

*The University of Tennessee at Chattanooga*  
**Residency Classification Appeals Procedure**

**All residency classification appeals must be submitted to The Undergraduate Admissions Office no later than the last day of regular registration for each term or semester.**

**LAST DATES TO APPEAL RESIDENCY**

<b>Fall Semester</b>	<b>August 27, 2010</b>
<b>Spring Semester</b>	<b>January 14, 2011</b>
<b>First AM Summer</b>	<b>May 12, 2011</b>
<b>Second AM Summer</b>	<b>June 14, 2011</b>
<b>Third AM Summer</b>	<b>July 15, 2011</b>
<b>First PM Summer</b>	<b>May 16, 2011</b>
<b>Second PM Summer</b>	<b>July 1, 2011</b>

The Assistant Director of Undergraduate Admissions serves as the primary classification officer for undergraduate students enrolled at The University of Tennessee at Chattanooga. Residency classification appeals must be made in writing (on the appropriate form which can be obtained from the Undergraduate Admissions Office) to the Assistant Director of Undergraduate Admissions, Department 5105. Appeals must include appropriate evidence to support the student's establishment of domicile in the State of Tennessee.

The decision of the Assistant Director of the Admissions Office may be appealed to the Residency Appeals Committee by making this request in writing to the Residency Appeals Chair via The Office of Student Development, Dept. #1951. Appeals to the Residency Appeals Committee must be submitted within 10 business days of receiving notification of the Admissions Office decision. The committee will review the student's request and will make a decision regarding the appeal.

The student may appeal the Residency Committee's decision to the Chancellor of UTC in writing within 10 business days of notification. Your letter of appeal should be addressed to:

Office of the Chancellor  
Dept 5606  
615 McCallie Avenue  
Chattanooga, Tennessee 37403

The Chancellor makes the final decision on all residency appeal classifications. The student has the right to appeal the chancellor's decision to the president of The University of Tennessee in writing.

Attachments: Petition Form  
Rules of Residency Classification  
In-State/Out-of-State Classification

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# The University of Tennessee at CHATTANOOGA

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## Undergraduate Application for In-State Classification

Effective Semester \_\_\_\_\_

Return to: *The University of Tennessee at Chattanooga*  
*Undergraduate Admissions*  
*Dept 5105*  
*615 McCallie Avenue*  
*Chattanooga, TN 37403*

In accordance with the rules adopted by both the Board of Trustees of The University of Tennessee and the board of Regents, individuals domiciled in the State of Tennessee are classified as in-state residents. All individuals not having a domicile in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee all pertinent evidence is considered by the University. Presence or absence of any particular item(s) of evidence will not automatically result in an in-state or out-of-state classification.

In order that we may have full information with which to determine your classification for admission and fee purposes, please complete and return this application to the above address. You may wish to attach supportive materials (letters, photocopies of documents, etc.), particularly at the places marked "Documentation."

All decisions regarding classification for fee and admission purposes are made in accordance with Regulations for Classifying Students In-state and Out-of-state for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes. (Copy available in each of the campus offices of Admissions and Records).

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*Please type or print legibly in black ink.*

### PERSONAL INFORMATION

1. Name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. Student Identification Number (Social Security Number) \_\_\_\_\_

3. Present Address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

4. Permanent Address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

5. Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

6. Date of Birth \_\_\_\_\_  
(Month) (Day) (Year)

7. Place of Birth \_\_\_\_\_  
(City) (State)

8. Have you been domiciled\* in Tennessee continuously since birth? Yes \_\_\_ No \_\_\_  
If no, date you began your most recent domicile in Tennessee? \_\_\_\_\_  
Address at time you began your most recent domicile

\_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

What is the reason for coming to Tennessee to establish your most recent domicile?

\_\_\_\_\_  
\_\_\_\_\_

9. High School(s) attended \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

10. All colleges and universities attended (other than The University of Tennessee)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name) (City) (State) (Dates of Attendance)

(If more, attach separate sheet)

11. Have you previously attended the University of Tennessee?

Campus	Dates of Attendance
UT at Chattanooga	from _____ to _____
UT Center for the Health Sciences	from _____ to _____
UT at Knoxville	from _____ to _____
UT at Martin	from _____ to _____

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? Yes \_\_\_ No \_\_\_ If yes, please give details \_\_\_\_\_

\_\_\_\_\_

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### CITIZENSHIP

13. Are you a Citizen of the U.S.? Yes \_\_\_ No \_\_\_ If no, what is your status in this country (e.g., type of visa)? \_\_\_\_\_

14. Are you registered to vote? Yes \_\_\_ No \_\_\_ If yes, what state are you registered? \_\_\_\_\_

15. Have you filed state or federal income tax form for the previous year? Yes \_\_\_ No \_\_\_ If yes, what address was given as residence? \_\_\_\_\_  
(Street & Number)

\_\_\_\_\_  
(City) (State) (Zip Code)  
(Documentation: Photocopy of address section of form(s).)

