New Jersey Institute of Technology  
Office of the Registrar  
Application for New Jersey Resident Status

The purpose of this form is to provide sufficient information to make a determination regarding your residency status at New Jersey Institute of Technology. **Students applying for resident tuition status must have been legal permanent residents of the State of New Jersey twelve months prior to their initial enrollment at a New Jersey institution of higher education.**

Citizen and eligible non-citizen students 24 years old or younger are considered dependents of their parents. Their residence will be determined by the legal domicile of their parents for the purpose of tuition calculation.

International students who obtain permanent resident status in the United States are not automatically eligible to pay New Jersey resident tuition rates. Upon receipt of their permanent resident status they must document their eligibility to pay resident tuition rates as defined by N.J.A.C. 9A:5-1 et seq. Eligible non-citizens must also meet the 12 month New Jersey residency requirement as noted above in Section I Domicile. **New Jersey residency for an eligible non-citizen will not begin until the date eligible non-citizenship status is established. Living in New Jersey prior to obtaining eligible non-citizenship status does not count toward the 12 month residency requirement.**

**Former F-1 visa holders whose primary activity in New Jersey revolves around their status as full-time students will continue to be assessed non-resident tuition rates.**

Please complete all statements on this application. The document check list on the last page must be completed and all of the required documents must be submitted when the application is returned to the Office of the Registrar.

The complete policy governing tuition residency status can be found at [NJ Residence Policy](#).

Name_________________________ Date__________

Student ID_______________________________

Email Address___________________________
Document Check List

Check off the documents below included with your application. Do not submit this application without the required documents listed below. **Incomplete applications will not be reviewed.** Requests for a change in residency status must be submitted to the Registrar’s Office no later than four weeks before the end of the term for which a change in status is sought.

**Required:**

1. NJ tax transcript
2. Federal Income Tax Transcript (Sealed from IRS) and W2 Forms. Include parent’s return if you are 24 years old or younger. Instructions on how to obtain the transcript from the IRS can be found at [https://www.irs.gov/individuals/get-transcript](https://www.irs.gov/individuals/get-transcript)
3. Permanent residents must submit a copy of both sides of their green permanent resident visa. **Non-resident rates may be deferred at the discretion of the university until receipt of the Permanent Resident Card (Green Card) Form I-551 provided tax returns, current domicile and family status document the change in residency status.**
4. Lease and utility bills or Deed for local residence.
5. N.J. Driver’s License.
6. Certification of full-time employment.

**Additional** (if applies):

7. Marriage certificate.
BASIC IDENTIFICATION DATA

Your name: ________________________________

Social Security Number: ____________________

Date of Birth ____________ Present Age ____________

State of Birth ____________ Country of Birth ____________

Semester for which request is made: ________________
(Complete applications must be submitted no later than four weeks prior to the end of the semester.)

Are you a US Citizen?
Yes _____
No _____ Date of Entry ____________ Visa Type ____________

Present Visa Status ______

If you are not a U.S. citizen are you a Permanent Resident: Yes _____ No _____

Alien Registration Number __________________________

(Include a copy of both sides of your permanent resident visa and complete the attached Immigration and Naturalization Verification Request. Non-resident rates may be deferred at the discretion of the university until receipt of the Permanent Resident Card (Green Card) Form I-551 provided tax returns, current domicile and family status document the change in residency status.)

Home Address: ________________________________

______________________________________________

Length of time at present address __________________

Last out-of-state address and date of abandonment:

______________________________________________

______________________________________________

Reason for abandoning last out-of-state address:

________________________________________________________________________

Name of Father: ________________________________

Address: ________________________________
City State:  _________________________________

Name of Mother: _________________________________

Address:  _________________________________

City State:  _________________________________

DATA TO DETERMINE DOMICILE (See Residence Policy)

Students (and parents) seeking New Jersey resident tuition status must furnish the information requested below. Please note that any false statements or withholding of pertinent information will be referred to the Institute Committee on Professional Conduct.

A. If it is claimed that your parent or guardian is a legal resident of New Jersey even though the address you have given is not in New Jersey, please state the basis for this claim.

________________________________________

________________________________________

________________________________________

B. If you claim that you have established a domicile in New Jersey as an independent person (24 years or older), you must give the basis for this claim by means of an explanatory statement under the applicable heading below.

1. I was married on ________ to _________________ at ____________________________

   ______________________________________and we have been living at ____________________________ since ___________. My spouse was a resident of the state at the time of marriage.

   (Supply a copy of your marriage certificate)

2. I claim to be emancipated by mutual consent of myself and parents. Yes ______ No

   a. My parents contribute to my support. Yes ______ No

   b. My parents claim me as a dependent on their tax return. Yes ______ No

   (Supply a copy of parent’s signed most recent federal tax return.)

3. I claim to be emancipated by virtue of formal court action.

   Court: ______________________________________

   (Attach copies of supporting documents)

4. I claim to be emancipated by virtue of 

   ______ death of both parents and no legal guardian;

   ______ other causes.

   Explain fully below and provide documentation:

   ______________________________________

   ______________________________________
C. 1. I claim to have established my domicile at ____________________________

_____________________________________________________________

2. The address which appears on my tax return is (Provide copy of signed Return):

_____________________________________________________________

D. I own my home in New Jersey at:

E. I rent my dwelling on a lease _________ (Include copy of current lease and utility bills)

F. I am _________ I am not ____ registered to vote in New Jersey.

G. I have _________ do not have ____ a New Jersey driver's license. (Provide a copy of your license)

H. I am _________ am not ____ employed in the state of New Jersey. If employed, by whom? __ (Supply statement of employer)

I. Other pertinent statements: ___________________________________________

_____________________________________________________________

_____________________________________________________________

J. My college expenses and other financial needs are being met by funds derived as follows:

_____________________________________________________________

_____________________________________________________________

Your Statement: The data given throughout this application are true and complete to the best of my knowledge and belief.

Signature of Student    Date