



# Great Basin College

Admissions & Records Office • 1500 College Parkway, Elko NV 89801  
Phone: (775) 753-2102 • Fax: (775) 753-2311 • Email: admissions@gbcnv.edu

## Residency Application

This application is to request Nevada (in-state) residency classification for tuition purposes. This application and supporting documents should be received by GBC Admissions and Records by August 15 for fall semester and January 15 for spring semester to assure time for processing. Any changes made to residency status after the first two weeks of the semester can only be applied to the following semester; no exceptions. No refunds will be granted for students with denied applications.

**Notice of Policy:** All rules and regulations for determining whether students shall be classified as resident or nonresident for tuition charges are covered by the Board of Regents of the Nevada System of Higher Education (NSHE) and are referenced in the Nevada Board of Regents Handbook Title 4, Chapter 15. All regulations are subject to change by approval of the Board of Regents. Changes become effective immediately upon such approval for all students. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education (NSHE) or owed from a previous semester.

**Veterans:** Veterans and their spouses and dependents who are receiving veteran benefits, should refer to the Veterans, Spouses and Dependents: Form for Determination of Tuition Charges instead of this form.

**WUE:** Students who have enrolled under the WUE/WICHE program will not be reclassified as a resident until the student disenrolls from the WUE program and pays full nonresident tuition for at least 12 months, or does not take any classes at a NSHE institution for at least 12 months prior to applying for Nevada residency reclassification. WUE status, a reduced rate to out-of-state students from western states, must be applied for before taking classes at GBC. Request the WUE form for additional information.

Applying for residency for semester \_\_\_\_ Fall \_\_\_\_ Summer \_\_\_\_ Spring      Year: \_\_\_\_\_  
Name \_\_\_\_\_ Student I.D. number: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Birth date: \_\_\_\_\_ Email: \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:** See below to determine which category is most appropriate when submitting this application, and check the category for which you are applying.

\_\_\_ **Category 1: Exceptions** to the 12 month bona fide residency requirements applicable to all students. Read the exceptions on page 2; if you do not qualify under Category 1, determine if you are a new or current student.

\_\_\_ **Category 2: New student:** A student who has not taken any credit class or has any record of previous enrollment at Great Basin College at any time prior to submitting this application.

\_\_\_ **Category 3: Current/Returning student (reclassification):** A student who has taken a credit class or has a record of enrollment at Great Basin College at any time prior to the semester of application.

Fax, mail, email or hand-deliver your signed application and documentation to Admissions and Records. Please note you will not be exempt from tuition payment deadlines pending approval of a residency application.

For office use only: Approved: \_\_\_\_ Denied: \_\_\_\_ Notes: \_\_\_\_\_

Initials and date: \_\_\_\_\_

## Category 1 – Exceptions for All Students

**Both current and new students are eligible to apply for Nevada residency using the following criteria. Check exception that applies and provide required documentation as listed.**

\_\_\_\_ I am currently attending or am a graduate of a Nevada high school. (Official high school transcript.)

\_\_\_\_ I am currently a professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time, or the spouse or dependent of such an employee. (Copy of current employee contract or letter/documentation from Human Resources. For spouse, copy of marriage license; for dependent, copy of federal income tax return.)

\_\_\_\_ I am a member of the Armed Forces of the United States, on active duty, stationed in Nevada or the Marine Corps Mountain Warfare Training Center at Pickel Meadows, or the spouse or dependent of such a person. (Copy of military orders. For spouse, copy of military ID or marriage license; for dependent, copy of federal income tax return.)

\_\_\_\_ I am a member of a federally recognized Native American tribe and currently reside on tribal land located wholly or partially within the state of Nevada. (Copy of tribal card and document, subject to approval, that shows address.)

\_\_\_\_ I have attended another NSHE institution as a Nevada resident. (Transcript from TMCC, WNC, CSN, NSC, or residency screenshot or letter from UNR or UNLV.)

