

UNIVERSITY OF HAWAII AT MĀNOA • OFFICE OF GRADUATE EDUCATION

Student Services • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822

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RESIDENCY REGULATIONS (Condensed)

(The residency rules and regulations may be subject to change)

Students who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Applicants may be required to provide documentation to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the University until he/she can present clear and convincing evidence to the residency officer that proves otherwise. The complete rules and regulations are available from the office listed below. Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact:

Residency Counselor, Office of Admissions and Records
Queen Lili'uokalani Center for Student Services, Room 001
2600 Campus Road, Honolulu, HI 96822 Tel: (808) 956-8975 or 1-800-823-9771
Web: <http://manoa.hawaii.edu/admissions/undergrad/financing/residency.html>

DEFINITION OF HAWAII RESIDENCY

A student is deemed a resident of the State of Hawaii for **tuition purposes** if the student (19* or older) or the student (under 19*) and his/her parents or legal guardians have:

- (1) **Demonstrated intent** to permanently reside in Hawaii (see below for evidences);
- (2) Been **physically present** in Hawaii for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawaii his/her legal residency; and
- (3) The student, whether adult or minor, **has not been claimed as a dependent for tax purposes** for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are not legal residents of Hawaii.

To demonstrate the intent to make Hawaii your legal residency, the following evidence apply:

- A. Filing Hawaii resident personal income tax return.
- B. Voting/registering to vote in the State of Hawaii.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawaii, may apply but **no single act is sufficient to establish residency in the State of Hawaii**.

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residency in Hawaii shall begin on the date upon which the first overt action (see evidences) is taken to make Hawaii the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawaii and another place cannot be held simultaneously.
- C. Presence in Hawaii primarily to attend an institution of higher learning does not create residence status. **A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawaii primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.**
- D. The residency of unmarried students who are minors follows that of the parents or legal guardian. Marriage emancipates a minor.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawaii is claimed and maintained as the person's legal residence.

BOARD OF REGENTS EXEMPTIONS

1. Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:

- A. United States military personnel and their authorized dependents (up to age 23) during the period the military personnel is stationed in Hawaii on active duty.
- B. Members of the Hawaii National Guard and Hawaii-based Reserves who are under contract in Hawaii.
- C. Certain employees of the University of Hawaii, their spouses, and dependents.
- D. East-West Center student grantees who pursuing baccalaureate or advanced degrees at the University of Hawaii
- E. Native Hawaiians, descendants of the aboriginal peoples who inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

*The age of majority is 18 years. However, a person between the ages of 18 and 19, unless emancipated, cannot claim residency solely on the basis of himself/herself because he/she does not have the minimum 12 months residency which commences on his/her 18th birthday.

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. At the time of publication, these included the following:

American Samoa
Commonwealth of the Northern Marianas
Cook Islands
Federated States of Micronesia
Futuna
Kiribati
Nauru
New Caledonia
Niue
Republic of the Marshall Islands
Republic of Palau
Solomon Islands
Tokelau
Tonga
Tuvalu
Vanuatu
Wallis

This list is subject to change. For a current list, eligibility and documentation requirements, please contact the Admissions Office of the campus you are applying to.

MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in the determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

RESIDENCY DECLARATION FORM FOR ACADEMIC YEAR 2014-2015

Summer 2015 Applicants: Please write in your semester of application if you are applying to a graduate program with summer admission.

INSTRUCTIONS: Mail-in completed form and appropriate documentation to the address above.

PLEASE TYPE OR PRINT CLEARLY.

FOR OFFICE USE ONLY				R N M F J S G C E H				by _____ on _____				
SEMESTER <input type="checkbox"/> FALL 2014 <input type="checkbox"/> SPRING 2015			GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE			BIRTH DATE MM DD YY / /			UH ID (if available)			
FAMILY / LAST NAME				FIRST NAME				FULL MIDDLE				
CURRENT MAILING ADDRESS						CITY / PROVINCE			STATE / COUNTRY		ZIP / POSTAL CODE	
CURRENT ADDRESS VALID UNTIL MM DD YY / /			TELEPHONE Area Code ()			EMAIL ADDRESS						
CITIZENSHIP (If not U.S. citizen, indicate immigrant status at right.) <input type="checkbox"/> United States <input type="checkbox"/> Other Specify Country _____						IMMIGRANT STATUS <input type="checkbox"/> U.S. Permanent Resident Date Received (MM/DD/YY) _____ Registration Number _____						

