

UNIVERSITY OF THE VIRGIN ISLANDS
Certificate of Residency Form

Instructions: Please print or type

Fall Spring

Section 1: *Student Background Information*

(1) Name: _____
 Last First MI Maiden

(2) University Identification Number: _____ (3) Date of Birth: ___/___/___

(4) Sex: Male Female (5) Place of Birth: _____

(6) Current Address: _____ Phone: (____) _____
 Street City State Zip

(7) Permanent Address: _____ Phone: (____) _____
 Street City State Zip

Section 2: *Residency Status*

(8) Employment Status: Unemployed Employed Employer's Name _____

(9) Military status: Have you been discharged from the military with the last 12 months? Yes No
If no, show home of record: _____

(10) Country of Citizenship: _____ (11) Permanent Resident #: _____

(12) Have you lived in the U.S. Virgin Islands for the past 12 months? Yes No
If no, indicate where: _____

(13) List any other circumstances that might affect your residency: _____

I understand the requirements for classification as a resident of the U.S. Virgin Islands for tuition purposes, and if I am claiming this classification I affirm by my signature below:

- (1) That to the best of my knowledge and belief I am eligible to be so classified;
- (2) That I will notify the proper officials of this institution if circumstances change so as to disqualify me for this classification;
- (3) That I understand that violation of this oath of residency will result in disciplinary action. This certifies that the information given on this form is complete and correct. I acknowledge that deliberate omissions or falsification may subject me to immediate dismissal from the University. Before signing, please read statement above and refer to required documentation.

Date: ___/___/___

Signature: _____

FOR OFFICE USE ONLY

V.I. Automobile Registration V.I. Employment Documents V.I. Rent Receipts or Lease

V.I. Driver's License V.I. Income Tax Return V.I. Voter's Registration Card

Approved: _____ Date: _____ Effective Semester: _____

Residency Regulations for Tuition Process

Questions regarding residency status upon initial application of UVI should be directed to the Office of Admissions. For a change in residency status after enrollment, contact the Office of the Registrar. Residency for tuition purpose is established by providing evidence of fulfilling several conditions, including: (1) you must be a citizen of the United States, permanent resident alien, or a legal alien who has been granted indefinite stay by the U.S. Immigration and Naturalization Services (INS); and (2) living continuously in the United States Virgin Islands for 12 continuous months immediately preceding registration and/or application for admission.

Living or attending school in the United States Virgin Islands is not equated to establishing legal United States Virgin Islands residence. Students are required to provide documentation to support a request for United States Virgin Islands residency status, which shows their presence in the United States Virgin Islands for purposes other than to attend school. Full time students working part-time jobs may have difficulty establishing residency. Please note that documentation must reflect maintenance of twelve months of continuous residency in the United States Virgin Islands. No single document will be sufficient to provide conclusive evidence of establishing United States Virgin Islands residence. The burden of proof of permanent residence lies with the student.

Reclassification of Residency Status

A student requesting reclassification as a United States Virgin Islands resident for tuition purposes must demonstrate by clear and convincing evidence that his/her domicile is in the United States Virgin Islands. The burden of proof lies with the applicant to establish, beyond a doubt, his or her permanent and fixed legal ties to the United States Virgin Islands and separation of ties to any other state. An approved change in residency will take effect the next regular (Fall or Spring) semester. All requests for a change in residency should be submitted to the Office of the Registrar by November 15 for the Spring semester, and by April 30 for the Fall semester.

A. Resident for Tuition Purposes

A United States Virgin Islands “resident for tuition purposes” is a person who (or a dependent person whose parent or legal guardian) has established and maintained legal residence in the United States Virgin Islands for at least twelve months prior to the semester in which there is the intent to register. Residence in the United States Virgin Islands must be a bona fide domiciliary, rather than for the purpose of maintaining a residency merely for enrollment at an institution of higher education.

To qualify as a United States Virgin Islands resident for tuition purposes, the student must meet the criteria indicated.

- Be a citizen of the United States Virgin Islands, permanent resident alien, or a legal alien who has been granted indefinite stay by the U.S. Bureau of Citizenship and Immigration Services (INS).
- Students who depend on out-of-state parents for their support are presumed to be the legal residents of the same state as their parents.

- Non-resident students who marry a bona-fide resident of the United States Virgin Islands may be reclassified to residency status for tuition payment purposes not sooner than 12 months after the date of marriage. Official documents to verify marriage should be submitted to support request.
- No contrary evidence exists which may reflect established residence elsewhere.

