

Residency Checklist for Appeal

Please determine if you are appealing as an independent or dependent student and submit the below documents accordingly. **The highlighted documents are required for every appeal.** You must submit a preponderance of evidence for your appeal to be reviewed and for a decision to be made. Please submit all of the documents below that you have.

Appealing as an Independent Student

- Copy of your Kentucky state income tax forms (Form 740 and all schedules) for the two calendar years immediately preceding the date of application for reclassification of residency status. All tax forms must include filer's name, signature, and date.
- Copy of both sides of permanent visa (e.g. resident alien card, etc.) if applicable
- Letter from your employer on official company letterhead verifying job transfer or acceptance of full-time employment giving date of employment, average number of hours worked per week, and whether the job is permanent or temporary
- Verification that you have not been enrolled as a student or that you were enrolled less than half-time while living in Kentucky for the 12 months preceding the first day of classes of the term for which you are applying
- Verification of payment of occupational taxes in Kentucky
- Verification of payment of real property taxes in Kentucky
- Copy of property deed to Kentucky residence, or copy of lease agreement for noncollegiate housing
- Copy of your current automobile registration if you have a car
- Copy of current driver's license
- Copy of voter registration, if registered
- Copy of current military orders, if applicable
- Copy of military document changing home of record to Kentucky, if applicable
- Copy of military discharge (DD 2-14), if applicable
- Other documentation relevant to your situation and which might be supportive of your request for determination of residency status

Appealing as a Dependent Student (Parent/Legal Guardian or Spouse)

- Copy of Kentucky (Form 740) state tax forms of your Parent/Legal Guardian or Spouse for the two calendar years immediately preceding the date of application for reclassification of residency status. All tax forms must include filer's name, signature and date.
- Copy of statement from parent regarding financial support.
- Copy of both sides of permanent visa (e.g. resident alien card, etc.) if applicable
- Letter from your Parent/Legal Guardian or Spouse employer on official company letterhead verifying job transfer or acceptance of full-time employment giving date of employment, average number of hours worked per week, and whether the job is permanent or temporary.
- Verification that you have not been enrolled as a student or that you were enrolled less than half-time while living in Kentucky for the 12 months preceding the first day of classes of the term for which you are applying.
- Verification of payment of occupational taxes in Kentucky.
- Verification of payment of real property taxes in Kentucky.
- Copy of Parent/Legal Guardian or Spouse property deed to Kentucky residence, or copy of lease agreement for noncollegiate housing.
- Copy of your Parent/Legal Guardian or Spouse current automobile registration if they have a car
- Copy of Parent/Legal Guardian or Spouse current driver's license
- Copy of Parent/Legal Guardian or Spouse voter registration, if registered
- Copy of current military orders, if applicable.
- Copy of military document Parent/Legal Guardian or Spouse changing home of record to Kentucky, if applicable.
- Copy of Parent/Legal Guardian or Spouse military discharge (DD 2-14), if applicable.
- Copy of marriage license, if spouse information is relevant to your application.
- Other documentation relevant to your situation and which might be supportive of your request for determination of residency status.