



Proof of Residency Appeal Form

All matriculated and enrolled students must present evidence of their domicile to the institution to qualify for resident tuition rates. Evidence must include:

- New Jersey Income Tax Return dated within 12 months of your application. If the student is listed as a dependent, then a copy of the in-state New Jersey Income Tax Return (dated within 12 months of your application) indicating that student is claimed as a dependent need to be submitted.

If the student is unable to provide a New Jersey Income Tax Return, please contact the Office of the Registrar at Registrar@wpunj.edu or 973-720-2700 for assistance.

Please note the following important information:

- All residency applications must be signed by the student and notarized.
- All documents provided must be original (Photocopies 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 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.



**WILLIAM
PATERSON**
UNIVERSITY

APPLICATION FOR NEW JERSEY RESIDENCY FOR IN-STATE TUITION PURPOSES

A matriculated and enrolled student who is classified as a non-resident may petition for in-state residency to the Office of the Registrar. If 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 they have 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 their parent(s) legal guardian's/spouse's New Jersey Resident Income Tax return

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 tax return:

Year of Tax 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. Have you submitted a FAFSA for this academic year indicating NJ as your permanent address? ☐ Yes ☐ No

**Please return completed signed
application and documentation to:**

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

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

- ☐ New Jersey Resident Income Tax Return dated within 12 months of your application.

Dependent Student

- ☐ Parent(s) or legal guardian's New Jersey Resident Income Tax Return dated within 12 months of your application.

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: _____

Date

Approved ☐

Denied ☐