



**NORTHERN ILLINOIS UNIVERSITY  
OFFICE OF REGISTRATION AND RECORDS**

APPROVED	
DENIED	
DATE	

**PETITION FOR ILLINOIS RESIDENT STATUS**

The statements provided on this form and your supporting documents will be used to determine your residency status. The university reserves its inherent prerogatives to independently confirm the Petitioner's assertions in this Petition. Please read the procedure for review of residency status thoroughly before completing this form. Then read and carefully consider all of the following questions before attempting to answer any of them. Any information given will be used solely for the purpose of determining your residence status for assessment of tuition at Northern Illinois University. You will be notified of the decision on your petition in writing. **You must be formally admitted to the university before filing a petition.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

What semester are you applying for Illinois residency: ( ) Summer 2009 ( ) Fall 2009 ( ) Spring 2010

Are you a legal resident of Illinois: ( ) yes ( ) no

Did you reside with a parent or guardian while attending a public or private high school in Illinois: ( ) yes ( ) no

Did you graduate from a public or private high school or receive the equivalent of a high school diploma in Illinois: ( ) yes ( ) no

Did you attend school in Illinois for at least 3 years as of the date when you graduated from high school or received the equivalent of a high school diploma (in Illinois): ( ) yes ( ) no

When did your present stay in the State of Illinois begin: \_\_\_\_\_

Where did you live before your present stay in Illinois: \_\_\_\_\_

In which state is your legal residence: \_\_\_\_\_

Name/address of your parent: \_\_\_\_\_

(Name)

\_\_\_\_\_

(Address)

\_\_\_\_\_

(City)

(State)

(Zipcode)

List in chronological order all addresses with specific dates of the places you have lived for the last 12 months, including your current address. **You must submit an apartment lease, property deed, housing contract or a letter from the landlord (letters from roommates will not be considered) as evidence of (1) maintenance of a permanent address in Illinois for a period of at least six consecutive months immediately preceding the beginning of the term for which you are registering and (2) continued maintenance of a bona fide residence in Illinois.**

Dates	Address--Street and Number	City	State/Zip Code

List a telephone number where you can be reached for further information: \_\_\_\_\_

If you have been employed in the past twelve months, you must provide the information requested below.

Dates	Employer's Name, Address, City, State and Telephone Number	Indicate full or part-time work.

If you are married, give full name/address of your spouse: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zipcode)

How long has your spouse been living in Illinois, if at all: \_\_\_\_\_ (mos.) \_\_\_\_\_ (years)

Is your spouse a U.S. citizen: ( ) Yes ( ) No If not, give alien registration number and/or visa type: \_\_\_\_\_

Please provide your citizenship information:

Are you a citizen of the United States: ( ) yes ( ) no

Are you a U.S. permanent resident: ( ) yes ( ) no (You must send a copy of the front and back of your Alien Registration Card (I-551) or of your conditional permanent resident/official temporary stamp in passport.)

If you are an international (nonimmigrant) student, please indicate what type of visa: \_\_\_\_\_ (You must send a copy of your passport and I-94 card or official Notice of Action indicating approval.)

Do you have a driver's license: ( ) yes ( ) no In what state: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Do you own an automobile: ( ) yes ( ) no In what state is it registered: \_\_\_\_\_

Are you registered to vote: ( ) yes ( ) no If yes, where are you registered to vote: \_\_\_\_\_

Have you paid any state income taxes: ( ) yes ( ) no What year(s): \_\_\_\_\_ What state(s): \_\_\_\_\_

State your main purpose for coming to Illinois:

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**You must include an accurate and true copy of the following supporting documents with your petition:** 1) Illinois driver's license; 2) Illinois automobile registration; 3) Illinois voter registration card; 4) apartment lease, property deed, housing contract or letter from the landlord (letters from roommates will not be considered); 5) voided savings/checking deposit slip or check or most recent bank statement; and 6) your Federal/State Income Tax return from last year. Please note that if you are making an appeal based on Illinois residence criteria of your parent(s) or spouse, then you must include documents that identify yourself as well as provide proof of their residency. A list of the circumstances, although not necessarily conclusive in their totality that may have probative value in support of a documented claim for bona fide residency in the state, is identified in the attached Procedure for Review of Residency Status with your petition (see A-O).

**Please note:** The University reserves the right to reclassify a student to nonresident status retroactive to the first term during which residency status was based on false or falsified documents if the University has classified a student as a resident based on false or falsified documents. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.

Please submit this form, the required supporting documentation and affidavit to the  
Office of Registration and Records, Northern Illinois University, Williston Hall, DeKalb, Illinois 60115-2871.

**AFFIDAVIT**

All petitioners must have their signature witnessed by a Notary Public who will certify that each petitioner has sworn to the correctness and completeness of the statements given. Petitioners should note that a false statement under oath before a Notary Public is considered perjury.

STATE OF ILLINOIS            )  
  )        ss.  
COUNTY OF \_\_\_\_\_ )

**SWORN STATEMENT:**

I, \_\_\_\_\_, being duly sworn on oath, state that the factual answers given on  
  (Print Student's Name)  
this form and any related supporting documents are true and correct, and that I consider myself to be a resident  
of the State of Illinois.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_ appeared before me and subscribed, and swore or affirmed that the  
foregoing statements in the Affidavit are true and correct and that the Affidavit was executed as a knowing, free  
and voluntary act for the purposes stated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(SEAL)

*Please detach from petition and keep this for your personal records.*

## **PROCEDURE FOR REVIEW OF RESIDENCY STATUS**

A student who takes exception to the residency status assigned and/or tuition assessed shall pay the tuition assessed but may file a claim in writing to the designated University residency official in the Office of Registration and Records for a reconsideration of residency status and/or an adjustment of the tuition assessed. The University may request documentation of the evidence. However, the burden of establishing that a person is domiciled in Illinois for reasons other than educational purposes is upon the student. The written claim must be filed within 30 calendar days from the date of assessment of tuition or from the date designated in the official university calendar as that upon which instruction begins for the academic period for which the tuition is payable, whichever is later, or the student loses all rights to a change of status and/or adjustment of the tuition assessed for the term in question.