\_\_\_\_ I am a licensed educational personnel employed full-time by a public school district in the State of Nevada, or am a teacher employed full-time by a private educational institution whose curricula meet the requirements of the Nevada Revised Statutes 394.130, or the spouse or dependent of such an employee. (Copy of current employment contract. For spouse, copy of marriage license. For dependent, copy of federal income tax return.) Note: A financially independent student under the age of 24 is not required to submit a copy of his/her parent's income tax form for this exception.

## Category 2 – New Student

You must complete both sections A and *either* B or C. You may be required to submit additional proof of US citizenship, Resident Alien status or an approved visa, or the same documentation for the person you are dependent upon.

### A) Dependent/Independent Status

**Are you claimed as a dependent by your parent or legal guardian? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If yes**, a true and correct copy of the parent/guardian's federal income tax return for the more recent tax year showing a Nevada address must be submitted and must indicate the student was claimed as a dependent. Students may also be required to submit a birth certificate or adoption papers to prove the relationship.

**If yes**, name of person student is dependent upon: \_\_\_\_\_

Country of citizenship person is dependent upon: \_\_\_\_\_

**If no, and you are age 24 or older**, skip to section B or C

**If no, and you are under the age of 24**, a true and correct copy of the parent's or legal guardian's federal income tax return for the most recent tax year indicating the student was not claimed as a dependent and a true and correct copy of the student's tax return must be submitted. Students might also be required to submit a birth certificate or adoption papers to prove the relationship.

If no federal tax return has been filed for parent and/or student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.

## Category 2 – New Student - Continued

### B) Required Documentation

A minimum of two pieces of evidence as listed below must be submitted for self (independent student) or parent (dependent student). Any evidence or documentation must be issued at least 12 months prior to the first day of the semester for which Nevada residency is requested.

|   | For Office Use only |    |
|---|---------------------|----|
|   | Yes                 | No |
| <input type="checkbox"/> Nevada driver's license or Identification card   | Yes                 | No |
| <input type="checkbox"/> Nevada vehicle registration  | Yes                 | No |
| <input type="checkbox"/> Nevada Voter Registration Card   | Yes                 | No |
| <input type="checkbox"/> Home ownership in Nevada (mortgage statement or deed, lease agreement, utility bills/receipts for the home or leased quarters) | Yes                 | No |
| <input type="checkbox"/> Employment in Nevada (letter from employer on company letterhead or pay stubs indicating Nevada based employer)                | Yes                 | No |
| <input type="checkbox"/> Federal tax returns for the most recent 2 years (only first page showing the Nevada address)                                   | Yes                 | No |
| <input type="checkbox"/> Other evidence that objectively documents intent to abandon residence in any other state and to establish Nevada residence     | Yes                 | No |

### C) Exception to the 12 Month Bona Fide Residency Requirement for New Students

I am a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment, or the dependent or financially dependent spouse of such a person. (Letter from employer on a company letterhead indicating start date and permanent, full-time position of employment, or a copy of a Nevada business license and proof that the business is in operation. Also provide one of the following: Nevada driver's license or ID card, Nevada vehicle registration, or Nevada Voter Registration card. For spouse or dependent, a copy of federal income tax return for the most recent year.)

## **Category 3 – Current or Returning Student Residency Reclassification**

Each of the three sections listed must be satisfied. You may be required to submit additional proof of US citizenship, Resident Alien status or an approved visa, or this same documentation for the person you are dependent upon.

### **A) Written Declaration**

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United State of America other than the State of Nevada and I further certify that I have established a bona fide domicile or residence in the State of Nevada with the intent of making Nevada my true, fixed and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intention to make any other location outside said state my home and habitation.

I further certify that I have been domiciled or resident in the State of Nevada for at least twelve (12) months immediately prior to the date of my application for Nevada Reclassification and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding temporary, short-term absences for business or pleasure.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **B) Financial Status**

An application for residency reclassification must include the following objective evidence of financial status:

\_\_\_\_ If financially independent, a true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent. Students may also be required to provide a birth certificate or other approved document to prove the relationship. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.

