

Instructions for Completing Residence Information Affidavit

Note: This completed form and all required documentation must be submitted by the last day to register for the term in which resident status is sought (UO summer term: first day of class), but it is highly recommended that all materials be submitted at least 30 days prior to the first day of the term.

If you are financially dependent (To be considered “financially dependent,” you must have been claimed as a dependent on the state and federal tax returns of another person, not including your spouse, during the immediately preceding tax year.):

- 1 You fill out Section 1 and Section 2.
 - *If you are not a U.S. citizen, attach a copy of both sides of your Resident Alien Card or Form I-94.*
- 2 The person claiming you as a dependent completes Section 3 and provides documents verifying his/her status as a State of Oregon resident and your dependent status. (See 2a-e below, in the “financially independent” section.)
 - *If the person claiming you as a dependent is not a U.S. citizen, attach a copy of both sides of his/her Resident Alien Card, Form I-94, Temporary Resident Card, or other verification of status with the U.S. Citizenship and Immigration Services.*
- 3 You and the person claiming you as a dependent must have the affidavit notarized (last page of form).

Decisions on residence status are based on documentary evidence submitted. Documents are part of your file and are not returned.

If you are financially independent (To be considered “financially independent,” you must not have been claimed as a dependent on the federal or state tax returns of another person, except for your spouse, during the immediately preceding tax year and you will not be claimed as a dependent by another person during the current tax year; in addition, you must not have received in the immediately preceding calendar year and will not receive in the current year more than one-half of your support from another person, except for your spouse.):

- 1 Fill out the complete affidavit. Do not leave any blanks or questions unanswered.
- 2 Provide the following items:
 - a. Copies of rent receipts, lease, letter from landlord, canceled checks, or home purchase agreement verifying residence in Oregon for 12 months prior to the term of application.
 - b. Copy of Oregon State vehicle registration, if you own a vehicle. If you use, but do not own a vehicle, it must also be registered in the State of Oregon.
 - c. Copy of State of Oregon driver’s license, if you drive.
 - d. Any other documents you may have to show that you have established a “home” in Oregon (e.g., club/organization membership cards, bank accounts).
 - e. For applicants under the age of 24, a copy of your parent’s/ legal custodian’s state and federal tax return for the most recent tax year (top portion listing exemptions and signature section only).
 - f. Documents verifying your financially independent status for the current calendar year *and* the prior calendar year (including, but not limited to, tax return for the most recent tax year, W2 forms, financial aid award letters, irrevocable trust funds, wage receipts).
 - g. If you are not a U.S. citizen, attach a copy of both sides of your Resident Alien Card, Form I-94, Temporary Resident Card, or other verification of status with the U.S. Citizenship and Immigration Services.
- 3 You must have the affidavit notarized (last page of form).

Decisions on residence status are based on documentary evidence submitted. Documents are part of your file and are not returned.

If you are a member of the armed forces

(U.S. Army, Navy, Air Force, Marine Corps, Coast Guard, National Guard):

- 1** If you were a resident of the State of Oregon for a minimum of one year prior to leaving the state as a member of the military:
 - a. Fill out the complete affidavit.
 - b. Provide documented evidence that you resided in the state for a minimum of one year and that you were in the military.
 - c. Provide copy of your DD214 form.
- 2** If you are the spouse or dependent child of a member of the military, you complete Sections 1 and 2, and your spouse, parent, legal custodian, or other person upon whom you are dependent, completes Section 3. Your spouse, parent, legal custodian, or other person upon whom you are dependent, must provide the documented evidence that he or she is a member of the armed services and is residing in the State of Oregon while assigned to active duty in this state.
- 3** If you are a member of the armed forces and are residing in the State of Oregon while assigned to duty in this state, fill out the complete affidavit and provide documentation that confirms your current military assignment status.
- 4** If you are a member of the armed forces who has filed Oregon income taxes at least 12 months before leaving active duty, fill out the complete affidavit and furnish a copy of your Oregon income tax return(s) along with documentation of your military assignment status and/or DD214 form.

**For further information or assistance with residency classification,
please contact the Residency Officer at the institution of interest.**

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