

## APPLICATION FOR REVIEW OF RESIDENCY STATUS

From the website, please print the following documents: **Understanding Review of Residency Status, Residency Policy, and Residency Affidavit**. These documents explain the process for reviewing residency status for tuition assessments purposes, the supporting reasons, and provide the complete text of the Kentucky regulation governing residency for tuition assessment at all Kentucky public schools.

The **Residency Affidavit** must be returned in a timely fashion. For all applicable deadlines, refer to page three (3) of the document, **Understanding the Review of Residency Status**.

The document, **Understanding Review of Residency Status**, contains a list of the types of documentation that may apply to any review. For each asterisked(\*) item on the **Residency Affidavit**, photocopies of the supporting documents must be submitted for the person who is the Kentucky resident. Such documents include:

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| <ul style="list-style-type: none"><li>• Lease or deed</li><li>• State ID or driver's license</li><li>• Pay stubs</li></ul> | <ul style="list-style-type: none"><li>• Tax forms</li><li>• Vehicle registration slips</li><li>• Marriage licenses</li></ul> |
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The following statements may help you in deciding which sections are applicable beyond the individual student information segments.

1. **Dependent students and students changing to independent status.** You must complete the parent information sections. If recently independent, under 2 calendar years, a signed statement from parents stating they are no longer providing any financial support and will not be claiming you for tax purposes must be included.
2. **Married students.** You must include information and documents related to your spouse.
3. **Dependent students claiming residency based on a parent's residency.** You must provide proof of the parent's Kentucky residency. This includes submitting the supporting documentation required by the affidavit.

If your residency is based on your independent status, you must complete a change of address with the NKU Chase Registrar's Office reflecting your permanent Kentucky address. P.O. Boxes will not be sufficient.

The completed **Residency Affidavit** (signed in the presence of a Notary Public) with accompanying documentation must be delivered to:

Northern Kentucky University  
Chase College of Law  
Attn: Gina Bray - Admissions Specialist  
531 Nunn Hall  
Highland Heights, KY 41099

If you have any questions, please contact Gina at [brayg@nku.edu](mailto:brayg@nku.edu) or 859-572-5490.