



RESIDENCY APPLICATION

Last Name

CSN reserves the right to request additional information when deemed appropriate. All submitted documentation becomes the property of CSN and will not be returned to the student. Please retain a copy of all submitted documentation. Students will be notified of their residency decision via email to the address listed on MyCSN, however, all tuition and fees must be paid by the published date indicated in the current class calendar to avoid late penalties. **The granting of resident (in-state) student status will apply to the semester for which this application was accepted along with future semesters. No decision shall be retroactive.**

Name _____
Last First Middle Initial

Social Security or NSHE ID Number _____ Date of Birth _____

Address _____
City State Zip County Country of Citizenship

Telephone _____ E-mail _____

Term of Entry Fall 20____ year Spring 20____ year

The rules and regulations for determining whether students shall be classified as resident or nonresident for tuition charges are covered by the Board of Regents of the Nevada System of Higher Education (NSHE) and may be found under Title 4, chapter 15 of the Board of Regents Handbook.

Armed Forces of the United States is defined as the Army, Navy, Air Force, Marine Corps, and the Coast Guard, on active duty and does not include the National Guard or other reserve force, with the exception of active members of the Nevada National Guard.

A student enrolled at College of Southern Nevada under the Good Neighbor program (prior to spring 2012 semester) or the Western Undergraduate Exchange program (WUE) must withdraw in writing from the program and pay full nonresident tuition for at least 12 months after which she or he may apply for reclassification to resident student status.

NOTE: A student holding a visa other than a permanent immigrant visa, or has been granted official asylum or refugee status is not eligible for Nevada residency status. Proof of U.S. citizenship (birth certificate, certificate of naturalization, or U.S. passport) or permanent resident card may be required.

First Name

Declaration of Intent of Residency (Not applicable for category K)

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the State of Nevada. I further certify that I have established a bona fide domicile or residence in the State of Nevada with the intent of making Nevada my true, fixed, and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intent to make any other location outside the State of Nevada my home and habitation.

I further certify that to the extent it is required for me to qualify as a resident for purposes of tuition, I have been domiciled or a resident in the State of Nevada for at least 12 months immediately prior to the date of my anticipated matriculation to resident student status and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding short-term absences for business or pleasure. The information provided on this application and supporting documentation are true to the best of my knowledge. I understand that omissions or misrepresentations will invalidate consideration for in-state residency.

Date _____
Student Signature Parent/Spouse signature (for financially dependent student)

Student's Name Name of Parent/Spouse

Filing a false Declaration of Intent of Residency will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to the disciplinary sanctions under Title 2, Chapter 6 of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension, or expulsion.

Residency Application



Instructions:

1. Determine if you are a new or current student.

New Student: Anyone who plans on attending CSN but has not started classes can apply for Nevada residency in the **New Student** category (A or B) or **All Inclusive** category (E-L).

Current Student (reclassification): Anyone who has previously completed a class at CSN should apply for Nevada residency using the **Current Student** category (C or D) or **All Inclusive** category (E-L).

2. Place a check mark next to the single category of Nevada state residency for which you are applying.

3. Mail or Hand-deliver your signed application and photocopies of your required documents to the appropriate office listed below. Please note that you will not be exempt from tuition payment deadlines. Only approved applications are subject to reimbursement. **The granting of resident (in-state) student status will apply to the semester for which this application was accepted along with future semesters. Decisions made on residency applications that are completed after the fee payment deadline take effect in the next semester. No decision shall be retroactive.**

**Office of the Registrar
West Charleston Campus**
6375 W. Charleston Blvd.
Building D
Las Vegas, Nevada 89146
(702) 651-5610

**Office of the Registrar
Cheyenne Campus**
3200 E. Cheyenne Ave.
Main Building
North Las Vegas, Nevada 89030
(702) 651-4060

**Office of the Registrar
Henderson Campus**
700 College Drive
Building B
Henderson, Nevada 89002
(702) 651-3030

New Student Categories (A or B)

Current students or those who have previously attended as defined on page 2 are not eligible to apply for Nevada residency in this category.

