

**INDIANA STATE UNIVERSITY
OFFICE OF REGISTRATION AND RECORDS**

**INSTRUCTIONS FOR COMPLETION OF THE
APPLICATION FOR CLASSIFICATION AS A RESIDENT STUDENT**

1. Please print clearly, or type, all information on the form.
2. **Notarization of the "Affidavit of Applicant" on the third page of the form is mandatory, or notarization of the "Affidavit of Parent or Guardian." Only the affidavit which is appropriate needs to be completed.** The application will be returned to you if the notarization is not complete.
3. It is also suggested a copy of your federal and state tax forms as well as your W2(s) are submitted along with your application.
4. There is a space on the form for "Additional Remarks." However, feel free to attach any information you feel is relevant to support your claim of residency.
5. When the application is completed, return it to the Office of Registration and Records. The Residency Committee will then review the application. The student may be asked to supply additional information to the Committee. The student will be notified of any action taken on his/her application.
5. **IMPORTANT** - The application must be submitted two weeks prior to the first day of registration of a given semester to guarantee consideration for that semester. "A student or prospective student who has been classified as a non-resident student and who fails to complete and submit an application for classification as a resident student for fee purposes to the Administrative Residence Committee within two weeks following registration of a particular semester or session, shall be deemed to have waived any alleged overpayment of fees for that semester or session."
6. All information requested must be provided. **Incomplete information such as dates, salary information, and notarization may cause the applicant to be disapproved.**
7. Return completed application to:

Indiana State University
Assistant to the Registrar
Parsons Hall, Room PH009
Terre Haute, IN 47809