

**Please complete and sign**

**Application Checklist:**

- Non-refundable \$15.00 application fee (fee waivers *not available*)
- Make check or money order payable to: James Madison University
- Completed application including signature and Virginia In-State Tuition Form
- Check appropriate Student Status

**In addition to the Application Checklist:**

**High School Students must submit in addition to the above:**

- Recommendation from high school principal or guidance counselor
- Original transcript of high school grades

**All international students must submit in addition to the above:**

- Front and back copy of resident alien card (*if applicable*).

**All Term Special Students must submit in addition to the above:**

- Term special supplemental form

**All Transient Special Students must submit in addition to the above:**

- Transient special supplemental form

**All Certificate Special Students must submit:**

- Non-refundable \$45.00 application fee
- Completed Special Student application including signature and Virginia In-State Tuition Form

**Please mail this completed form and the \$15.00 application fee to:**

College of Graduate and Professional Programs  
MSC 6702  
James Madison University  
Harrisonburg, VA 22807

James Madison University does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation or disability (in compliance with the Americans with Disabilities Act) with respect to employment or admissions, or in connection with its programs or activities. Inquiries or requests for reasonable accommodation may be directed to the activity coordinator, the appropriate university office, or the Office of Affirmative Action, JMU, MSC 7802, Harrisonburg, VA 22807, (540) 568-6991 or (540) 568-7902 TDD. Requested information is required for reports the university submits to government agencies collecting data to assure equal opportunity.

James Madison University has an established honor code. All academic dishonesty is expressly prohibited. Your signature on this application indicates your willingness to abide by the honor code and that all information furnished on this application is true and complete without evasion or misrepresentation. If it is found to be otherwise, is it sufficient cause for rejection or dismissal.

Have you ever been subjected to disciplinary action by JMU or ANY school, college, or university? \_\_\_no \_\_\_ yes

**IF YES → please attach descriptive statement, with date of probation, suspension, or dismissal, and the name of the institution.**

Have you ever been convicted of, or plead guilty or no contest to any offense other than a moving traffic violation? \_\_\_no \_\_\_ yes

**IF YES → please attach descriptive statement**

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Signature of Applicant (*in ink*)

*unsigned applications will be returned*

Date

# Application for Virginia In-State Tuition Rates

## Section A – Applicant

This form must be completed if you are claiming entitlement to Virginia in-state tuition rates pursuant to Section 23.7-4 Code of Virginia. All questions must be answered. Section A must be completed by the applicant. Section B must be completed by the parent or legal guardian if the applicant is under the age of 19 and is not married, or if the applicant is a dependent. **Note: Changes to the Virginia Code may affect residency requirements.**

Supporting documents and additional information may be requested.

1. Name of Applicant: \_\_\_\_\_
2. How long have you resided in Virginia? \_\_\_\_\_
3. Where have you lived for the past two years? List your current address first.

From (mo./yr.) to (mo./yr.)	Street Address	City	State

4. Do your parents or legal guardian provide more than one-half of your financial support or claim you as a tax dependent?  Yes  No

**If yes, Section B must be completed.**

5. Will you have filed a tax return or paid income taxes to any state other than Virginia during the past year?  Yes  No

6. For at least one year prior to the term in which you will enroll, will you have:

- A. filed a tax return or paid income taxes to Virginia on all earned income?  Yes  No
- B. been a registered voter in Virginia?  Yes  No
- C. held a valid Virginia driver's license?  Yes  No

7. Do you own or operate a motor vehicle?  Yes  No

8. Are you or any member of your immediate family presently in the military? **If no, go to question 9.**

**If yes, check member of military:**  Self  Spouse  Parent/Legal Guardian

- A. Will Virginia income taxes have been paid on all military income for one year prior to the term in which you will enroll?  Yes  No

- B. If your spouse is in the military, will you have resided in Virginia, been employed, earned at least \$10,300 and paid income taxes to Virginia for at least one year prior to the term in which you will enroll?  Yes  No

**If yes, please include tax forms.**

9. Answer this question only if you live outside Virginia but work in Virginia:  
Will you have earned at least \$10,300 and paid Virginia income taxes on all taxable income earned in this commonwealth for at least one year prior to the term in which you will enroll?  Yes  No

I certify under penalty of disciplinary action that the information I have provided is true.

Signature of Applicant

Date

SECTION B ON REVERSE SIDE

**Section B – Parent or Legal Guardian**

- 1. Name of Parent or Legal Guardian: \_\_\_\_\_
- 2. Relationship to Applicant: \_\_\_\_\_
- 3. Citizenship: U.S. \_\_\_\_ Non-U.S. \_\_\_\_ If non-U.S., give visa type: \_\_\_\_\_
- 4. How long have you lived in Virginia? \_\_\_\_\_
- 5. Where have you lived for the past two years? List current address first.

From (mo./yr.) to (mo./yr.)	Street Address	City	State

- 6. Will you have filed a tax return or paid income taxes to any state other than Virginia during the past year? \_\_ Yes \_\_ No
- 7. Will you have claimed the applicant as a dependent on your Federal and Virginia income tax returns for the year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No
- 8. Will you have provided more than half of the applicant’s financial support for at least one year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No
- 9. For at least one year prior to the term in which the applicant will enroll, will you have:
  - A. filed a tax return or paid income taxes to Virginia on all earned income? \_\_ Yes \_\_ No
  - B. been a registered voter in Virginia? \_\_ Yes \_\_ No
  - C. held a valid Virginia driver’s license? \_\_ Yes \_\_ No
- 10. Do you own or operate a motor vehicle? \_\_ Yes \_\_ No
- If yes, has it been registered in any state other than Virginia during the past year?** \_\_ Yes \_\_ No
- 11. Are you or your spouse in the military? \_\_ Yes \_\_ No

**If no, go to question 12.**

**If yes, check military member:** \_\_\_\_ Self \_\_\_\_ Spouse

- A. Will Virginia income taxes have been paid on all military income for one year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No
- B. If the answer to “A” is no, will the applicant’s non-military parent have resided in Virginia, been employed and earned at least \$10,300 and paid Virginia income taxes and claimed the applicant as a dependent for FEDERAL AND VIRGINIA income tax purposes for at least one year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No

**If yes, include a copy of your Federal and Virginia tax returns.**

**Answer this question only if you or your spouse have lived outside Virginia but work in Virginia:**

- 12. A. Will you or your spouse have lived outside Virginia, been employed in Virginia, earned at least \$10,300 and paid Virginia income taxes on all taxable income earned in this commonwealth for at least one year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No
- B. If the answer to “A” is yes, will the parent employed in Virginia have claimed the applicant as a dependent for FEDERAL AND VIRGINIA income tax purposes for at least one year prior to the term in which the applicant will enroll? \_\_ Yes \_\_ No

*I certify that all the information provided is true.*

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date