



PARENT, LEGAL GUARDIAN or SPOUSE
Supplemental Application for Virginia In-State Rates

INSTRUCTIONS TO PARENT, LEGAL GUARDIAN or SPOUSE

This form is a request for parental information to support an applicant's claim to Virginia domiciliary status. If the applicant will be claimed as a tax dependent or will be substantially supported by parent, guardian or spouse on the first day of the term in which he or she plans to enroll, the parent, legal guardian or spouse must complete this supplementary application for Virginia status.

This form and all supporting documents must be returned within fourteen days of the initial decision notification date. A decision will normally be reached within twenty-one days of receipt. Supporting documents that should routinely accompany this appeal include copies of Virginia driver and vehicle licenses, Virginia voter registration, and Virginia income tax forms.

The purpose of this Virginia Domiciliary Application is to determine a student's eligibility to receive in-state tuition benefits. Before completing the application you should read Section 23-7.4 of the Code of Virginia to determine eligibility for in-state tuition benefits. The statute and guidelines under which the university must operate are on reserve in the University Library.

In order to be eligible to receive in-state tuition benefits, the person filling out this form must have been domiciled in Virginia continuously for at least one year immediately preceding the academic term for which reduced tuition is sought. The person filling out this form must also have the intent to remain in Virginia indefinitely.

Requests for Virginia Domiciliary Status will not be retroactively approved for previous terms.

Name of Applicant last first m.i. maiden, family, other Birth Date

Social Security Number Term: Fall Spring Summer Year

1. Name of Parent or Legal Guardian or Spouse

2. Phone Relationship to Applicant

3. Current Address (include Zip)

4. Home Address (if different)

5. Are you a citizen of the United States? Yes No If you are not a U.S. Citizen, please specify the type of VISA you hold: Date issued Expires

6. Have you been a legal domiciliary (permanent resident) of Virginia for the past twelve months? Yes No If no, state of permanent residence

7. Will the applicant be claimed as a dependent on your federal or state income tax return for the tax year prior to the date for which in-state tuition rates are sought? Yes No

8. Will you provide over half of the applicant's financial support for the year prior to the date for which instate tuition rates are sought? Yes No If yes, in what form(s) will you provide this support (e.g., tuition, books, housing, clothing, transportation, medical and dental care, etc.?)

9. If you are the applicant's guardian, is this by court decree? Yes No

10. Is either of the applicant's parents deceased? Mother Father Neither

11. The applicant's parents are: Married Separated Divorced Other

12. List your address for the two year period preceding the term in which the applicant will enroll. List current address first.  
From/To (mo./yr.) Street Address City, State, Zip

13. Employment information for at least one year prior to the date for which instate tuition rates are sought:  
Employer Address From/To (mo./yr.) Hrs./Wk. Salary

14. Did you file a state income tax return with Virginia for income earned during the past two years?  Yes  No \_\_\_\_\_ Years

15. Did you file a state income tax return with another state for income earned during the past two years?  Yes  No \_\_\_\_\_ Years

16. What was your status when you filed your last state income tax return?  Resident  Nonresident  Did not file

17. Are you registered to vote?  Yes  No If yes, in what city/county? \_\_\_\_\_ In what state? \_\_\_\_\_  
When did you register to vote (mo./yr.)? \_\_\_\_\_ Date you last voted (mo./yr.)? \_\_\_\_\_ State \_\_\_\_\_

18. Do you have a valid Virginia driver's license?  Yes  No If yes, when was it first issued (mo./yr.)? \_\_\_\_\_  
Have you had a driver's license from another state within the last five years?  Yes  No If yes, when was it issued (mo./yr.)? \_\_\_\_\_

19. Do you operate a motor vehicle?  Yes  No In whose name is it registered? \_\_\_\_\_  
In what state is it registered? \_\_\_\_\_ What date (mo./yr.)? \_\_\_\_\_ When will the current registration expire (mo./yr.)? \_\_\_\_\_  
In what state was the prior registration of this vehicle? \_\_\_\_\_  
What was the expiration date (mo./yr.)? \_\_\_\_\_

20. Do you own real property (land) in Virginia?  Yes  No If yes, in what city/county? \_\_\_\_\_  
When did you purchase it (mo./yr.)? \_\_\_\_\_

22. If you have served in the military within the last five years, please provide the following information:

| Date of entering Service | Home of record on entering | Changes in home of record (dates/states) | Duty station | Expected date of discharge | State currently claimed for tax purposes | State where you last paid tax on your military income |
|--------------------------|----------------------------|--|--------------|----------------------------|--|---|
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23. Do you have the intention to remain in Virginia indefinitely?  Yes  No To support your answer to this question, please discuss your reasons for wanting to stay in or leave Virginia.

24. You may set forth in a cover letter any further evidence of social or economic ties to Virginia that you believe should be considered in determining the applicant's status for payment of in-state tuition.

*I hereby certify that the information given is true and accurate. I also understand that if I provide erroneous information in an attempt to evade payment of out-of-state fees, out-of-state fees will be charged for each term attended.*

Parent (mother/father) or Spouse or Legal Guardian Date

Please send completed form to:  
The Graduate School  
100 East Grace Street, MSC 6702  
James Madison University  
Harrisonburg, VA 22807

or you can Fax to: 540-568-7860