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**EMPLOYMENT** (Documentation: Letter from employer which verifies the below information.)

16. Are you presently employed? Yes \_\_\_ No \_\_\_ If yes, employer's name \_\_\_\_\_  
Employer's address \_\_\_\_\_  
Date of Employment \_\_\_\_\_ Job Title \_\_\_\_\_  
Hours worked per week \_\_\_\_\_ If appropriate, percentage of on-the-job time is spent out-of-state? \_\_\_\_\_

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**FINANCIAL SUPPORT**

17. List every source from which you received more than approximately ten percent (10 %) of your support or income during the past twelve months? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**MARITAL**

18. Married \_\_\_ Single \_\_\_ If married, spouse's name \_\_\_\_\_  
(Last) (First) (Middle)

19. Has spouse been domiciled in Tennessee continuously since birth? Yes \_\_\_ No \_\_\_ If no, when did spouse begin his/her most recent domicile in Tennessee?  
\_\_\_\_\_  
(Month/Year)

For what reasons did spouse come to Tennessee to establish most recent domicile? \_\_\_\_\_  
\_\_\_\_\_

20. Is spouse employed full-time? Yes \_\_\_ No \_\_\_ How long in present position? \_\_\_\_\_

21. Is spouse's employment in Tennessee? Yes \_\_\_ No \_\_\_ Employers name \_\_\_\_\_

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**PARENTAL INFORMATION**

22. Father's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

23. Father's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

24. Mother's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

25. Mother's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

26. Do you have a legally appointed guardian? Yes \_\_\_ No \_\_\_

If yes, guardian's name \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

27. Guardian's address \_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)

28. If your parent(s) or guardian is not presently domiciled in Tennessee, has he/she previously been domiciled in Tennessee? Yes \_\_\_ No \_\_\_ If yes, give previous Tennessee address

\_\_\_\_\_  
(Street & Number) (City) (State) (Zip Code)  
Dates of previous domicile in Tennessee: from \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

29. Did either parent or your guardian claim you as a dependant on his/her most recent income tax return? Yes \_\_\_ No \_\_\_

(Documentation: Photocopy of address & dependent section of tax form.)

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### MILITARY

30. Have you ever served in active military service? Yes \_\_\_ No \_\_\_

If yes, state entered service \_\_\_\_\_ Date of entry into service \_\_\_\_\_

State in which you were discharged \_\_\_\_\_ Date of discharge \_\_\_\_\_

Home of Record as listed on D.D. form 214 \_\_\_\_\_  
(Documentation: Photocopy of D.D. Form 214)

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### AUTOMOBILE

31. Do you have a driver's license? Yes \_\_\_ No \_\_\_ If yes, what state \_\_\_\_\_  
(Documentation: Photocopy of license)

32. Do you own an automobile? Yes \_\_\_ No \_\_\_ If yes, what state is it registered \_\_\_\_\_  
Automobile License Number \_\_\_\_\_  
(Documentation: Photocopy of auto registration)

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### REAL ESTATE

33. Do you own the dwelling in which you live? Yes \_\_\_ No \_\_\_

If yes, date of purchase \_\_\_\_\_  
(Documentation: Photocopy of bill of sale, or mortgage papers, or other public record.)

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### OTHER IN-STATE CLASSIFICATION

34. Have you ever been classified, for tuition or fee purposes, as an in-state resident of any other state? Yes \_\_\_ No \_\_\_ If yes, date classification was made and by whom \_\_\_\_\_

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**OTHER INFORMATION**

35. Provide any further information in which you wish to offer in support of your application \_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**TO BE COMPLETED BY ALL APPLICANTS**

My signature below is to certify to the correctness and completeness of the information supplied. It further indicates that I understand that the University of Tennessee may contact any of the persons referred to above for the purpose of obtaining additional pertinent information, and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered an in-state student for fee and admission purposes and I may be required to withdraw from the University of Tennessee.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
State of \_\_\_\_\_ County of \_\_\_\_\_  
Subscribed and sworn to me before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

*Please do not write below this line*

Determination: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Special Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Please do not write below this line**

Determination: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
By: \_\_\_\_\_  
(Name) (Date)

Special Conditions: \_\_\_\_\_

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