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**Reclassification Request for Virginia In-State Tuition**

Currently Enrolled Student Domicile Application

**Instructions**

This form is to be completed by CURRENTLY ENROLLED, RETURNING DEGREE-SEEKING students claiming entitlement to Virginia in-state rates pursuant to Section 23.1-500 of the Code of Virginia:

<https://law.lis.virginia.gov/vacodefull/title23.1/chapter5/>

**DO NOT** use this form for entering or first semester students at any level (i.e. freshmen, transfer, or graduate)

* Student must complete Part 1 in full, date and sign
* If the student is under the age of 24, unmarried, not in the military and is an undergraduate student, Part 2 must be completed and submitted along with current tax returns for the parent/legal guardian.
* Copies of the most current state and federal income tax returns of the student and parent/spouse (if applicable) must be submitted. Black out social security and bank account numbers.
* Documentation of physical domicile for the past year must be submitted, i.e. house closing statement or lease.

To enter information electronically click the grey boxes and type the requested information. Complete all sections, print the application and sign before submission.

**DEADLINE TO SUBMIT:** Prior to the first day of classes for the semester which eligibility is claimed. The application and supporting documentation must be received by the University Business Office during business hours by the deadline. Postmarked mail or packages left after business hours do not qualify as meeting the deadline. Applications received after the deadline may be considered for the next semester.

The code of Virginia requires that James Madison University request proof of domicile if there is evidence that domicile may have changed from Virginia to another state or country.

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| Part 1 – Student Information  |

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| **Student Demographic Information**  |
| Full Name: |       |
| JMU ID#: |       | Date of Application: |       |
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| Home Address: |       |
| Local Address: |       |
| Home Phone #: |       | Cell Phone #: |       | JMU E-Mail: |       |
|  |  |
| Date of Birth: |       | Age: |       |
| Marital Status: | [ ]  Single [ ]  Married [ ]  Divorced  | Career: | [ ]  Undergraduate [ ]  Graduate |
| Are you (the student) a veteran or active-duty member of the U.S. Armed Forces? | [ ]  No [ ]  Yes |
| Semester you are applying for Virginia status: |       |

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| **Citizenship**  |
| Are you a U.S. Citizen? | [ ]  Yes If naturalized, please indicate date:       |
|  | [ ]  No If no, include a copy of valid immigration documents (front and back)  |

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| **What is the basis of your application?** |
| [ ]  Independent Student Domicile | [ ]  Parent’s Domicile | [ ]  Spouse’s Domicile | [ ]  Military Exception |
| [ ]  Refugee Status | [ ]  Other (specify):       |
| **Even if you are not claiming eligibility through your parent, if you are under the age of 24, unmarried, not in the military, and are an undergraduate student, Part 2 must be completed and submitted along with current tax returns for the parent/legal guardian.** |

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| For the following three items, indicate whether you are responding based on your: | [ ]  Parent [ ]  Legal Guardian [ ]  Spouse |
|  What is your parent’s/legal guardian’s/spouse’s domicile? |       |
|  Were you claimed as a dependent on your parent’s/legal guardian’s most current tax returns (i.e. “last year’s”)? | [ ]  No [ ]  Yes |
|  Have your parents/legal guardians/spouse provided the majority of your financial  support during the past year? | [ ]  No [ ]  Yes |

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| Are you claiming eligibility through your military parent/guardian? | [ ]  No |  |
| [ ]  Yes – Home of record: |       |
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| **If your military parent/guardian is based in Virginia, attach a copy of the orders**  |

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| Are you married? | [ ]  No |  |
|  | [ ]  Yes - Date of marriage:       |  |
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| Have you been financially dependent upon your spouse during the previous 12 months? | [ ]  No [ ]  Yes |

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| **Addresses – List all addresses for the past five years** |
| Street Address  | City/Town | State | Zip  | From/To (mo./yr.) |
|       |       |       |       |       |
|       |       |       |       |       |
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| Once established, if residence in Virginia has not been continuous, explain: |       |

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| **Employment – List all employers for the past three years** |
| Employer  | City/Town | State | From/To (mo./yr.) |
|       |       |       |       |
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| **Education – List all high schools, colleges, and universities attended** |
| School  | City/Town | State | Dates Attended  |
|       |       |       |       |
|       |       |       |       |
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| Expected date of graduation from JMU |       |

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| **Documentation** |
| Have you paid state income tax to ANY state during one or more of the past three years? | [ ]  No |  |
| [ ]  Yes – List all states that apply and the applicable years: |       |

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| Are you registered to vote? | [ ]  No |  |
| [ ]  Yes – **Where** are you registered? |       |
|  **When** did you register (mon/yr)?  |       |
|  |  **When** and **where** did you last vote? |       |