	Residency Status	Required Documents
A	<input type="checkbox"/> A financially dependent person whose spouse, parent or legal guardian has resided in Nevada for at least 12 months immediately prior to the date the student begins classes at CSN. <p style="text-align: center;">Please Note:</p> <p style="text-align: center;">All documents must prove residency for the 12 months prior to the date the student begins classes at CSN.</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Federal Tax return for the spouse, parent, or legal guardian for the most recent tax year that indicates the applicant as a dependent for the prior 12 month period with a valid Nevada address. <input type="checkbox"/> Student's birth certificate, adoption documents, or marriage certificate <p style="text-align: center;">AND</p> <p>Also, the spouse, parent, or legal guardian must provide one of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of physical, continuous presence in the State of Nevada for 12 months (i.e. a lease agreement, rent receipts, utility receipts) <input type="checkbox"/> A Nevada driver's license or Nevada identification card <input type="checkbox"/> A Nevada vehicle registration <input type="checkbox"/> A Nevada voter registration <input type="checkbox"/> Evidence that the student's spouse, parents or legal guardian have relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada. Spouse, parent, or legal guardian must provide a signed letter from employer on company letterhead stating start date and <u>permanent full-time position</u> of employment and at least one pay stub from the current employer or a copy of a Nevada business license and proof that the business is in operation. <input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence
B	<input type="checkbox"/> A financially independent person who has resided in Nevada for at least 12 months immediately prior to the date the student begins classes at CSN.	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The federal tax return for the most recent tax year indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, provide documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent

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	Residency Status	Required Documents
B	<p style="text-align: center;">Please Note:</p> <p style="text-align: center;">All documents must prove residency for the 12 months prior to the date the student begins classes at CSN.</p>	<p style="text-align: center;">AND</p> <p>Also, provide one of the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of physical, continuous presence in the State of Nevada for 12 months (i.e. a lease agreement, rent receipts, utility receipts) <input type="checkbox"/> A Nevada driver's license or Nevada identification card <input type="checkbox"/> A Nevada vehicle registration <input type="checkbox"/> A Nevada voter registration <input type="checkbox"/> Evidence that the student has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada Student must provide a signed letter from employer on company letterhead stating start date and <u>permanent full-time position</u> of employment and at least one pay stub from the current employer or a copy of a Nevada business license and proof that the business is in operation <input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence
<p>Current Student Categories (C or D) New students as defined on page 2 are not eligible to apply for Nevada residency in this category.</p>		
C	<ul style="list-style-type: none"> <input type="checkbox"/> A financially dependent person whose spouse, parent or legal guardian has resided in Nevada with a valid Nevada address for at least 12 months immediately prior to the date the student begins classes at CSN. <p style="text-align: center;">Please Note:</p> <p style="text-align: center;">All documents must be issued at least 12 months prior to the date of the application for reclassification</p>	<p>Please submit clear photocopies for all the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parent, legal guardian or spouse and student's signature on the Declaration of Intent of Residency (see front of application) <input type="checkbox"/> Federal income tax and W-2 for the most recent tax return listing student/spouse as dependent that indicate a Nevada address <input type="checkbox"/> Student's birth certificate or documentation indicating legal guardianship for proof of dependency if child is dependent. Submit a copy of marriage certificate if spouse is dependent <p style="text-align: center;">AND</p> <p>Proof of Bona fide Residence in Nevada Your parent, legal guardian or spouse must document continuous physical presence as a bona fide Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification. No fewer than four additional pieces of the following objective evidence must be submitted with your application for reclassification.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application <input type="checkbox"/> Ownership of a home in Nevada <input type="checkbox"/> Lease of living quarters in Nevada <input type="checkbox"/> Mortgage or rent receipts and utility receipts for the home or leased quarters <input type="checkbox"/> Nevada vehicle registration issued twelve (12) months prior to the date of application <input type="checkbox"/> Nevada voter registration issued twelve (12) months prior to the date of application <p>Proof of Intent to Remain in Nevada Your parent, legal guardian or spouse must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three of the following pieces of objective evidence must be submitted with your application for reclassification.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment in Nevada for twelve (12) months immediately prior to the date of the application for reclassification <input type="checkbox"/> A license for conducting a business in Nevada <input type="checkbox"/> Admission to a licensed practicing profession in Nevada <input type="checkbox"/> Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application <input type="checkbox"/> A Nevada address listed on selective service registration <input type="checkbox"/> Payment of property tax in Nevada <input type="checkbox"/> Evidence of summer term enrollment at an NSHE institution <p style="text-align: right;"><i>Continued on page 4</i></p>

