development centers thereby offering classes in its Early Childhood Infant and Toddler degree program. Students who meet this qualification must provide a signed letter on employer's letterhead confirming employment.

F. DREAMERS

Regardless of federal immigration status, District resident Dreamers who within the previous 10 years, attended high school in the District of Columbia for 3 years, graduated from a high school in the District, or received the District of Columbia GED, equivalent of a high school diploma in the District may be eligible to establish residency. Your high school transcript will serve as verification of residency.

G. Military (Active Duty, Selective Reserve, or National Guard members and their dependents): Compliance as explicitly required by Section 702 includes individuals covered by 38 U.S.C. 3679(c). The following individuals shall be eligible to pay the District of Columbia in-state residency rate for tuition purposes, and the requirement for living in-state for 12 months is waived.

- A veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the District of Columbia (regardless of his or her formal State of residence), and enrolls in the University of the District of Columbia within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the District of Columbia (regardless of his or her formal state of residence) and enrolls at the University of the District of Columbia within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the University of the District of Columbia. The person so described must have enrolled at the University of the District of Columbia prior to the expiration of the three-year period following discharge or release as described above, and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the District of Columbia (regardless of his or her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the District of Columbia (regardless of his or her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679(c) as amended.

For additional information, please contact Ms. Sequoyah D. Adebayo in the Office of Military and Veteran Student Services located at the Van Ness Campus – Student Center, Heritage Hall, B-31, (202) 274-6221, or visit the website at www.udc.edu/military.

H. Non-immigrant Visa Holders

Non-immigrant VISA holders are ineligible for District or Metropolitan Area residency and are automatically classified as Out-of-State.

- Persons with student (F) Visas
- Persons with diplomatic (A) Visas
- Foreign organization employees with (G) Visas
- Persons having other non-immigrant Visas

Residency Submission and Evaluation Procedures

The following procedures govern the classification of residency status:

- a. Students who wish to establish or be reclassified to District or Metropolitan Area status must submit the proof of residency form **and** supporting documents by the published deadline, <https://www.udc.edu/admissions/admissions/establishing-dc-and-metro-residency/>. Applicants and students can either submit the appropriate documentation in person to the Office of Undergraduate Recruitment and Admissions, 4200 Connecticut Avenue NW, Washington, DC 20008, or send electronic/scanned copies of documents to the Office at residency@udc.edu.
- b. All requests from continuing students to change their residency status that are received after the first day of class will be processed and granted for the following semester. The University will not consider retroactive residency requests.
- c. A decision will be made and communicated via email to students within 10 business days after receipt of all required documentation.
- d. The University reserves the right to determine and/or change a student's residency classification at any time.

The University reserves the right to audit the residency of returning students at any time. Students are responsible for notifying the Office of the Registrar about any status change that would alter their residency status. If District or Metropolitan Area status is gained or maintained by means of false, outdated, or misleading information, the University will, at its discretion, revoke District or Metropolitan Area status, and take disciplinary action which may include suspension or expulsion. UDC reserves the right to retroactively assess all out-of-state charges or each semester or term affected.