\_\_\_\_ If financially dependent, a true and correct copy of the spouse or parent/guardian's federal income tax return for the most recent tax year showing a Nevada address showing the student was claimed as a dependent. Students may also be required to provide a birth certificate or other approved document to prove the relationship. If claiming financial dependence on a spouse, W-2 forms must also be submitted to document dependency. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status.

### **C) Bona fide Residence and Intent to Remain in Nevada**

The student (financially independent), or the parents or legal guardian of the student (financially dependent), must document continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of the application for reclassification as well as clear and convincing, objective evidence of intent to remain a Nevada resident. Required documents/evidence is listed on the following page.

## **Category 3 – Current or Returning Student - continued**

**C) A total of four pieces of evidence are required in this category. All documents must be dated at least 12 months prior to the first day of the semester for which Nevada residency is requested.**

|   | <b>For Office Use only</b> |    |
|---|----------------------------|----|
|   | Yes                        | No |
| <input type="checkbox"/> Nevada driver's license or identification card   | Yes                        | No |
| <input type="checkbox"/> Nevada vehicle registration  | Yes                        | No |
| <input type="checkbox"/> Nevada voter registration  | Yes                        | No |
| <input type="checkbox"/> Ownership of a home in Nevada (mortgage statement or deed)   | Yes                        | No |
| <input type="checkbox"/> Lease of living quarters in Nevada (lease agreement)   | Yes                        | No |
| <input type="checkbox"/> Utility bills/receipts for the home or leased quarters   | Yes                        | No |
| <input type="checkbox"/> Employment in Nevada (letter from employer on employer's letterhead or pay stubs showing Nevada based employer)  | Yes                        | No |
| <input type="checkbox"/> A license for conducting a business in Nevada  | Yes                        | No |
| <input type="checkbox"/> Admission to a licensed practicing profession in Nevada  | Yes                        | No |
| <input type="checkbox"/> A Nevada address listed on Selective Service registration  | Yes                        | No |
| <input type="checkbox"/> Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which state registration or payment of a state tax or fee is required. | Yes                        | No |
| <input type="checkbox"/> Evidence of active savings or checking accounts in Nevada financial institutions   | Yes                        | No |
| <input type="checkbox"/> Evidence of summer term enrollment at a NSHE institution (copy of NSHE transcript)   | Yes                        | No |
| <input type="checkbox"/> Any other evidence as deemed appropriate by GBC staff that objectively documents intent to abandon residence in any other state and to establish a Nevada residence  | Yes                        | No |

Nevada Residency Information

**Bona fide Nevada resident** – an independent person, or the family, legal guardian, or spouse of a dependent person, who has continuous physical presence in the state of Nevada for a minimum of 12 consecutive months prior to matriculation, having clearly abandoned any former residence and who has no ties to any other state and who has the intent to permanently reside in the state of Nevada. In general, an individual is expected to surrender his/her driver's license or state ID card from his/her previous state and obtain a Nevada driver's license (as required by Nevada law) or state ID card within 30 days of moving to Nevada to be considered a bona fide resident. The individual must be a US citizen, resident alien, or hold an approved visa.

**Initial determination** – based on a student's self-reported data collected from the application for admission. Length of time at residence, high school, driver's license/ID card, and citizenship are considered during the determination for residency for first time applicants. If bona fide Nevada residency is not apparent, students are classified as a non-resident

**Appeal process:** An admissions specialist will review the application and documentation for initial decision. If denied the Director of Admissions and Records will render a final decision. A student may appeal the decision to the Residency Appeals Committee within thirty (30) days from the date of the decision of Admissions and Records. If an appeal is not taken within that time, the decision of Admissions and Records shall be final. The appeals committee shall consider the evidence in accordance with the standards and criteria of the Board of Regents regulations and shall make a decision, which will be final. No further appeal beyond the appeals committee shall be permitted.