

**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 **one** of the above criteria, please complete the **Residency Forms** **and** 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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SUPPLEMENTARY RESIDENCY INFORMATION SHEET

EMPLOYER VERIFICATION FORM

1. Student/Spouse Name: _____

2. Social Security Number: _____ - _____ - _____

3. Present Home Address: _____

_____ Since _____
(City) (State) (Zip) (Month) (Year)

4. Are you presently or were you previously employed in the State of Louisiana?

YES NO

a) If Yes, name and address of employer: _____

b) Date employment began with the above firm: _____ / _____ / _____
(Month) (Date) (Year)

c) Date employment ended with the above firm: _____ / _____ / _____
(Month) (Date) (Year)

(Student's Signature)

(Date)

TO BE COMPLETED BY THE EMPLOYER:

I. The above named individual is (was) employed by our firm: Part-time Full-time

II. Employment was an average of _____ hours per week.

This is to verify that the information shown above concerning the employment of

_____ is correct.

Name of Firm

Name of Person Completing this Form

(Area Code) Telephone No.

Employer's Signature

Title

PLEASE RETURN COMPLETED FORM TO: Dean of the Graduate School

**Southern University and A&M College
P.O. Box 9860
Baton Rouge, LA 70813**

Revised January 2002