Appendix A: Qualified Metropolitan County Zip Codes

County	ZIP Code	City		County	ZIP Code	City
MONTGOMERY	20705	BELTSVILLE		MONTGOMERY	20872	DAMASCUS
MONTGOMERY	20707	LAUREL		MONTGOMERY	20874	GERMANTOWN
MONTGOMERY	20777	HIGHLAND		MONTGOMERY	20875	GERMANTOWN
MONTGOMERY	20783	HYATTSVILLE		MONTGOMERY	20876	GERMANTOWN
MONTGOMERY	20810	BETHESDA		MONTGOMERY	20877	GAITHERSBURG
MONTGOMERY	20811	BETHESDA		MONTGOMERY	20878	GAITHERSBURG
MONTGOMERY	20812	GLEN ECHO		MONTGOMERY	20879	GAITHERSBURG
MONTGOMERY	20813	BETHESDA		MONTGOMERY	20880	WASHINGTON GROVE
MONTGOMERY	20814	BETHESDA		MONTGOMERY	20882	GAITHERSBURG
MONTGOMERY	20815	CHEVY CHASE		MONTGOMERY	20883	GAITHERSBURG
MONTGOMERY	20816	BETHESDA		MONTGOMERY	20884	GAITHERSBURG
MONTGOMERY	20817	BETHESDA		MONTGOMERY	20885	GAITHERSBURG
MONTGOMERY	20818	CABIN JOHN		MONTGOMERY	20886	MONTGOMERY VILLAGE
MONTGOMERY	20824	BETHESDA		MONTGOMERY	20889	BETHESDA
MONTGOMERY	20825	CHEVY CHASE		MONTGOMERY	20891	KENSINGTON
MONTGOMERY	20827	BETHESDA		MONTGOMERY	20892	BETHESDA
MONTGOMERY	20830	OLNEY		MONTGOMERY	20894	BETHESDA
MONTGOMERY	20832	OLNEY		MONTGOMERY	20895	KENSINGTON
MONTGOMERY	20833	BROOKEVILLE		MONTGOMERY	20896	GARRETT PARK
MONTGOMERY	20837	POOLESVILLE		MONTGOMERY	20897	SUBURB MARYLAND FAC
MONTGOMERY	20838	BARNESVILLE		MONTGOMERY	20898	GAITHERSBURG
MONTGOMERY	20839	BEALLSVILLE		MONTGOMERY	20899	GAITHERSBURG
MONTGOMERY	20841	BOYDS		MONTGOMERY	20901	SILVER SPRING
MONTGOMERY	20842	DICKERSON		MONTGOMERY	20902	SILVER SPRING
MONTGOMERY	20847	ROCKVILLE		MONTGOMERY	20903	SILVER SPRING
MONTGOMERY	20848	ROCKVILLE		MONTGOMERY	20904	SILVER SPRING
MONTGOMERY	20849	ROCKVILLE		MONTGOMERY	20905	SILVER SPRING
MONTGOMERY	20850	ROCKVILLE		MONTGOMERY	20906	SILVER SPRING
MONTGOMERY	20851	ROCKVILLE		MONTGOMERY	20907	SILVER SPRING
MONTGOMERY	20852	ROCKVILLE		MONTGOMERY	20908	SILVER SPRING
MONTGOMERY	20853	ROCKVILLE		MONTGOMERY	20910	SILVER SPRING
MONTGOMERY	20854	POTOMAC		MONTGOMERY	20911	SILVER SPRING
MONTGOMERY	20855	DERWOOD		MONTGOMERY	20912	TAKOMA PARK
MONTGOMERY	20857	ROCKVILLE		MONTGOMERY	20914	SILVER SPRING
MONTGOMERY	20859	POTOMAC		MONTGOMERY	20915	SILVER SPRING
MONTGOMERY	20860	SANDY SPRING		MONTGOMERY	20916	SILVER SPRING
MONTGOMERY	20861	ASHTON		MONTGOMERY	20918	SILVER SPRING
MONTGOMERY	20862	BRINKLOW		MONTGOMERY	20993	SILVER SPRING
MONTGOMERY	20866	BURTONSVILLE		MONTGOMERY	20997	SILVER SPRING
MONTGOMERY	20868	SPENCERVILLE		MONTGOMERY	21771	MOUNT AIRY
MONTGOMERY	20871	CLARKSBURG		MONTGOMERY	21797	WOODBINE

