



Office of the University Registrar  
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DEADLINE: \_\_\_\_\_

Date Received \_\_\_\_\_  
(office use)

## PARENT OR LEGAL GUARDIAN Supplemental Application for Virginia Instate Rates

The purpose of this supplemental application is to determine a **student's eligibility** to receive instate tuition benefits. Before completing the application you should read [§23.1-500–510 of the Code of Virginia](#) to determine eligibility for instate tuition benefits. The statute and guidelines under which the university must operate are on reserve in the University Library. All forms are provided by the State Council of Higher Education for use by all public institutions of higher education in the state.

### INSTRUCTIONS TO PARENT OR LEGAL GUARDIAN

Please complete this request for **parent/guardian information** to support a student's claim to Virginia domiciliary status. If the student will be claimed as a tax dependent or will be substantially supported by parent or guardian on the first day of the term in which he or she plans to enroll, the parent or legal guardian must complete this Supplementary Application for Virginia instate status. The parent or guardian who is supporting the student or upon whom the student is dependent must fill out this form. Without this information, it will be impossible to determine whether the student is eligible for instate tuition rates according to the domiciliary requirements set forth in §23.1-500–510 of the Code of Virginia.

This form and all supporting documents must be returned within fourteen (14) days of the initial decision notification date. A decision will normally be reached within twenty-one (21) days of receipt. Supporting documents that should routinely accompany this appeal include copies of Virginia driver and vehicle licenses, Virginia voter registration, and Virginia income tax forms. Student applicants who are not U.S. citizens should also submit a copy of the visa.

In order to be eligible to receive instate tuition benefits, the parent/guardian upon whom the student is dependent must have been domiciled in Virginia continuously for at least one year immediately preceding the academic term for which instate tuition is sought. The student must also have the intent to remain in Virginia indefinitely.

**Requests for Virginia domiciliary status will not be retroactively approved for previous terms.**

Name of Applicant (Student) \_\_\_\_\_ Birth Date \_\_\_\_\_

Last, first, middle

maiden, family, other

University ID Number (UIN) \_\_\_\_\_ Term:  Fall  Spring  Summer Year \_\_\_\_\_

1. Name of Parent or Legal Guardian \_\_\_\_\_

2. Phone \_\_\_\_\_ Relationship to Student \_\_\_\_\_

3. Parent/Guardian Address(es) (List your addresses for the past two years. List current address first.)  
 From/To (Month/Year) \_\_\_\_\_ Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

4. Are you a citizen of the United States?  Yes  No

If you are not a U.S. citizen, please specify the type of VISA you hold: \_\_\_\_\_

Date issued \_\_\_\_\_ Expires \_\_\_\_\_

5. Have you been a legal domiciliary (permanent resident) of Virginia for the past twelve months?

Yes  No If No, state of permanent residence \_\_\_\_\_

6. Will the student be claimed as a dependent on your federal or state income tax return for the tax year prior to the date for which instate tuition rates are sought?  Yes  No

7. Will you provide over half of the student's financial support for the year prior to the date for which instate tuition rates are sought?  Yes  No

If Yes, in what form(s) will you provide this support (e.g., tuition, books, housing, clothing, transportation, medical and dental care, etc.?) \_\_\_\_\_

8. If you are the student's guardian, is this by court decree?  Yes  No

9. Is either of the student's parents deceased?  Mother  Father  Neither

10. The student's parents are:  Married  Separated  Divorced  Other

