

**Instructions:** All students must complete this form to apply for the in-state tuition rate. **Students who do not complete this form will automatically be charged the out-of state rate.** Please complete the form in its entirety including the signature of the student and parent(s) or legal guardian. If a legal guardianship exists, copies of the court order must accompany the completed application. All relevant documentation in support of the student's claim to in-state tuition should accompany this application. Completed applications must be received by The Transfer Center prior to the first day of the term. Applications received on or after the first day of the term will be considered for the subsequent term.

**A. Student Applicant Information**

<b>LEGAL NAME:</b> (Please Print)	
<b>CNU STUDENT ID NUMBER:</b>	<b>DATE OF BIRTH:</b>
<b>HOME PHONE NUMBER:</b>	<b>WORK PHONE NUMBER:</b>
<b>CELL PHONE NUMBER:</b>	<b>E-MAIL ADDRESS:</b>
<b>PERMANENT/HOME PHYSICAL ADDRESS:</b>	

1. Citizenship: ☐ U.S. Citizen ☐ Permanent Resident ☐ Eligible Non-immigrant ☐ Other

2. How long have you resided in Virginia? \_\_\_\_ Years \_\_\_\_ Months

3. Where have you lived in the last two years? Please list current address first:

Street Address City State Zip From (mo/yr) To (mo/yr)

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**For the 12 months prior to the term in which you (the applicant) will enroll, will you have:**

4. Filed a tax return or paid income taxes to Virginia? ☐ Yes ☐ No

5. Been a registered voter in Virginia? ☐ Yes ☐ No

6. Held a valid Virginia driver's license? ☐ Yes ☐ No

7. Owned or operated a motor vehicle? ☐ Yes ☐ No

If YES, is it or has it been registered in Virginia? ☐ Yes ☐ No

**Note: Answer the following question ONLY if you worked in Virginia but currently reside outside of Virginia.**

8. Did you file Virginia taxes on all taxable income earned in Virginia for the last tax year? ☐ Yes ☐ No

9. Will you be age 24 before the first day of classes? ☐ Yes ☐ No

10. Are you a veteran of the U.S. Armed Forces or active duty military? ☐ Yes ☐ No

a. If you are active duty military, are you currently assigned to a permanent duty station in Virginia? ☐ Yes ☐ No  
Indicate the location of your permanent duty station: \_\_\_\_\_

You must also provide the University with copies of your official military orders assigning you to a permanent duty station in Virginia and official documentation of your residence in Virginia (deed, lease, or letter from landlord).

b. Does your Leave and Earnings Statement (LES) reflect Virginia as your current state of residence? ☐ Yes ☐ No  
If YES, please provide a copy to the University.

11. Are you married? ☐ Yes ☐ No
12. Are you a ward of the court or were you a ward of the court until age 18? ☐ Yes ☐ No
13. Do you have legal dependents other than a spouse? ☐ Yes ☐ No
14. Do your parents/legal guardian/spouse provide 51% or more of your financial support OR claim you as a tax dependent? ☐ Yes ☐ No

*If you answered NO to any of the questions from 9 – 13 or YES to question 14, please complete Section B with your parent/legal guardian or spouse information.*

## B. Parent, Spouse, or Legal Guardian Information

<b>NAME:</b> (Please Print)			
<b>RELATIONSHIP TO APPLICANT</b>	<input type="checkbox"/> Mother <input type="checkbox"/> Legal Guardian*	<input type="checkbox"/> Father <input type="checkbox"/> Spouse	<b>HOME PHONE NUMBER:</b>
<b>WORK OR CELL PHONE NUMBER:</b>		<b>E-MAIL ADDRESS:</b>	
<b>PERMANENT OR PHYSICAL HOME ADDRESS:</b> ----- -----			

1. Citizenship: ☐ U.S. Citizen ☐ Permanent Resident ☐ Eligible Non-immigrant ☐ Other

2. How long have you resided in Virginia? \_\_\_\_ Years \_\_\_\_ Months

3. Where have you lived in the last two years? Please list current address first:

Street Address	City	State	Zip	From (mo/yr)	To (mo/yr)

**For the 12 months prior to the term in which the applicant will enroll, will you have:**

1. Filed a tax return or paid income taxes to Virginia? ☐ Yes ☐ No
2. Been a registered voter in Virginia? ☐ Yes ☐ No
3. Held a valid Virginia driver's license? ☐ Yes ☐ No
4. Owned or operated a motor vehicle? ☐ Yes ☐ No

If YES, is it or has it been registered in Virginia? ☐ Yes ☐ No

5. Did you file Virginia taxes on all taxable income earned in Virginia for the last tax year? ☐ Yes ☐ No

6. a. Are you currently on active duty in the military? ☐ Yes ☐ No  
If NO, please skip to Section C.
- b. Are you currently assigned to a permanent duty station in Virginia or to a state which is contiguous to Virginia or the District of Columbia? ☐ Yes ☐ No  
Indicate the location of your permanent duty station: \_\_\_\_\_
- You must also provide the University with copies of your official military orders assigning you to a permanent duty station in Virginia or to a state which is contiguous to Virginia or the District of Columbia, official documentation of your residence in Virginia (deed, lease, or letter from landlord), and a copy of the student's military dependent identification card (if unavailable, a copy of your federal income tax return indicating the student's tax dependent status).
- c. Does your Leave and Earnings Statement (LES) reflect Virginia as your current state of residence? ☐ Yes ☐ No  
If YES, please provide a copy to the University.
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### C. Signature(s)

The applicant must sign below or this application will not be processed. If Section B has been completed by a parent, spouse, or legal guardian\*, that person's signature must also appear below.

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT, SPOUSE, OR LEGAL GUARDIAN\*

\_\_\_\_\_  
DATE

\*Note: Copy of court order establishing the legal guardianship prior to the student's 18<sup>th</sup> birthday is required.