



WV RESIDENCY CLASSIFICATION PROCESS

Please take a moment to read the information below as well as Higher Education Policy Commission Series 25, Glenville State University Tuition and Fees Policy 45C, and residency information available on the www.finaid.org website.

Students enrolling at Glenville State University will be assigned a residency status for admission, tuition, and fee purposes by the Office of Admissions. Students may request a review of their residency status by completing the West Virginia Residency Application with the Registrar's Office. The application must be submitted to the Registrar's Office prior to the semester in which the student is seeking residency status. Applications received after the beginning of the semester will be considered for the next semester.

It is the student's responsibility to provide all of the required and supporting evidence along with the residency application. Neglecting to include copies of required or supporting evidence will delay the process and the student's application may be denied. Merely being able to answer "Yes" to the *Additional Supporting Information* questions on the application does not necessarily establish residency for tuition and fee purposes.

A signed residency application authorizes the Registrar's Office to review the student's academic records and to make an inquiry, where applicable, in order to verify information submitted on the application or to verify any supporting evidence.

Once submitted, the residency application will be reviewed and a decision will be made. The student will be notified in writing of the decision. If a student does not agree with the decision, the student shall be given the opportunity to appear before the institutional committee on residency appeals. If a student does not agree with the decision of the residency appeals committee, the student may appeal in writing to the President within 30 calendar days after the receipt of the residency appeals committee decision. The President's decision is final and not subject to appeal.

Applications may be mailed to the Registrar's Office at 200 High Street, Glenville, WV 26351, faxed to 304-462-8619 or emailed to registrar@glenville.edu. Any questions concerning residency status may be directed to Registrar's Office.

[Higher Education Policy Commission Series 25](#)

[GSU Tuition and Fees Policy 45C - Appeal Process for Residency Classification](#)

<http://www.finaid.org/otheraid/stateresidency.phtml>



GLENVILLE
STATE UNIVERSITY

**WEST VIRGINIA RESIDENCY
APPLICATION** (RO-03/22)

Registrar's Office • 200 High Street • Glenville, WV 26351 • 304-462-4117 • FAX 304-462-8619 • registrar@glenville.edu

An application for West Virginia residency must be submitted to the Registrar's Office prior to the semester in which the student is seeking residency status.

Student Name _____ GSU ID# _____

Present permanent home address _____

Home PH# _____ Cell PH# _____

Semester applying for WV residency: Fall Spring Summer Year _____

Currently enrolled at Glenville State University? Yes No

Previously enrolled? Yes No Future enrollment? Date: _____

DEPENDENCY INFORMATION: (check only one)

Personal independence Dependency on parent/guardian/spouse

RESIDENCY INFORMATION: Indicate the dates and **attach supporting evidence** for residency period. Applicant must be able to prove at least twelve months of continued residence in the state of West Virginia prior to and up to the date of this application.

From _____ to _____ Address _____

From _____ to _____ Address _____

EMPLOYMENT INFORMATION: Indicate the dates and **attach required evidence** for the 12-month employment period being used as the basis for this application.

Employer _____ City, State _____ Dates _____

Employer _____ City, State _____ Dates _____

ADDITIONAL SUPPORTING INFORMATION: Below are examples of what may be used as partial evidence of domicile. If you have checked yes on any of the examples below, you **must attach documented evidence**. Completion of any of the actions below does not guarantee reclassification.

Do you own residential property in West Virginia? Yes No

Have you paid West Virginia real or personal property taxes during the past 12 months? Yes No

Have you filed a West Virginia income tax return during the past 12 months? Yes No

Do you have a vehicle registered in West Virginia? Yes No

Do you have a valid West Virginia driver's license? Yes No

Are you a registered voter in the state of West Virginia? Yes No

Are you married to a West Virginia resident? Yes No

Provide a written statement explaining your claim to resident student status.

I hereby attest that this information and accompanying documentation is completely true and accurate, and authorize its verification and use by Glenville State University for purposes of reviewing this application.

Applicant's Signature

Date

Parent/Guardian Signature
(Only applicable if seeking resident status on the basis of a parent/guardian/spouse)

Date

OFFICE USE ONLY:

Residency Approved Residency Denied

Reviewer's Signature _____

Date _____