

NSHE CHECKLIST
Initial Residency Classification

Criteria for **initial** residency classification for tuition purposes are outlined in Board of Regents' policy (*Title 4, Chapter 15, Sections 1-4*). The following is a suggested checklist that may be incorporated into your institution's existing application for admission or residency classification forms. This checklist may also be used to review your existing forms to ensure that all the options authorized by the Board under which a student may be classified as a resident for tuition purposes are addressed in our existing processes.

Residency classification for tuition purposes shall be based any on any ONE of the following conditions. Check the appropriate box and provide the documentation as noted.

- I am currently attending or am a graduate of a Nevada high school. (*Provide official high school transcript.*)
- I am currently attending or have previously attended another NSHE institution as a Nevada resident. (*Provide a copy of transcript from other NSHE institution.*)
- I am currently a professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time or the spouse or dependent child of such an employee. (*Provide a copy of current employee contract and include marriage certificate or copy of federal income tax return if spouse or dependent.*)
- I am a member of the Armed Forces of the United States, on active duty, stationed in Nevada as a result of a permanent change of duty pursuant to military orders or the spouse or dependent of such a person. (*Provide a copy of military orders indicating Nevada as a permanent duty station and include marriage certificate or tax return if spouse or dependent.*)
- I am U.S. Marine stationed at Pickle Meadows, California or the spouse or child of such a person. (*Provide a copy of military orders indicating Pickle Meadows as the permanent duty station and include marriage certificate or tax return if spouse or dependent.*) **APPLICABLE ONLY TO INSTITUTIONS SERVING PICKLE MEADOWS STUDENTS**
- I am a teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of *Nevada Revised Statutes* 394.130 or the spouse or dependent child of such an employee. (*Provide a copy of current employment contract and include marriage certificate or copy of federal income tax return if spouse or dependent.*)
- I am a licensed educational personnel employed full-time by a public school district in the State of Nevada or the spouse or dependent child of such an employee. (*Provide a copy of current employment contract and include marriage certificate or copy of federal income tax return if spouse or dependent.*)
- I am a member of federally recognized Native American tribe, who does not otherwise qualify as a Nevada resident, and who currently resides on tribal land located wholly or partially within the boundaries of the state of Nevada. (*Provide appropriate documentation.*)
- I am a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment. (*Provide a letter from your employer on company letterhead indicating the state date and terms of employment or a copy of business license.*)
- I am a financially independent or dependent person whose spouse, family, or legal guardian has relocated to Nevada for the primary purpose of full-time employment. (*Provide a letter from your spouse's, parent or guardian's employer on company letterhead indicating the start date and terms of employment or a copy of business license, a copy of birth certificate or other documentation showing legal guardianship or marriage certificate; and federal income tax form listing the student as a dependent.*)

Initial Residency Classification (*continued*)

I am a financially dependent person whose spouse, family or legal guardian has been a bona fide resident of the State of Nevada for at least 12 months immediately prior to the date of matriculation. *Provide at least XX of the following items:*

- Evidence of spouse's, parents', or legal guardian's physical presence in Nevada for at least 12 continuous months prior to the student's date of matriculation (e.g. lease or rental contract, mortgage statement, utility bill)*
- Copy of birth certificate or documentation of legal guardianship or marriage certificate*
- Spouse's, parents', or legal guardian's tax return from most recent year that indicates student as a dependent*
- Nevada driver's license or identification card for spouse, parent, or legal guardian indicating issuance at least 12 months prior to student's date of matriculation*
- Nevada voter registration for spouse, parent, or legal guardian issues at least 12 months prior to student's date of matriculation*

I am a financially independent person whose family resides outside of the State of Nevada and have been a bona fide resident of the State of Nevada for at least 12 months prior to the date of matriculation. *Provide at least XX of the following items:*

- Evidence of physical presence in Nevada for at least 12 continuous months prior to the date of matriculation*
- Tax return for the most recent year indicating a Nevada address or a copy of parent's or legal guardian's tax return for the most recent tax year indicating the student was not claimed as a dependent*
- Nevada driver's license or identification card indicating issuance at least 12 months prior to the date of matriculation*
- Nevada vehicle registration issued at least 12 months prior to the date of matriculation*
- Nevada voter registration issued at least 12 months prior to the date of matriculation*

I am not a resident of the State of Nevada.