County	ZIP Code	City		County	ZIP Code	City
FAIRFAX	20120	CENTREVILLE		FAIRFAX	22102	MC LEAN
FAIRFAX	20121	CENTREVILLE		FAIRFAX	22103	WEST MCLEAN
FAIRFAX	20122	CENTREVILLE		FAIRFAX	22106	MC LEAN
FAIRFAX	20124	CLIFTON		FAIRFAX	22107	MC LEAN
FAIRFAX	20151	CHANTILLY		FAIRFAX	22108	MC LEAN
FAIRFAX	20153	CHANTILLY		FAIRFAX	22109	MC LEAN
FAIRFAX	20170	HERNDON		FAIRFAX	22116	MERRIFIELD
FAIRFAX	20171	HERNDON		FAIRFAX	22118	MERRIFIELD
FAIRFAX	20172	HERNDON		FAIRFAX	22119	MERRIFIELD
FAIRFAX	20190	RESTON		FAIRFAX	22121	MOUNT VERNON
FAIRFAX	20191	RESTON		FAIRFAX	22122	NEWINGTON
FAIRFAX	20192	HERNDON		FAIRFAX	22124	OAKTON
FAIRFAX	20194	RESTON		FAIRFAX	22150	SPRINGFIELD
FAIRFAX	20195	RESTON		FAIRFAX	22151	SPRINGFIELD
FAIRFAX	20196	RESTON		FAIRFAX	22152	SPRINGFIELD
FAIRFAX	22003	ANNANDALE		FAIRFAX	22153	SPRINGFIELD
FAIRFAX	22009	BURKE		FAIRFAX	22156	SPRINGFIELD
FAIRFAX	22015	BURKE		FAIRFAX	22158	SPRINGFIELD
FAIRFAX	22027	DUNN LORING		FAIRFAX	22159	SPRINGFIELD
FAIRFAX	22030	FAIRFAX		FAIRFAX	22160	SPRINGFIELD
FAIRFAX	22031	FAIRFAX		FAIRFAX	22161	SPRINGFIELD
FAIRFAX	22032	FAIRFAX		FAIRFAX	22180	VIENNA
FAIRFAX	22033	FAIRFAX		FAIRFAX	22181	VIENNA
FAIRFAX	22034	FAIRFAX		FAIRFAX	22182	VIENNA
FAIRFAX	22035	FAIRFAX		FAIRFAX	22183	VIENNA
FAIRFAX	22036	FAIRFAX		FAIRFAX	22185	VIENNA
FAIRFAX	22037	FAIRFAX		FAIRFAX	22199	LORTON
FAIRFAX	22039	FAIRFAX STATION		FAIRFAX	22206	ARLINGTON
FAIRFAX	22041	FALLS CHURCH		FAIRFAX	22207	ARLINGTON
FAIRFAX	22042	FALLS CHURCH		FAIRFAX	22213	ARLINGTON
FAIRFAX	22043	FALLS CHURCH		FAIRFAX	22302	ALEXANDRIA
FAIRFAX	22044	FALLS CHURCH		FAIRFAX	22303	ALEXANDRIA
FAIRFAX	22046	FALLS CHURCH		FAIRFAX	22304	ALEXANDRIA
FAIRFAX	22060	FORT BELVOIR		FAIRFAX	22306	ALEXANDRIA
FAIRFAX	22066	GREAT FALLS		FAIRFAX	22307	ALEXANDRIA
FAIRFAX	22067	GREENWAY		FAIRFAX	22308	ALEXANDRIA
FAIRFAX	22079	LORTON		FAIRFAX	22309	ALEXANDRIA
FAIRFAX	22081	MERRIFIELD		FAIRFAX	22310	ALEXANDRIA
FAIRFAX	22082	MERRIFIELD		FAIRFAX	22311	ALEXANDRIA
FAIRFAX	22095	HERNDON		FAIRFAX	22312	ALEXANDRIA
FAIRFAX	22096	RESTON		FAIRFAX	22315	ALEXANDRIA
FAIRFAX	22101	MC LEAN				

