

## Required Documents for Residency Application

**ALL documents listed below are required. If a document is not available an explanation as to why is required. Any application with missing documentation will NOT be reviewed and will be cancelled if not provided by the application deadline.**

- Verification of present address.
- Copy of state tax forms of your parent(s) or legal guardian(s) for the two calendar years immediately preceding the date of application for reclassification of residency status, and for the previous year.
- Copy of most recent financial aid award notice and/or student aid report.
- Copy of statement from parent regarding financial support.
- Copies of visa, resident alien card (both sides).
- Letter from your employer on official company letterhead verifying job transfer or acceptance of full-time employment giving date of employment, average number of hours worked per week, and whether the job is permanent or temporary.
- Verification that you have lived in Kentucky as a non-student (or if a student enrolled in 6 or fewer hours) for the 12 months preceding the first day of classes of the term for which you are applying.
- Copy of your Kentucky state income tax forms (Form 740 and all schedules) for the calendar year immediately preceding the date of application for reclassification of residency status and for the previous year.
- Verification of payment of occupational taxes in Kentucky.
- Verification of payment of real property taxes in Kentucky.
- Copy of Kentucky intangible tax form.
- Copy of property deed to Kentucky residence or copy of lease agreement of non-collegiate housing.
- Copy of parent's deed to Kentucky residence or copy of lease agreement.
- Copy of your current automobile registration.
- Copy of your parent's current automobile registration.
- Copy of current driver's license.
- Copy of your parent's current driver's license.
- Copy of voter registration.
- Copy of current military orders.
- Copy of military document indicating home of record to Kentucky, if applicable.
- Copy of military discharge (DD 2-14).
- Letter on official company letterhead verifying job transfer and dates of employment for parent(s) or legal guardian(s).
- Court order awarding guardianship if not dependent upon parents.
- Copy of marriage license.