



Proof of Residency Supporting Documents

All students must present evidence of his or her domicile to the institution to qualify for resident tuition rates. Such evidence should include:

- New Jersey Income Tax Return dated at least 12 months prior. If the student is listed as a dependent, then a copy of the New Jersey Income Tax Return (dated at least 12 months prior) indicating that student is claimed as a dependent needs to be submitted.

If the student is unable to provide a New Jersey Income Tax Return, no less than 3 of the following supporting documents need to be submitted:

- Utility Bill (Not including cable or internet) dated at least 12 months prior
- Pay stubs with the student's NJ address dated at least 12 months prior
- Current NJ driver's license or state issued photo ID with an effective date at least 12 months prior
- Vehicle registration with an effective date at least 12 months prior
- Voter registration card with an effective date at least 12 months prior
- Lease, rental agreement, or signed affidavit showing your name as the lessee or renter
- Checking or savings account or credit card statement with a date of at least 12 months prior
- Letter, correspondence or a bill received from the IRS or state tax office dated at least 12 months prior

Please note the following important information:

- All residency applications must be signed by the student and notarized.
- All supporting documents provided must be original (Photo copies of all documents will be made in the office and originals will be returned to the student upon submission).
- All residency analysis is done for the current semester and onward. **Residency reclassification is not retroactive!**
- Residency must be proven prior to the start of final exams for the current semester.
- All supporting documents must be dated or have an effective date of at least 12 months prior.
- PO Box addresses are not acceptable as proof of residency.
- If a student has completed a FAFSA for the academic year it must reflect the fact that they are a New Jersey resident.
- If the student is listed as a dependent of someone, such as their parents, and that person is not a resident of New Jersey, then the student cannot be considered a New Jersey resident.
- All documentation must be submitted to the Registrar and a decision will be sent to the student's official William Paterson University e-mail.



APPLICATION FOR NEW JERSEY RESIDENCY FOR IN-STATE TUITION PURPOSES

Students who are classified as non-residents may petition for in-state residency to the Office of the Registrar. All supplemental documentation should accompany this application. You will be notified in writing of your residency reclassification approximately ten business days following receipt of your request.

A student is a resident of New Jersey if he/she has maintained their legal residence for a period of twelve months prior to enrollment. Dependent students must claim residency of parent or legal guardian.

To determine whether a person is a New Jersey domiciliary, the primary evidence is a New Jersey Resident Income Tax Return or in the case of a dependent student, a copy of his/her parent(s) legal guardian's/spouse's New Jersey Resident Income Tax return. Supplementary evidence may include current voter registration card, New Jersey driver's license and New Jersey motor vehicle registration.

Please return completed signed application and documentation to:

Office of the Registrar
William Paterson University
300 Pompton Rd.
Wayne, NJ 07470

PLEASE PRINT OR TYPE ALL INFORMATION

GENERAL INFORMATION

Today's Date _____

University ID Number (855) _____

Last Name _____

First Name _____

MI _____

Street Address _____

City _____

State _____

ZIP Code _____

Evening Telephone Number _____

Cellphone Number _____

WPU E-mail Address _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. What state do you regard as your state of legal residence? _____

2. How long has it been your home? _____

3. Have you filed State Income Tax returns in any state in the last year? Yes No

If yes, list the state you filed your return in and your residency status on your state tax return.

Year of Return: _____

State you filed in: _____

4. Has anyone claimed you as a dependent on an income tax return prior to the year in which you wish to be considered a resident for tuition purposes?

Yes No

5. If married, list name of spouse: _____

a. Spouse's state of legal residence: _____

b. How long has spouse lived in state listed?: _____

6. Do you have a driver's license? Yes No

a. If yes, in which state? _____

b. Date Issued: _____

c. Last renewed: _____

7. Do you own a motor vehicle? Yes No

a. If yes, State of registration: _____

b. Date of registration: _____

8. Have you ever registered to vote? Yes No
- a. If yes, in which state? _____
- b. For what years were you registered? _____

I am eligible for NJ resident tuition because:

- I have maintained legal residence in New Jersey for a period of twelve months prior to my petition request
- Dependent of New Jersey resident
- Spouse of New Jersey resident

I am submitting the following documentation to support my request for residency status: (Check all that apply).

Required Documentation:

Independent Student

- Most recent New Jersey Resident Income Tax Return

Dependent Student

- Parent(s) or legal guardian's New Jersey Resident Income Tax Return

Supplemental Documentation to be provided (at least 3) in support of your petition. Please indicate (by checking the appropriate box) what you have included:

- Utility Bill (not including cable or internet)
- Pay stubs with the address indicated
- Current NJ driver's license
- Vehicle registration
- Voter Registration card
- Lease, rental agreement, deed, or signed affidavit
- Checking account, savings account, or credit card statement
- Letter, correspondence or bill received from the IRS or state tax office

By signing this statement I declare that the information on this application is true and accurate. Any misrepresentation of this information may result in disciplinary action in accordance with the University's Nonacademic Code of Conduct policy. I understand that all residency analysis is for the current term and onward and that residency reclassification is not retroactive.

Signature of Student

Date

NOTARY SEAL and SIGNATURE of NOTARY:

Signature of Notary

Date

Received by Registrar's Office:

Signature/Date