

UNIVERSITY OF MARTIN

Residency Classification Application

The rules of the University of Tennessee require that out-of-state students pay out-of-state tuition. In order to be classified in-state, a student must provide evidence that he or she is “domiciled” in Tennessee. Domicile is defined as a person’s “true, fixed and permanent home,” and is determined by looking at a number of factors. The primary factor is evidence that a person intends to make Tennessee his or her home on a permanent basis. Typically, a student who only comes to Tennessee to attend the University is not granted Tennessee residence. The initial residency classification is determined by information provided on the application for admission.

Regulations for Classifying Students In-State or Out-of-State for the Purpose of Paying Fees and Tuition

Intent. It is the intent that the public institutions of higher education in the state of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admission purposes.

Definitions. Wherever used in these regulations:

1. “Public higher education institution” shall mean a university or community college supported by appropriations made by the Legislature of this State.
2. “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this State, provided that absence from the State for short periods of time shall not affect the establishment of a residence.
3. “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish or having established a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.
4. “Emancipated person” shall mean a person who has attained the age of eighteen (18) years and whose parents have entirely surrendered the right to the care, custody, and earnings of such person and are no longer under any legal obligation to support or maintain such person.
5. “Parent” shall mean a person’s father or mother. If there is a non-parental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such emancipated person.
6. “Continuous enrollment” or “continuously enrolled” shall mean enrollment at a public higher educational institution or institutions of this State as a full-time student, as such term is defined by the governing body of said public higher education institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such inter-sessions beyond the normal academic year in order that his or her enrollment be deemed “continuous.” Enrollment shall be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.
7. “U.S. Armed Forces” shall mean the U.S. Army, Navy, Air Force, Marine Corps, and Coast Guard.
8. “Veteran” means:
 - (a) a former member of the U.S. Armed Forces; or
 - (b) a former or current member of a reserve or Tennessee national guard unit who was called into active military service of the United States, as defined in Tennessee Code Annotated § 58-1-102.

Rules for Determination of Status.

1. Every person having his or her domicile in this State shall be classified “in-state” for fee and tuition purposes and for admission purposes.
2. Every person not having his or her domicile in this State shall be classified “out-of-state” for fee and tuition purposes and for admission purposes.
3. The domicile of an unemancipated person is that of his or her parent, except as provided in paragraph (4) of this Section .03. Unemancipated students of divorced parents shall be classified “in-state” when one (1) parent, regardless of custodial status, is domiciled in Tennessee, except as provided in paragraph (4) of this Section .03.
4. A student shall be classified as “in-state” for fee and tuition purposes if the student is a citizen of the United States, has resided in Tennessee for at least one (1) year immediately prior to admission, and has:
 - (a) Graduated from a Tennessee public secondary school;
 - (b) Graduated from a private secondary school that is located in Tennessee; or
 - (c) Earned a Tennessee high school equivalency diploma.
5. The spouse of a student classified as “in-state” shall also be classified “in-state.”
6. All classifications shall be subject to the Eligibility Verification for Entitlements Act, Tennessee Code Annotated § 4-58-101 et seq.

Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition.

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the State, remove from the State. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
2. An unemancipated person whose parent is not domiciled in this State but is a member of the armed forces and stationed at Fort Campbell pursuant to military orders shall be classified out-of-state, but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
3. Part-time students who are not domiciled in this State but who are employed full-time in the State shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
4. A member of the U.S. Armed Forces on active duty for more than thirty (30) days and who has a permanent duty station in the State of Tennessee (or the spouse or dependent child of such a member) who should be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall continue to apply to such a member, spouse, or dependent child while continuously enrolled at that public higher education institution, notwithstanding a subsequent change in the permanent duty station of the member to a location outside the State.
5. A person who is domiciled in the Kentucky counties of Fulton, Hickman, or Graves shall be classified out-of-state and

shall not be required to pay out-of-state tuition at The University of Tennessee at Martin if qualified for admission. This exemption is on condition that Murray State University in Murray, Kentucky, continues to admit Tennessee residents from selected Tennessee counties to enroll at that institution without payment of out-of-state tuition.

