#### The Graduate School Southern University and A&M College Baton Rouge, Louisiana

#### LOUISIANA RESIDENCY REQUIREMENTS

To establish residency, you must provide proof of one of the following:

- 1. Evidence that you have been domiciled and working full-time (enrolling in no more than a maximum of six credit hours at any post-secondary institution during the 12-month period immediately preceding the application deadline for the semester for which you are requesting residency) continuously for at least one full calendar year prior to the date of your desired enrollment at Southern University. A copy of your most recently filed LA Tax Form, copy of 1040 Federal Tax Form, copy of W-2 Form along with a valid LA driver's license, a copy of your mortgage/rental agreement, and/or valid LA voter registration card.
- 2. Evidence that you are the spouse of a Louisiana resident by submitting the following documents: copy of marriage license, spouse's birth certificate, high school diploma, spouse's filed LA state taxes, copy of 1040 Federal Tax Form, copy of W-2 Form, certified copy of spouse's verification of employment form, proof of continuous residence of spouse, and any other documents requested by Certifying Officer.
- 3. Evidence that you are in the military and permanently stationed in Louisiana.
- 4. A person who is a minor or who is less than 24 years of age and dependent upon his/her parent(s) and whose parent(s) has/have been residing in Louisiana and working full-time for the continuous 12-month period (calendar year) or longer immediately preceding the date of application. You must submit a copy of Louisiana Tax Form of parent(s), copy of 1040 Federal Tax Form of parent(s), copy of W-2 Form of parent(s), copy of applicant's birth certificate or copy of court papers verifying adoption, certified copy of employment verification form of parent(s), copy of mortgage/rental agreement, and/or valid LA voter registration card.

If you meet <u>one</u> of the above criteria, please complete the **Residency Forms** <u>and</u> provide the **necessary supporting documentation** as soon as possible so that you will not be charged out-of-state fees for the semester you intend to enroll.

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### APPLICATION FOR LOUISIANA RESIDENT DESIGNATION

Application for re-designation from nonresident to State of Louisiana resident status must be filed, in advance of the semester in which residency status is sought, in the Graduate School no later than **July 1 for the Fall Semester**, **October 1 for the Spring Semester and April 1 for the Summer Semester**. Applications must include all information or documents required by the University. Failure to comply with the University's policy, deadlines, appeals and other procedures shall constitute a waiver of all claims for reclassification for the applicable semester or semesters.

Applicants must complete all items. Incomplete applications (failure to attach required documentation or failure to provide all required information) will not be processed.

### PLEASE TYPE OR PRINT

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## SUPPLEMENTARY RESIDENCY INFORMATION SHEET

# EMPLOYER VERIFICATION FORM

1.	Student/Spouse Name:						
2.	Social Security Number:						
3.	Present Home Address:						
				_Since			
4.	(City Are you presently or were yo OYES a) If Yes, name and addre	ou previously	ONO	) (Mo n the State o	onth) of Louisiana	(Year) ?	
	b) Date employment bega	n with the ε	bove firm:		/	/	
				(Month)	(Date)	(Year)	
	c) Date employment ende	ed with the a	bove firm:	(Month)	_/(Date)	_/(Year)	
			(Student's Signature)		(Date)		
I.		OMPLETEI is (was) emp				<b>O</b> Full-time	
II.	Employment was an average	of	1	nours per we	eek.		
Th	is is to verify that the inform	ation shown	above concer	rning the em	ployment o	f	
			_ is correct.				
Name of Firm			Name of Person Completing this Form				
(Area Code) Telephone No. Employ		Employer	er's Signature		Title		
PL	EASE RETURN COMPLETE	D FORM TO	: Dean of the	e Graduate S	School		
			<b>P.O.</b>	hern Unive Box 9860 m Rouge, LA	A 70813	<b>&amp;M College</b> anuary 2002	
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