SECTION A

I Claim Legal Residency in (check one): Hawai'i Other State or Country (specify and complete section E only): _____

Residency Based on (check one):

- Myself (at least 19 or married) My Parent (I am under 18 and not married) Myself and parent (I am 18, not yet 19 and not married)
 My Legal Guardian (submit court ordered appointment)

SECTION B Check one box that applies:

- I am not claimed as a dependent on my parents'/legal guardians' personal State income tax form for 2013
 I am claimed as a dependent on my parents'/legal guardians' personal **Hawai'i** State income tax form for 2013 (parent/legal guardian complete Section C)
 I am claimed as a dependent on my parents'/legal guardians' personal State income tax form for 2013 for a state other than Hawai'i

SECTION C

PARENT/LEGAL GUARDIAN

complete if applicant less than 19 or claimed applicant

ALL APPLICANTS

must complete

1. I claim legal Residency in the State of	State: _____ Since (mo/yr): _____	State: _____ Since (mo/yr): _____
2. I have been present in Hawai'i continuously	Since (mo/yr): _____	Since (mo/yr): _____
3. I filed Personal Income Tax in the State of	State: _____ <input type="checkbox"/> Never Filed Year From: _____ To: _____	State: _____ <input type="checkbox"/> Never Filed Year From: _____ To: _____
4. I registered to vote in the State of	State: _____ <input type="checkbox"/> Never Reg'd Year From: _____ To: _____	State: _____ <input type="checkbox"/> Never Reg'd Year From: _____ To: _____
5. I last voted in the State of	State: _____ <input type="checkbox"/> Never Voted Date (mo/yr): _____	State: _____ <input type="checkbox"/> Never Voted Date (mo/yr): _____
6. Other (e.g. employment, public assistance, SSI)		
7. Parent/Legal Guardian Signature and Date	x	
8. Parents'/Legal Guardians' Citizenship	<input type="checkbox"/> US <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other (specify): _____	
9. Relationship to Applicant		

Applicant Name:

Date of Birth:

SECTION D

Name your last publicly supported post-secondary institution attended or currently enrolled (include UH campus):

Institution: _____ State or Country : _____ Attended From: _____ To: _____

Tuition paid: Resident Non-resident Resident due to non-resident exemption based on: _____

SECTION E

Indicate if any of the following exemptions from the non-resident tuition differential apply to you:

- I do not qualify for any of the exemptions below
- I am a full-time faculty or staff member of the University of Hawai'i, or the spouse or legal dependent of such a person. *(Attach employment contract)*
- I am Hawaiian and not a resident of Hawai'i. *(Attach an official copy of your birth certificate, and if necessary, that of your parents/grandparents documenting Hawaiian ancestry)*
- I am a citizen of _____ which has no public institution of higher education granting baccalaureate degrees. (See page 2)
- I am a member or authorized dependent of a member of the U.S. armed forces on active duty, stationed in Hawai'i. *(Complete Verification of U.S. Armed Forces below)*
- I am a member of the Hawai'i National Guard or Hawai'i-based Reserves. *(Complete Verification of U.S. Armed Forces below)*

VERIFICATION OF U.S. ARMED FORCES - attach Military Orders

Permission is hereby granted to release information to UH campus:

Member's Relationship to Applicant:

Applicant's Signature: x _____

Self Spouse

Military Member's Signature: x _____

Parent Other (specify) _____

To be completed by the Member's Commanding Officer:

Name, Rank & Branch of Service of member of the U.S. Armed Forces on active duty stationed in Hawai'i, or member of the Hawai'i National Guard or Hawai'i-based Reserves

Estimated Date (mo/dd/yyyy): _____
Rotation from Hawai'i or separation from military service, whichever is earlier (Do Not Use "Indefinite" Or Leave Blank)

x _____
Signature of Commanding Officer Date

Rank and Branch of Service in Hawai'i

Print Name of Commanding Officer

Phone Number of Branch of Service in Hawaii

I certify that the responses provided on this Residency Form are complete and true to the best of my knowledge and belief. I agree to produce certified documents relative to the determination of my residency status upon request and that the provision of incorrect information regarding my residency declaration will also subject me to the requirements and/or disciplinary measures provided by the University's rules and regulations governing the determination of residency for admission and tuition purposes. Further I understand that the UH System shares a common database and information pertaining to me may be accessed by all UH campuses.

APPLICANT SIGNATURE  _____ DATE _____