

February 6, 2012

Dear

Acting in accordance with policy set by the Nevada Board of Regents, which is the governing body of the Nevada System of Higher Education, Great Basin College is required to randomly select students who have been classified as Nevada residents and request documentation supporting the in-state classification.

Our records indicate that Spring 2011 is your first semester at Great Basin College (GBC) and that you have been classified as a Nevada resident, thus your name has been selected as part of the required audit. This means that in order to maintain your status as a Nevada resident, you must provide documentation to confirm your residency.

Enclosed you will find a Verification of Nevada Residency form. You must complete it and provide all supporting documents by Friday, March 2, 2012. If you are unable to comply with this request by the deadline, we will change your status to an Out-of-State student and your tuition for future semesters will be adjusted accordingly.

It is essential that you select one of the three pathways explained on the enclosed form and provide all the documentation listed. If you have previously provided any of the requested documentation to our office, make note of that when you submit the enclosed form.

Please feel free to contact me if you have any questions about this process.

Sincerely,

Janice King

Director of Admissions/Registrar

775.753.2361

janicek@gwmail.gbcnv.edu



Great Basin College Verification of Nevada Residency

Name: _____

Last

First

MI

Social Security (optional) OR Student ID Number: _____ Date of Birth: _____

Address: _____

City

State

Date you have resided at your physical address: From _____ To _____

Previous Address: _____ From _____ To _____

(If at the above address for less than 12 months)

City

State

Zip

Telephone: _____

Day

Evening

E-mail (please print neatly): _____

Did you graduate from a Nevada High School?

No

Yes-High School _____

Name

Graduation Date

Do you have a Driver's License or at State Identification Card? – MUST SUBMIT A COPY

No

Yes-State _____ Date it was issued _____

I hereby certify that under the penalties of perjury, all of my statements and documentation are true and correct. I fully understand the institution reserves the right to recover and fees which are legally authorized, due, and payable, and that the institution may take legal action necessary to recover any outstanding financial obligations.

Applicant's Signature

Date

Please check ONE of the following three pathways and provide complete and accurate documentation. If documentation is incomplete, you will be reclassified as Out-Of-State.

If you are missing any of the required documentation, you must provide a written explanation for each missing document.

Pathway 1 – (Based on parent’s/spouse’s residency in Nevada)

A dependent person whose spouse or legal guardian (must provide copy of marriage license or birth certificate or court-appointed guardianship) is a bona fide resident of the State of Nevada for at least 12 months immediately prior to the first day of attendance at Great Basin College.

The following pieces of objective evidence of Nevada residency of the student’s spouse or guardian are required with the student’s Verification of Nevada Residency Form.

___ Copy of Nevada driver’s license or Nevada identification card of the spouse, parent, or legal guardian.

___ Copy of student’s Nevada driver’s license or Nevada identification card.

___ Evidence of 12 months physical, continuous presence in the state of Nevada at the spouse’s/ parent’s/ legal guardian’s permanent, primary residence by the first day the student attended Great Basin College (examples of evidence include home ownership, rent receipts, payroll stubs, utility bills).

___ Copy of student’s birth certificate, proof of legal guardianship, or spouse’s marriage certificate.

___ Copy of parent’s/spouse’s/ legal guardian’s tax return for the most recent year, which indicates the student was claimed as a dependent.

___ Copy of Nevada vehicle registration for parent, legal guardian, or spouse issued prior to the first day of attendance at Great Basin College

___ Copy of Nevada voter registration for parent, legal guardian, or spouse issued prior to date of first day of attendance at Great Basin College .

___ Evidence that the student’s spouse, parent, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (example of evidence includes a letter from the employer or a copy of a business license).

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Comments:

Pathway 2 (Based on student’s residency-Requesting residency as a financially independent student):

A financially independent person who is a bona fide resident of the State of Nevada for at least twelve months immediately prior to the first day of attendance at Great Basin College.

The following pieces of objective evidence of Nevada residency are required with the student’s Verification of Nevada Residency Form.

___ Copy of the student’s Nevada driver’s license or Nevada identification card.

___ Evidence of 12 months physical, continuous presence in the state of Nevada prior to the first day of attendance at Great Basin College (examples of evidence include home ownership, rent receipts, payroll stubs, utility bills).

___ Copy of student’s tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent’s tax return for the most recent tax year that indicates the student was not claimed as dependent.

___ Copy of student’s Nevada vehicle registration issued prior to the first day of attendance at Great Basin College.

___ Copy of student’s voter registration issued prior to the first day of attendance at Great Basin College.

___ Evidence that the student has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (example of evidence include a letter from the employer or copy of business license).

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Comments:

Pathway 3 (Exceptions) Submit one or more of the following documents:

___ A former member of the Armed Forces of the United States who was relocated to Nevada as a result of a permanent change of duty station pursuant to the military orders. (Submit a copy of military orders.)

___ A graduate or current student of a Nevada High School. (Submit a copy of diploma or transcript with graduation date. Current students submit a copy of a current student ID.)

___ Licensed educational personnel employed full-time by a public school district in the State of Nevada. (Submit copy of employment contract or letter from employer.)

___ A teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130. A spouse or dependent child of such employee is also eligible. (Submit copy of employment contract or letter from employer.)

___ Native American who currently resides on tribal lands located wholly or partially within the boundaries of the State of Nevada. (Submit a copy of tribal card or blood document required.)

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Comments:

Please bring documents to your local GBC center, or scan and email them to sequoyahs@gwmail.gbcnv.edu, or mail them to: Great Basin College
Admissions and Records Office
1500 College Parkway
Elko, NV 89801

For additional information, please call: Janice King
Director of Admissions/Registrar
775-753-2361

Sequoyah Shoars
Administrative Assistant I
775-753-2102

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Approved

Date

Denied

Date