C		<input type="checkbox"/> Voting or registering to vote in Nevada <input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a permanent Nevada residence
D	<input type="checkbox"/> A financially independent person who has been a resident of Nevada for a period of at least 12 continuous months immediately prior to the date of application for reclassification. Student must provide evidence of financial independence and must present clear, convincing, objective evidence of intent to remain a Nevada resident. <p style="text-align: center;">Please Note:</p> <p style="text-align: center;">All documents must be issued at least 12 months prior to the date of the application for reclassification</p>	<p>Please submit clear photocopies for <u>all</u> the following:</p> <input type="checkbox"/> Signed Declaration of Intent of Residency (see front of application) <input type="checkbox"/> Federal income tax return and W-2s for the most recent year that indicate a Nevada address. If you were under the age of 24 for the most current tax year, a copy of your parent or legal guardian's income tax return for that year must be submitted indicating that you were not claimed as a dependent
AND		
<p>Proof of Bona fide Residence in Nevada</p>		
<p>You must document continuous physical presence as a bona fide Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification. No fewer than four additional pieces of the following objective evidence must be submitted with your application for reclassification.</p>		
<input type="checkbox"/> Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application <input type="checkbox"/> Ownership of a home in Nevada <input type="checkbox"/> Lease of living quarters in Nevada <input type="checkbox"/> Mortgage or rent receipts and utility receipts for the home or leased quarters. <input type="checkbox"/> Nevada vehicle registration issued twelve (12) months prior to the date of application <input type="checkbox"/> Nevada voter registration issued twelve (12) months prior to the date of application		
<p>Proof of Intent to Remain in Nevada</p>		
<p>You must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three of the following pieces of objective evidence must be submitted with your application for reclassification.</p>		
<input type="checkbox"/> Employment in Nevada for twelve (12) months immediately prior to the date of the application for reclassification <input type="checkbox"/> A license for conducting a business in Nevada <input type="checkbox"/> Admission to a licensed practicing profession in Nevada <input type="checkbox"/> Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application for reclassification <input type="checkbox"/> A Nevada address listed on selective service registration <input type="checkbox"/> Evidence of summer term enrollment at an NSHE institution <input type="checkbox"/> Voting or registering to vote in Nevada <input type="checkbox"/> Any other evidence that objectively documents intent to abandon residence in any other state and to establish a permanent Nevada residence		

All Inclusive Categories (E-L)

Current and New Students are eligible to apply for Nevada residency using the following categories.

	Residency Status	Required Documents
E	<input type="checkbox"/> Nevada high school graduate (Does not include Certificate of Attendance or General Education Developmental – GED Test)	<p>Please submit a clear photocopy for the following:</p> <input type="checkbox"/> A copy of your Nevada high school diploma or final transcripts indicating the date of graduation
F	<input type="checkbox"/> A student who has established residency at another Nevada System of Higher Education institution (i.e. UNLV, UNR, GBC, TMCC, NSC, WNC)	<p>Please submit a clear photocopy for the following:</p> <input type="checkbox"/> Official letter indicating your Nevada residency status

G	<input type="checkbox"/> A teacher who is employed full time by a private elementary, secondary, or postsecondary institution whose curricula meet the requirements of NRS 394.130 or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate or marriage certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent <input type="checkbox"/> A copy of the educational staff's current employment contract
H	<input type="checkbox"/> A professional employee, classified employee, postdoctoral fellow, resident physician, or resident dentist of the Nevada System of Higher Education who is currently employed at least half time or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <ul style="list-style-type: none"> <input type="checkbox"/> Birth certificate or marriage certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent <input type="checkbox"/> A copy of the educational staff's current employment contract
I	<input type="checkbox"/> A licensed educational personnel employed full time by a public school district in the state of Nevada or the spouse or dependent of such an employee	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your current employment contract Provide the following if applying as the spouse or dependent: <ul style="list-style-type: none"> <input type="checkbox"/> A birth certificate or marriage certificate <input type="checkbox"/> Proof of parent/legal guardian/spouse filing of federal income tax return for the most recent tax year. Must indicate applicant as spouse or dependent
J	<input type="checkbox"/> A former member of the U.S. Armed Forces who relocated from Nevada as a result of a permanent change of duty station pursuant to military orders.	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of all military orders showing relocation from Nevada <input type="checkbox"/> A copy of military discharge orders verifying that you returned to Nevada within one year of being discharged <input type="checkbox"/> A copy of an unexpired Nevada driver's license issued at least 12 months immediately prior to the date of relocation orders or evidence of absentee voting from the State of Nevada
K	<input type="checkbox"/> A member of the U.S. Armed Forces on active duty stationed in Nevada as a result of a permanent change of duty station pursuant to military orders or a person whose spouse, parent, or legal guardian is a member of the U.S. Armed Forces stationed in Nevada as a result of a permanent change of duty station pursuant to military orders	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> A copy of military identification and military orders Provide the following if applying as the spouse or dependent: <ul style="list-style-type: none"> <input type="checkbox"/> Dependents or spouse must submit a birth certificate or marriage certificate along with the military identification and military orders for the active member
L	<input type="checkbox"/> A member of a Native American tribe who is currently residing on tribal land located wholly or partially within the boundaries of Nevada	Please submit clear photocopies for all the following: <ul style="list-style-type: none"> <input type="checkbox"/> Proof of bloodline or tribal enrollment card <input type="checkbox"/> Documentation proving residency on tribal lands within the State of Nevada

OFFICIAL USE ONLY

SEMESTER: _____ Approved Denied

Signature _____

Date _____

Notification sent to student _____

Date _____