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PRINCE GEORGES	20601	WALDORF		PRINCE GEORGES	20750	OXON HILL
PRINCE GEORGES	20607	ACCOKEEK		PRINCE GEORGES	20752	SUITLAND
PRINCE GEORGES	20608	AQUASCO		PRINCE GEORGES	20753	DISTRICT HEIGHTS
PRINCE GEORGES	20613	BRANDYWINE		PRINCE GEORGES	20757	TEMPLE HILLS
PRINCE GEORGES	20623	CHELTENHAM		PRINCE GEORGES	20762	ANDREWS AIR FORCE BASE
PRINCE GEORGES	20697	SOUTHERN MD FACILITY		PRINCE GEORGES	20768	GREENBELT
PRINCE GEORGES	20703	LANHAM		PRINCE GEORGES	20769	GLENN DALE
PRINCE GEORGES	20704	BELTSVILLE		PRINCE GEORGES	20770	GREENBELT
PRINCE GEORGES	20705	BELTSVILLE		PRINCE GEORGES	20771	GREENBELT
PRINCE GEORGES	20706	LANHAM		PRINCE GEORGES	20772	UPPER MARLBORO
PRINCE GEORGES	20707	LAUREL		PRINCE GEORGES	20773	UPPER MARLBORO
PRINCE GEORGES	20708	LAUREL		PRINCE GEORGES	20774	UPPER MARLBORO
PRINCE GEORGES	20709	LAUREL		PRINCE GEORGES	20775	UPPER MARLBORO
PRINCE GEORGES	20710	BLADENSBURG		PRINCE GEORGES	20781	HYATTSVILLE
PRINCE GEORGES	20712	MOUNT RAINIER		PRINCE GEORGES	20782	HYATTSVILLE
PRINCE GEORGES	20715	BOWIE		PRINCE GEORGES	20783	HYATTSVILLE
PRINCE GEORGES	20716	BOWIE		PRINCE GEORGES	20784	HYATTSVILLE
PRINCE GEORGES	20717	BOWIE		PRINCE GEORGES	20785	HYATTSVILLE
PRINCE GEORGES	20718	BOWIE		PRINCE GEORGES	20787	HYATTSVILLE
PRINCE GEORGES	20719	BOWIE		PRINCE GEORGES	20788	HYATTSVILLE
PRINCE GEORGES	20720	BOWIE		PRINCE GEORGES	20790	CAPITOL HEIGHTS
PRINCE GEORGES	20721	BOWIE		PRINCE GEORGES	20791	CAPITOL HEIGHTS
PRINCE GEORGES	20722	BRENTWOOD		PRINCE GEORGES	20792	UPPER MARLBORO
PRINCE GEORGES	20725	LAUREL		PRINCE GEORGES	20797	SOUTHERN MD FACILITY
PRINCE GEORGES	20726	LAUREL		PRINCE GEORGES	20799	CAPITOL HEIGHTS
PRINCE GEORGES	20731	CAPITOL HEIGHTS		PRINCE GEORGES	20903	SILVER SPRING
PRINCE GEORGES	20735	CLINTON		PRINCE GEORGES	20904	SILVER SPRING
PRINCE GEORGES	20737	RIVERDALE		PRINCE GEORGES	20912	TAKOMA PARK
PRINCE GEORGES	20738	RIVERDALE		PRINCE GEORGES	20913	TAKOMA PARK
PRINCE GEORGES	20740	COLLEGE PARK				
PRINCE GEORGES	20741	COLLEGE PARK				
PRINCE GEORGES	20742	COLLEGE PARK				
PRINCE GEORGES	20743	CAPITOL HEIGHTS				
PRINCE GEORGES	20744	FORT WASHINGTON				
PRINCE GEORGES	20745	OXON HILL				
PRINCE GEORGES	20746	SUITLAND				
PRINCE GEORGES	20747	DISTRICT HEIGHTS				
PRINCE GEORGES	20748	TEMPLE HILLS				
PRINCE GEORGES	20749	FORT WASHINGTON				

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ARLINGTON	22101	MC LEAN		ALEXANDRIA	22206	ARLINGTON
ARLINGTON	22201	ARLINGTON		ALEXANDRIA	22301	ALEXANDRIA
ARLINGTON	22202	ARLINGTON		ALEXANDRIA	22302	ALEXANDRIA
ARLINGTON	22203	ARLINGTON		ALEXANDRIA	22304	ALEXANDRIA
ARLINGTON	22204	ARLINGTON		ALEXANDRIA	22305	ALEXANDRIA
ARLINGTON	22205	ARLINGTON		ALEXANDRIA	22311	ALEXANDRIA
ARLINGTON	22206	ARLINGTON		ALEXANDRIA	22312	ALEXANDRIA
ARLINGTON	22207	ARLINGTON		ALEXANDRIA	22313	ALEXANDRIA
ARLINGTON	22209	ARLINGTON		ALEXANDRIA	22314	ALEXANDRIA
ARLINGTON	22210	ARLINGTON		ALEXANDRIA	22320	ALEXANDRIA
ARLINGTON	22211	FT MYER		ALEXANDRIA	22331	ALEXANDRIA
ARLINGTON	22212	ARLINGTON		ALEXANDRIA	22332	ALEXANDRIA
ARLINGTON	22213	ARLINGTON		ALEXANDRIA	22333	ALEXANDRIA
ARLINGTON	22214	ARLINGTON		ALEXANDRIA	22334	ALEXANDRIA
ARLINGTON	22215	ARLINGTON				
ARLINGTON	22216	ARLINGTON				
ARLINGTON	22217	ARLINGTON				
ARLINGTON	22219	ARLINGTON				
ARLINGTON	22222	ARLINGTON				
ARLINGTON	22225	ARLINGTON				
ARLINGTON	22226	ARLINGTON				
ARLINGTON	22227	ARLINGTON				
ARLINGTON	22230	ARLINGTON				
ARLINGTON	22240	ARLINGTON				
ARLINGTON	22241	ARLINGTON				
ARLINGTON	22242	ARLINGTON				
ARLINGTON	22243	ARLINGTON				
ARLINGTON	22244	ARLINGTON				
ARLINGTON	22245	ARLINGTON				
ARLINGTON	22246	ARLINGTON				