6. Any dependent child not domiciled in Tennessee but who qualifies and is selected to receive a scholarship under the “Dependent Children Scholarship Act” (T.C.A. § 49-4-704) because his or her parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of employment, shall be classified out-of-state but shall not be required to pay out-of-state tuition.
7. A veteran enrolled in any public institution of higher education in this State shall not be required to pay out-of-state tuition or any out-of-state fee, if the veteran:
 - (a) Has not been dishonorably discharged from a branch of the U.S. Armed Forces or the national guard;
 - (b) Is eligible for Post-9/11 GI Bill benefits or Montgomery GI Bill benefits; and
 - (c) Enrolls in a public institution of higher education, after satisfying all admission requirements, within twenty-four (24) months after the date of discharge as reflected on the veteran’s certificate of release or discharge from active duty, Form DD-214, or an equivalent document.To continue to qualify for in-state tuition and fees under this subsection, a veteran shall:
 - (a) Maintain continuous enrollment (as defined by the public institution of higher education in which the veteran is enrolled); and
 - (b) Within one (1) year of enrolling in the public institution of higher education:
 1. Register to vote in the State of Tennessee; or
 2. Demonstrate by objective evidence intent to be a resident of the State of Tennessee by obtaining at least two (2) of the following:
 - (i) A Tennessee driver’s license;
 - (ii) A Tennessee motor vehicle registration;
 - (iii) Proof of established employment in the State of Tennessee; or
 - (iv) Other documentation clearly evidencing domicile or residence in this State, as determined by the Tennessee Higher Education Commission.
8. Students not domiciled in Tennessee but who are selected to participate in institutional undergraduate honors programs specified by the public higher education institution in which the student is enrolled shall be classified out-of-state but shall not be required to pay out-of-state tuition.
9. A “covered individual” under the federal Veterans Access, Choice, and Accountability Act of 2014, Public Law 113-146, who maintains continuous enrollment at the same public institution of higher education.

Presumption. Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this State while enrolled as a full-time student at any public or private higher educational institution in this State, as such status is defined by such institution.

Evidence to be Considered for Establishment of Domicile. If a person asserts that he or she has established domicile in this State, he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he/she seeks to be classified or reclassified “in-state”, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

Appeal. The classification officer of each public higher educational institution shall be responsible for initially classifying students “in-state” or “out-of-state.” Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

Effective Date for Reclassification. If a student classified “out-of-state” applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought. However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the classification officer on or before the last day of registration of that quarter or semester.

Adopted by the University of Tennessee in sessions held on the following dates: 12/13/74, 2/21/75, 3/21/86, 9/16/88, 6/29/90, 6/24/94, 1/18/96.

Guidelines for Residency Appeals Process

1. Complete the appeals form completely and thoroughly. The more information a student provides, the easier it is to make a residency classification determination.
2. Attach a copy of the following information:
 - a. Tennessee driver’s license
 - b. Tennessee vehicle registration card
 - c. Tennessee voter registration card
 - d. Statement from Tennessee employer
3. Explain fully why you believe you should be classified as an in-state student.
4. If you have questions about the process, please contact the Admissions Office.
5. Return the form and documents to: Office of Undergraduate Admissions
200 Hall Moody Administration Building, Martin, Tennessee 38238
admitme@utm.edu | Fax: (731)881-7029

Application for Classification as an "In-State" Student for Fee and Admissions Purposes

Semester that you are applying for _____

In accordance with the rules adopted by the Board of Trustees of the University of Tennessee, individuals domiciled in the state of Tennessee are classified as in-state residents. All individuals not domiciled in Tennessee are classified as out-of-state. In determining whether a student is domiciled in Tennessee, all pertinent evidence is considered by the University. Presence or absence of any particular item(s) of evidence will not automatically result in an in-state or out-of-state classification. This form must be processed by the last day of registration in order to be effective for that semester.

In order that we may have full information with which to determine your classification for admission and fee purposes, please complete and return this application to the Office of Admissions. You should attach supportive materials (letters, photocopies of documents, etc.), particularly at the places marked "Documentation."

All decisions regarding classification for fee and admission purposes are made in accordance with Regulations for Classifying Students In-state and Out-of-state for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes.

Please type or print legibly in black ink.

PERSONAL INFORMATION

1. Name	_____	_____	_____
	Last name	First name	Middle name
2. Student Identification Number	_____		
3. Present Address	_____		
	Street & Number	City	State Zip code
4. Permanent Address	_____		
	Street & Number	City	State Zip code
5. Telephone Number	_____	E-mail Address	_____
6. Date of Birth	_____	7. Place of Birth	_____
	Month Day Year	City	State
8. Have you been domiciled* in Tennessee continuously since birth?	☐ Yes	☐ No	
If NO, date you began your most recent domicile in Tennessee? _____			
Address at the time you began your most recent domicile _____			
	Street & Number	City	State Zip code
Reason for coming to Tennessee to establish your most recent domicile _____			

**Here, and elsewhere, "domiciled" is defined as, "a person's true, fixed and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return if he/she leaves without intending to establish a new domicile elsewhere."*

9. High School(s) attended					
Name	City	State	from	_____	to
				(Dates of attendance)	
Name	City	State	from	_____	to
				(Dates of attendance)	
10. All colleges and universities attended (other than The University of Tennessee at Martin)					
Name	City	State	from	_____	to
				(Dates of attendance)	
Name	City	State	from	_____	to
				(Dates of attendance)	
Name	City	State	from	_____	to
				(Dates of attendance)	
Name	City	State	from	_____	to
				(Dates of attendance)	
11. Have you previously attended The University of Tennessee?	☐ Yes	☐ No	(if more, attach separate sheet)		
CAMPUS	DATES OF ATTENDANCE				
UT Martin	from	_____	to	_____	
UT Chattanooga	from	_____	to	_____	
UT Health Sciences Center	from	_____	to	_____	

12. Have you ever been classified as an in-state resident by a state-aided institution in Tennessee? ☐ Yes ☐ No

If so, please give details _____

CITIZENSHIP

13. Are you a Citizen of the U.S.A.? ☐ Yes ☐ No

If NO, what is your status in the country (e.g., type of visa)? _____

14. Are you registered to vote? ☐ Yes ☐ No

If YES, in what state are you registered to vote? _____

(Documentation: Photocopy of your voter registration card.)