To establish bona fide residence in Illinois under this Regulation, a person must demonstrate physical presence and general intent to reside permanently in Illinois for reasons other than educational objectives. In reviewing a claim of Illinois residency, the issue becomes one of "domicile" because a person has only one legal domicile at any time. The principal elements which determine domicile in Illinois are physical presence within the state and an intention to remain permanently, or for an indefinite period of time, and not merely to take advantage of in-state tuition rates for educational purposes only. Essentially, a person's domicile is that place to which whenever a person is absent, he or she has the intention of returning to live. Mere physical presence in Illinois, regardless of how prolonged, is insufficient to establish a domicile, without such an intent to remain in Illinois.

Bona fide residency, i.e. "domicile," must be maintained in Illinois for at least 6 consecutive months immediately preceding the beginning of any term for which a student registers at the university, and the student must continue to maintain such residency to qualify for resident tuition rates. The following circumstances, although not necessarily conclusive, in their totality have probative value in support of a documented claim for bona fide residency in the State:

- A. Continuous physical presence--defined as no more than a three-week absence from the State of Illinois except for hardship reasons -- for at least 6 months as described above.
- B. Domicile in Illinois of parent(s), legal guardian, or spouse.
- C. Voting or registration for voting in Illinois.
- D. Illinois driver's license or identification card and automobile registration.
- E. Financial independence and payment and filing of Illinois income/property taxes and/or ownership of property in Illinois during the tax year or partial tax year immediately preceding the term for which the person is requesting resident classification. Just the filing of Illinois state income taxes, or filing without substantial Illinois income earned, will not be judged as a significant criterion for reclassification.
- F. Six months of gainful employment in Illinois or prove reliance upon resources in Illinois for more than fifty percent of the income sufficient to provide for tuition, fees, and normal living expenses, e.g., food, clothing, housing, and transportation. Reliance upon income earned from loans is not viewed as evidence of intent to establish residency. Graduate assistantships or other student employment does not count towards this showing of gainful employment in Illinois.
- G. The lease of living quarters and payment of utility bills in Illinois.
- H. Former domicile in the state and maintenance of significant connections therein while absent.
- I. Admission to a licensed practicing profession in Illinois.
- J. Long-term military commitments in Illinois and/or proof that Illinois is the home of record.
- K. Domicile for six months in the state for other than educational purposes.
- L. Establishment of financial accounts at Illinois institutions.
- M. Public records, for example, birth and marriage records, and state or federal court records.
- N. Other official documents verifying legal, official connection with Illinois or with organizations or institutions within the state of Illinois.
- O. Exclusive use of the Illinois address when home or mailing address is requested.

Neither length of university attendance nor continued presence in the university community during vacation periods shall alone be construed to be proof of Illinois residence.

Students, for whom the following circumstances apply, must submit copies of the following documentation with their residency petition:

- If married to an Illinois resident, please submit a certified copy of your marriage license.
- If an international student, please submit a copy of front and back of Alien Registration (Green Card), copy of passport with official approval stamp, or I-94 arrival/departure record, indicating visa which does not preclude an intent to reside permanently in the U.S.
- If you are an Illinois Teacher, please submit a letter from the superintendent/principal from your district/school, stating contract date of employment and percentage of employment (one-quarter, half-time, full-time, etc.). Please note: verification of your teaching contract must be submitted annually.
- If Illinois University Staff Member, please submit a copy of your Staff Identification card.
- If member of the Armed Forces Personnel, please submit a copy of your DD214 enlistment/discharge status or DD2058 state of legal residence certificate.

Evidence for determination of residence status of each applicant for admission to the university shall be submitted at the time of application for admission. A student may be reclassified at any time by the university upon the basis of additional or changed information. However, if the student is classified in error as a Resident student, the change in tuition shall be applicable beginning with the term following the reclassification; if the student is classified in error as a Nonresident, the change in tuition shall be applicable to the term in which the reclassification occurs, provided the student has filed a written request for a review in accordance with this Regulation. In addition, the student who has submitted false information may be subject to appropriate disciplinary action.

### APPEALS

If the student is dissatisfied with the ruling in response to the written claim made within said period, he or she may appeal the ruling to the Vice Provost by filing a written request with the designated university residency official in the Office of Registration and Records within 20 calendar days of receipt of the notice of the ruling. If such a written request is filed within said period, available information on the question of residency status under the provisions of the *Residency Status Regulation of the Board of Trustees* and of applicable laws shall be referred by the designated university residency official in the Office of Registration and Records to the Vice Provost, whose decision shall be final.

### RESIDENCY DATES

Term	Term Begin Date	Must Have Permanent Residence in Illinois Established By:	Application Deadline
Summer 2009	6/15/09	12/15/08	7/15/09
Fall 2009	8/24/09	2/24/09	9/24/09
Spring 2010	1/11/10	7/11/09	2/11/10
Summer 2010	6/14/10	12/14/09	7/14/10
Fall 2010	8/23/10	2/23/10	9/23/10
Spring 2011	1/18/11	7/18/10	2/18/11
Summer 2011	6/13/11	12/13/10	7/13/11

### BOARD OF TRUSTEES RESIDENCY REGULATIONS

For the full text of the Board of Trustees Residency Regulations, please refer to:  
<http://www.niu.edu/board/regs/sectionIV.shtml#anchor1010714>.