B. Dependent Students

An independent student who provides more than 50% of his or her own support and who is able to substantiate a claim of independence by producing documents to establish United State Virgin Islands domicile, may be eligible for reclassification.

C. Residency Document

The applicable documents, listed below, may be accepted and considered as evidence of establishing legal residence and permanent ties in the United States Virgin Islands. Official documents should be submitted in the original, wherever possible, or provide certified/notarized copies, where applicable. **Documents from Category I are considered permanent ties and must be dated twelve (12) months prior to the first day of classes for the term for which residency reclassification is sought.** Documents from Category II may be submitted to further substantiate a claim of United States Virgin Islands residency. No single document may be used to substantiate a request for a change of residency classification – documentation from Category I and Category II, together, provide appropriate documentation for consideration of residency reclassification. Item 3 under Category I and item 5 under Category II are required as part of your application.

Category I

1. United States Virgin Islands Voter's Registration.
2. Proof of marriage to a resident (marriage certificate) along with proof of the spouse's U.S. Virgin Islands resident status.
3. The most recent Virgin Islands income tax returns and W2 forms; parent's most recent tax returns (if student is under the age of 25); and a letter stating independent status from the Financial Aid Office (if receiving financial aid and under the age of 24). *(Mandatory)*

Category II

1. United States Virgin Islands driver's license.
2. Official I.D. card issued by agencies with the United States Virgin Islands.
3. Full time permanent employment, or part time permanent employment, or acceptance thereof in the United States Virgin Islands (official letters on company stationery and paycheck stubs are required.)
4. United States Virgin Islands vehicle registration and/or title.
5. Lease agreement and Landlord verification form attached on page5. *(Mandatory)*
6. Deed, rent receipts by the landlord or cancelled rent checks, proof of purchase of permanent home (deed, tax receipts, purchase of real property).
7. United States Virgin Islands business incorporation and/or license.
8. Professional or occupational license obtained in the United States Virgin Islands (e.g., membership in the USVI Bar Association).
9. Accounts at a local financial institution (savings and/or checking), utility statements, (e.g., power, telephone), cable statements. The applicant's name must appear on the document.

D. Dependent Status

A student who does not meet the 12-month legal resident requirement may qualify for United States Virgin Islands residency for tuition purposes through one of the following categories:

1. Parents who are full-time employees of state agencies or political subdivisions of the state when the student fees are paid by the state agency or political party for the purpose of job related law enforcement or corrections training.
2. Active duty members of the armed services stated in the USVI (and spouse/dependent children), military personnel not stationed in the USVI, but whose home of records or states of legal residence recorded on the certificate DD Form 2058 is the United States Virgin Islands. Present copy of parent's DD 2258 form, military orders, and proof of relationship as applicable.
3. Dependent children who reside in the United States Virgin Islands for at least 5 years may provide documentation of dependent status according to the Virgin Islands Income Tax code, or other legal documentation to demonstrate guardianship. The adult guardian must demonstrate that they have resided in the United States Virgin Islands for the previous 12 months with the intent of establishing a permanent home (see documentation categories I and II).

Requests for residency re-classification are reviewed on a case-by-case basis. Therefore, immediate responses are not always possible and requests for reclassification must be submitted by the stated deadline. Additional documents and explanations of documents submitted may be requested. Submission of fraudulent documents to obtain residency will result in expulsion from the University of the Virgin Islands. Obtain additional information by contacting the Access and Enrollment Services Office on St. Thomas and St. Croix.



*Access and Enrollment Services
Office of the Registrar*

TENANT VERIFICATION/CONFIRMATION FORM

I, _____ am the landlord for the below property:

Landlord name here

Physical Address of where tenant resides

_____ has been my tenant since

Tenant name here

_____. The lease period ends _____

He/She pays \$ _____ for the monthly rent of the property located at:

Physical Address: _____ City State Zip

I know the following people reside at this address with the above named tenant:

I may be contacted at the following numbers regarding this matter:

Home: _____

Work: _____

Cell: _____

Landlord's Name: _____

****Sign ONLY before the Notary**

Landlord's Signature: _____

Date Signed: _____

This form must be notarized by the property owner or legal authorized representative.

Given under my hand and official seal this _____ day of _____, A.D. 20__

Notary Public Signature: _____ Seal: