

STAFF USE ONLY

Campus: _____

Date: _____

Staff Initials: _____

Domicile: Appeal for Reclassification (Level I)

Last Name: _____ First Name: _____ M.I.: _____

Student ID: _____ Date of Application: _____ Campus: _____

Telephone: Home: () _____ Cell: () _____ Email: _____ @email.vccs.edu

Where have you lived for the past two years? _____

You have been admitted as a student at Northern Virginia Community College; however, based on the information received, your tuition status is classified as "OUT OF STATE."

Domicile must be established for at least one year prior to the first day of the semester for which you intend to enroll. 23-7.4 of the code of Virginia places the responsibility on the student to establish by clear and convincing evidence that s/he is eligible for in-state tuition rates. The evidence must justify the claim both clearly and convincingly. For more information, go to www.schev.edu/students/VA_domicileguidelines.asp.

For in-state tuition consideration, the following document(s) checked below must be furnished to the Student Services Center no later than _____
(Specialist: assign a due date for student to return documents).

To be provided by:			Required Documents
Student	Parent/Legal Guardian	Spouse	
			Court order of guardianship /legal custody
			Lease, mortgage statement, notarized letter, or utility bill proving one year residency to the state of Virginia (e.g., water bill, electricity and land line phone bill). Notarized letter must include student's name, address, and length of time at that address.
			Letter of explanation of how you were being supported financially for the past year
			Marriage certificate
			Military dependent ID card
			Military Discharge papers - DD-214
			Military LES - Leave and earning statement showing taxes withheld in Virginia
			Military Orders
			Notarized letter from your _____ stating the exact date you moved to Virginia
			Pay stubs (most recent) for the month of _____ showing taxes withheld to Virginia
			Proof of supplemental income (e.g., Social Security Income approval letter, Social Services Program, etc.)
			Reclassification of Domicile Based on Independent Status for Students under 24 (Form 125-099)
			Virginia Driver's License or VA State ID/learner's permit
			Virginia Motor Vehicle Registration
			Virginia State Tax return for the year _____ or part year tax return _____ or W-2 form showing VA taxes withheld
			Virginia Voter Registration card
			VISA: Valid qualifying visa status (e.g., Green card/Permanent Resident card, Asylum, Refugee, A, G, H, I, K, Q dated at least a year ago to be eligible)
			Visa H-1. and H-4: Letter from employer on company letterhead showing dates of employment & state tax filed
			VISA: I-94 Arrival/Departure Record _____ Visa Page or I-551. stamped on passport
			VISA: USCIS Notice of Action that your application for Permanent Resident is approved (I-485, I-130 etc.)
			VISA: USCIS Notice of Action showing date of application for adjustment of status or other visa
			VISA: Previous Employment Authorization Card (EAD)
			Other (please specify): _____

Additional documents may be required after initial review by the Student Services Center. If your In-State tuition is denied by the Campus Registrar at Level I, you may appeal the decision using Form 125-022, the Level II Appeal. You must return this form with all documentation requested to the campus at which you initiated the application for in-state tuition. If your application is denied by the Campus Registrar at Level I, you may appeal the decision using the Domicile: Appeal for Reclassification (Level II) - form 125-022.

Appeal Approved: _____ Not Approved: _____ Registrar's Signature: _____ Date: _____