



OFFICE OF THE REGISTRAR

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CHANGE OF RESIDENCY APPLICATION

Complete form and submit required documentation to substantiate proof of Domicile. Please refer to the New Jersey Administrative Code, New Jersey Administrative Code, Title 9A, Higher Education, Chapter 5 (N.J.A.C. 9A:5) for regulations governing Residency Requirements for Tuition Purposes at Public Colleges and Universities before proceeding.

The change of residency application must be submitted prior to the add/drop deadline for the term in which the change is requested. Change of residency is only applicable to the current semester.

Please print clearly

STUDENT ID NUMBER: _____

NAME: _____
(Last Name) (First Name)

SIGNATURE: _____

TELEPHONE: _____ NJCU EMAIL ADDRESS: _____

STUDENT STATUS: Independent Dependent

NOTE: A dependent student, as defined in N.J.A.C. 9A:9-2.6, shall be considered a legal resident of the state in which his or her parent(s) is domiciled.

PROOF OF DOMICILE:

Please check and submit copies of Primary Evidence of Residency from the list below:

- 1. A notarized affidavit signed by the student setting forth his or her residence in the state of New Jersey for at least one year, AND
- 2. For an "independent student", a copy of his or her New Jersey income tax return or evidence of withholding of said tax, OR
- 3. For a "dependent student", a copy of his or her parent's New Jersey income tax return or evidence of withholding of said tax.

Additional Supplementary Evidence may be requested, which includes one or more of the following:

- 1. Voter registration, motor vehicle license and registration
- 2. Passport, Permanent Resident Card
- 3. Federal Income Tax Return
- 4. Rent or Mortgage Receipts (with the address)

FOR OFFICIAL USE ONLY:

____ Approved ____ Not Approved Reason: _____

Processed By: _____ Date: _____ Verified: _____

TITLE 9A. HIGHER EDUCATION

CHAPTER 5. RESIDENCY REQUIREMENTS FOR TUITION PURPOSES AT PUBLIC COLLEGES AND UNIVERSITIES

SUBCHAPTER 1. ELIGIBILITY FOR STATE RESIDENT TUITION

N.J.A.C. 9A:5-1.1 (2013)

§ 9A:5-1.1 State domicile required

- (a) Domicile is defined as the place where a person has his or her true, fixed, permanent home and principal establishment, and to which, whenever he or she is absent, he or she has the intention of returning.
- (b) Persons residing in New Jersey for a period of 12 months before first enrolling at a public higher education institution in this State are presumed to be domiciled in this State for tuition purposes.
- (c) Persons residing in New Jersey for less than 12 months before first enrolling at a public higher education institution in this State are presumed not to be domiciled in this State for tuition purposes.
- (d) Persons presumed not to be domiciled in New Jersey or persons presumed to be domiciled in New Jersey but whose domiciliary status is challenged by the institution may demonstrate domicile in New Jersey according to N.J.A.C. 9A:5-1.2.
- (e) Residence established solely for the purpose of attending a particular educational institution does not constitute domicile for tuition purposes.
- (f) Dependent students as defined in the rules of the Higher Education Student Assistance Authority at N.J.A.C. 9A:9-2.6 are presumed to be domiciled in the state in which their parent(s) or legal guardian(s) is domiciled. Dependent students whose parent(s) or legal guardian(s) is not domiciled in New Jersey are presumed to be in the State for the temporary purpose of obtaining an education and presumed not to be domiciled in New Jersey.
- (g) A dependent student who has been determined to be eligible for State resident tuition shall continue to be eligible despite a change of domicile to another state by the student's supporting parent(s) or legal guardian(s), provided that the student continues to reside in New Jersey during each academic year of enrollment.