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| Do you currently hold a valid driver’s license anywhere? | [ ]  No |  |
| [ ]  Yes - **Where** are you licensed? |       |
|  **When** were you initially licensed (mon/yr)? |       |
|  |  What is your last renewal date? |       |

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| Do you currently operate a motor vehicle? | [ ]  No |  |
| [ ]  Yes – Vehicle is registered to: |       |
|  State vehicle is registered in: |       |
|  When was the vehicle registered? |       |

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| Do you own real property? | [ ]  No |  |
| [ ]  Yes – Location of real property: |       |
|  Date of purchase:  |       |

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| Do you receive financial aid? | [ ]  No  |  |
| [ ]  Yes –List all : |       |
| If other than Virginia, in what state did you claim legal residence to qualify? |       |

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| Why did you initially come to Virginia?       |
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| Where were/are you physically located during Thanksgiving, Winter, Spring, and Summer Breaks?       |
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| Do you currently have the intention of remaining in Virginia indefinitely? | [ ]  No [ ]  Yes |
|  Explain why: |       |
|  |  |
| Why do you qualify for Virginia domicile?  |       |
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| Please provide any other information you feel is relevant to your case:  |       |

I hereby certify that the information given in this document is true and accurate. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state fees, I shall be charged out-of-state fees for each term attended and I may be subject to dismissal from James Madison University.

**Must be dated and signed by student.**

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| Student’s Signature |       | Date |       |

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| Part 2 – Parent/Legal Guardian/Spouse Information  |

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| Name of Parent/Legal Guardian/Spouse: |       |
| Relationship to applicant: |       |
| Current address: |       |
| Telephone number: |       |
| Email: |       |

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| Are you a citizen of the United States? | [ ]  Yes – If naturalized indicate date: |       |
| [ ]  NoIf applicable – |  |
|  Type of Visa you hold: |       |
|  Date issued:  |       |
|  |  Expiration date: |       |

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| Have you been a permanent resident of Virginia for the past twelve months? | [ ]  Yes |  |
| [ ]  No – list state of legal residence: |       |

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| Did you claim the applicant as a dependent on your most recent federal or state income tax returns? | [ ]  Yes |
| [ ]  No |
| Have you provided the majority of the applicant’s financial support over the past year? | [ ]  Yes |
| [ ]  No |

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| Are you the applicant’s guardian by court decree? (if applicable) | [ ]  No [ ]  Yes (attach a copy of the court order) |
|   |  |
| Are the applicant’s parents both deceased? | [ ]  No [ ]  Yes |
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| Marital status of parents (if applicable):  | [ ]  Married [ ]  Separated [ ]  Divorced [ ]  Widowed  |
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| **Addresses – List all for the past five years** |
| Street Address  | City/Town | State | Zip  | From/To (mo./yr.) |
|       |       |       |       |       |
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| **Employment – List all employers for the past three years and whether you work(ed) remotely** |
| Employer  | Remote Work? | City/Town | State | From/To (mo./yr.) |
|       |       |       |       |       |
|       |       |       |       |       |
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| **Documentation** |
| Have you paid state income tax to ANY state during one or more of the past three years? | [ ]  No |  |
| [ ]  Yes – List all states that apply and the applicable years: |       |

|  |  |  |
| --- | --- | --- |
| Are you registered to vote? | [ ]  No |  |
| [ ]  Yes – **Where** are you registered? |       |
|  **When** did you register (mon/yr)?  |       |
|  |  **When** and **where** did you last vote? |       |

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| --- | --- | --- |
| Do you currently hold a valid driver’s license anywhere? | [ ]  No |  |
| [ ]  Yes – **Where** are you licensed? |       |
|  **When** were you initially licensed in Virginia (mon/yr)? |       |
|  |  What is your last renewal date? |       |

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| Do you currently own a motor vehicle? | [ ]  No |  |
| [ ]  Yes – Vehicle is registered to: |       |
|  State vehicle is registered in: |       |
|  When was the vehicle registered? |       |

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| Do you own real property? | [ ]  No  |  |
| [ ]  Yes – Location of real property: |       |
|  Date of purchase:  |       |

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| Military Service: | [ ]  I have not served in the U.S. Military  |
| [ ]  I have served in the U.S. Military  |
|  | Date of entering service:  |       |
|  |  | Home of record: |       |
|  |  | State where you are currently paying income tax: |       |
|  |  | Location of current base: |       |

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| Do you currently have the intention of remaining in Virginia indefinitely? | [ ]  No [ ]  Yes |
|  Explain why: |       |
| Explain social and/or economic ties to Virginia:  |       |

I hereby certify that the information given is true and accurate. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state fees that out-of-state fees will be charged to the applicant for each term attended and the applicant may be subject to dismissal from James Madison University.

**Must be signed and dated by parent/legal guardian/spouse**

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| --- | --- | --- | --- |
| Parent/Legal Guardian/Spouse |       | Date |       |