15. Have you filed a state or federal income tax form for the previous year? ☐ Yes ☐ No

If YES, what address was given as the residence? _____

Street & Number _____

City _____

State _____

Zip code _____

(Documentation: Photocopy of address section of form[s].)

EMPLOYMENT

(Documentation: Letter from employer which verifies the below information.)

16. Are you presently employed? ☐ Yes ☐ No _____ Hours worked per week

If YES, employer's name _____

Employer's address _____

Date of Employment _____

Job Title _____

FINANCIAL SUPPORT

17. List every source from which you received more than approximately ten percent (10%) of your total support or income during the past twelve months.

MARITAL

18. Are you legally ☐ married ☐ single

If legally married, spouse's name _____

Last name

First name

Middle name

19. Has legal spouse been domiciled in Tennessee continuously since birth? ☐ Yes ☐ No

If NO, when did legal spouse begin his/her most recent domicile in Tennessee? _____

Month

Year

20. Is legal spouse employed full time? ☐ Yes ☐ No 21. How long has s/he been in present position? _____

22. His/her employer in Tennessee _____ Is legal spouse a UT Martin student? ☐ Yes ☐ No

For what reasons did legal spouse come to Tennessee to establish most recent domicile? _____

PARENTAL INFORMATION

23. Parent's name _____

Last name

First name

Middle name

24. Parent's address _____

Street & Number

City

State

Zip code

25. Parent's name _____

Last name

First name

Middle name

26. Parent's address _____

Street & Number

City

State

Zip code

27. Do you have a legally appointed guardian? ☐ Yes ☐ No

If YES, guardian's name _____

Last name

First name

Middle name

Guardian's address _____

Street & Number

City

State

Zip code

28. If your parent(s)/guardian is not presently domiciled in Tennessee, has s/he been previously domiciled in Tennessee? ☐ Yes ☐ No

If YES, give previous Tennessee address

Street & Number

City

State

Zip code

Date of previous domicile in Tennessee from _____ to _____

29. If parent(s)/guardian is not presently domiciled in Tennessee, but was domiciled here in the past, state reason for leaving _____

30. Did either parent or your guardian claim you as a dependent on his/her most recent income tax return? ☐ Yes ☐ No

(Documentation: Photocopy of address and dependent sections of tax form.)

MILITARY

31. Have you served in active military service? ☐ Yes ☐ No

If YES, from what state did you enter service? _____ Date of entry into service _____ Date of discharge _____ State in which you were discharged _____

Home of Record as listed on D.D. Form 214 ☐

(Documentation: Photocopy of D.D. Form 214.)

AUTOMOBILE

32. Do you have a driver's license? ☐ Yes ☐ No

If YES, what state issued the license? _____ Driver's License Number _____

(Documentation: Photocopy of license.)

33. Do you own an automobile? ☐ Yes ☐ No If YES, in what state is your automobile registered? _____ Automobile License Number _____

(Documentation: Photocopy of automobile registration.)

REAL ESTATE

34. Do you own the dwelling in which you live? ☐ Yes ☐ No If YES, date of purchase _____

(Documentation: Photocopy of bill of sale, mortgage papers, or other public record.)

OTHER IN-STATE CLASSIFICATION

35. Have you been classified, for tuition or fee purposes, as an in-state resident of any other state? ☐ Yes ☐ No

If YES, date classification was made and by whom _____

OTHER INFORMATION

36. Provide any further information which you wish to offer in support of your application _____

TO BE COMPLETED BY ALL APPLICANTS

My signature below is to certify the correctness and completeness of the information supplied. It further indicates that I understand that UT Martin may contact any of the persons referred to above for the purpose of obtaining additional pertinent information, and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered an in-state student for fee and admission purposes and I may be required to withdraw from UT Martin.

Date _____ Signature of Applicant _____

PLEASE DO NOT WRITE BELOW THIS LINE

Determination: ☐ Resident ☐ Non-Resident

By _____ Date _____

Special Conditions _____



Office of Undergraduate Admissions • The University of Tennessee at Martin • 200 Hall Moody Administration Building • Martin, TN 38238

(731)881-7020 • admitme@utm.edu • utm.edu