N.J.A.C. 9A:5-1.2 (2013)

§ 9A:5-1.2 Evidence of domicile

- (a) For the purposes of N.J.A.C. 9A:5-1.1, a student may present and/or an institution may require the following as primary evidence of being domiciled in New Jersey:
 - 1. Copies of the student's New Jersey income tax return or evidence of withholding of New Jersey income tax, and/or copies of the parent's(s') or legal guardian's(s') income tax return or evidence of withholding of income tax.
 - 2. Evidence of ownership of or a long-term lease on a permanent residence in this State by the student or the student's parent(s) or legal guardian(s).
- (b) A student may present and/or an institution may require supplementary evidence of being domiciled in New Jersey, which may include the following:
 - 1. A New Jersey driver's license;
 - 2. A New Jersey motor vehicle registration;
 - 3. A New Jersey voter registration card;
 - 4. A sworn, notarized statement from the student and/or his or her parent(s) or legal guardian(s) declaring domicile in New Jersey;
 - 5. Any other supplementary evidence that the institution deems necessary to support the student's claim of domicile in New Jersey, including, but not limited to, evidence regarding the domicile of a student's parent(s) or legal guardian(s) for students whose domicile is determined by the institution to be with their parent(s) or legal guardian(s).

- (c) If primary evidence of domicile is not available due to the loss or destruction of records or other unusual circumstances, the institution may make a determination based exclusively on supplementary evidence.
- (d) In every instance, the institution shall keep with the student's records copies of the evidence it used in determining domicile pursuant to this section.

N.J.A.C. 9A:5-1.3 (2013)

§ 9A:5-1.3 Determination; reconsideration of initial decision

- (a) The institution shall decide each case of student domicile, as defined at N.J.A.C. 9A:5-1.1(a), on the basis of evidence submitted.
- (b) A student who disagrees with the institution's initial determination of domicile shall be entitled to file with the institution a request for reconsideration. The institution shall publish in appropriate official documents, such as catalogues and student handbooks, the procedures for filing such a request. An administrator who did not participate in the initial determination of domicile shall act on the reconsideration request.
- (c) A student may request reconsideration of domiciliary status at any time if the student's circumstances have changed. If a request for reconsideration results in eligibility for in-State tuition, the in-State rate shall not be retroactive but shall apply to charges for the next academic term.
- (d) The institution's determination of a student's domicile is final.

N.J.A.C. 9A:9-2.6 (2013)

§ 9A:9-2.6 Dependent/independent student defined

- (a) The term independent, when used with respect to a student, means any individual who:
 - 1. Is 24 years of age or older by December 31 of the award year; or
 - 2. Meets at least one of the requirements in (b) below.
- (b) A student meets the requirements for independent status if such individual:
 - 1. Is an orphan or ward of the court or was a ward of the court until age 18;
 - 2. Is a veteran of the Armed Forces of the United States;
 - 3. Is a graduate or professional student;
 - 4. Is a married individual;
 - 5. Has legal dependents other than a spouse who live with the student and receive more than half of their support from the student;
 - 6. Is currently serving on active duty in the United States Armed Forces for other than State purposes or training; or
 - 7. Is a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances as provided under Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. § 1087vv, and its implementing regulations and rules. For purposes of receiving State financial assistance as an independent student due to unusual circumstances, the following conditions apply:
 - i. Determinations of independence must satisfy all applicable Federal standards set forth under Title IV of the Higher Education Act of 1965, as amended, and its implementing regulations and rules;
 - ii. Individual determinations of independent student status for State student aid programs shall be made in a manner consistent with the institutional policies regarding the awarding of all need-based financial aid, including Federal and State aid; and

- iii. The institution shall share with the Higher Education Student Assistance Authority any material findings or audit exceptions related to the determination of dependency status at any time they are revealed in the course of an audit or program review.
- (c) A dependent student shall be any student who does not meet any of the eligibility criteria listed in (a) or (b) above for independent student status.
- (d) The Higher Education Student Assistance Authority shall have final decision-making authority to determine dependency status for any student whose dependency status is in question.