



Office of Admissions & Scholarships

Sandel Hall 102 | 700 University Avenue | Monroe, LA 71209-1160
P: 318.342.5430 | admissions@ulm.edu

University of Louisiana Monroe Residency Form

Please attach all necessary documentation to this form
and return to the Office of Admissions and Scholarships

Name: _____ SS#: _____ - _____ - _____

Original Entry Semester (check one): ☐ Fall ☐ Spring ☐ Summer Year: _____

Qualifying Reason for Declaring Residency (check one):

1. ☐ Parent is a graduate of ULM (or NLU).

Parent's full name at the time of graduation: _____

Year of parent's graduation from ULM (or NLU): _____

Documentation needed:

Applicant's birth certificate

2. ☐ Parent is a resident of Louisiana (you can claim this only if you are 24 or younger).

Parent's full name: _____

Length of time parent has lived in Louisiana: _____

Parent's place of full-time employment: _____

Has your parent been employed full-time for more than a year? ☐ Yes ☐ No

Were you claimed as a dependent on the resident parent's last year's income tax return? ☐ Yes ☐ No

Documentation needed:

- (1) Parent's most recent state tax returns, along with form W-2; (2) utility bills, lease agreement, or property deed establishing the date upon which parent's residency began in Louisiana; (3) applicant's birth certificate.

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3. ☐ I have continuously resided in Louisiana for one calendar year or more.

Were you employed full-time during that year? ☐ Yes ☐ No Where? _____

Did you attend school during that year? Yes No Where? _____

(* If, during the past year, you were enrolled for more than 6 hours in the fall or spring or more than 3 hours in the summer, you cannot be declared a Louisiana resident.)

Documentation needed:

- (1) Most recent state tax returns, along with form W-2; (2) utility bills, lease agreement, or property deed establishing the date upon which residency began in Louisiana.

4. I am a graduate of ULM.

I am: (check one) a U.S. Citizen a Resident Alien here on a visa (what type? _____)

Year you graduated from ULM (or NLU): _____

Degree earned: (check one) Associate Bachelor Master

Documentation needed:

If you are not a US citizen, you must provide a copy of your “green card” or visa.

5. I am married to a Louisiana resident.

Has your spouse continuously resided in Louisiana for one full year or more? Yes No

Has your spouse been employed full-time in Louisiana for more than a year? Yes No

If yes, where? _____

Documentation needed:

- (1) Most recent state tax returns, along with form W-2; (2) utility bills, or lease agreement, or property deed, establishing the date upon which residency began in Louisiana; (3) copy of marriage license.

6. I am a member of the U.S. Armed Forces and stationed in Louisiana.

Duty Station: _____

Documentation needed:

Copy of official military orders to a Louisiana duty station.

7. My parent or spouse is a member of the U.S. Armed Forces and is stationed in Louisiana.

Name of service member: _____ SS# _____ - _____ - _____

Documentation needed:

- (1) Copy of spouse's or parent's official military orders to a Louisiana duty station; (2) Dependent children must provide a copy of the birth certificate/ dependent spouses must provide a copy of the marriage license.

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8. I was a Louisiana resident prior to entering the U.S. Armed Forces; I exited the military within the last two years and returned to Louisiana.

Documentation needed:

Copy of form DD-214 showing Louisiana as the home of record at time of entry.

9. My parent or spouse was a Louisiana resident prior to entering the U.S. Armed Forces; the parent or spouse exited the military within the last two years and returned to Louisiana.

Documentation needed:

(1) Copy of form DD-214 showing Louisiana as the home of record at time of entry. (2) Dependent children must provide a copy of the birth certificate/dependent spouses must provide a copy of the marriage license.

10. A member of the full time armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right along with any of his/her dependents to be classified as a resident as long as he/she is in the armed forces and for a 2 year period after leaving the armed forces.

Documentation needed:

(1) Copy of form DD-214 showing Louisiana as the home of record at time of entry. (2) Dependent children must provide a copy of the birth certificate/dependent spouses must provide a copy of the marriage license.

11. I am a Louisiana resident who was employed in a foreign country.

Country employed in: _____ From: _____ To: _____

Documentation needed:

Copy of most recent state tax returns showing taxes filed as a Louisiana resident, along with form W-2.

12. I am a Louisiana resident who left the State; however, I resided outside the State of Louisiana for less than 2 years. (You must provide clear and convincing evidence that you have not been away from the State of Louisiana for two consecutive calendar years.

Documentation needed:

(1) The last state tax returns you filed as a Louisiana resident, along with form W-2; (2) utility bills, lease agreement, or property deed establishing the dates of residency in Louisiana *prior* to leaving the state as well as validating the date of your *return* to Louisiana.

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13. ☐ I am a Resident Alien, and I have continuously resided in Louisiana for one calendar year or more.

Resident Alien Number: _____ Expiration Date: _____

Documentation needed:

(1) Copy of “green card”; (2) most recent state tax returns, along with form W-2; (2) utility bills, lease agreement, or property deed establishing the date upon which residency began in Louisiana.

14. ☐ I am in the U.S. on one of the following types of Visas [(check one): E, G, H-1B, H-4, I, K, L], and I have continuously resided in Louisiana for at least one calendar year.

Documentation needed:

(1) Copy of visa (2) most recent federal and state tax returns, along with form W-2; (3) utility bills, lease agreement, or property deed establishing the date upon which residency began in Louisiana.

15. ☐ I am in the U.S. on an “A” visa.

Documentation needed:

Copy of visa.

I hereby declare that all information on this form is correct, and that all documentation submitted to support this appeal is authentic. I agree to submit any additional documentation or information necessary to process my residency appeal. I understand that “All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to University discipline.”

PRINTED Name

Signature

Date

Phone: () _____

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For Office Use Only:

Date Received: _____

Residency Qualifier Confirmed: ☐ Yes, By: _____

☐ No, Explain: _____

All Necessary Documentation Received: ☐ Yes ☐ No

Date Residence Status Changed in System: _____ By: _____

Effective Semester: _____

Revised: 10/22/24

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