

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 college until he/she can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. The complete rules and regulations are available from the office listed below. 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 residency in 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.

*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.

BOARD OF REGENTS EXEMPTIONS - (Section C - Exemptions from the Nonresident Tuition Differential)

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

- A. Full-time employees of the University of Hawai'i and their spouses and legal dependents
- B. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.
- C. United States military personnel and their authorized dependents during the period such personnel is stationed in Hawai'i on active duty
- D. Members of the Hawai'i National Guard and Hawai'i-based Reserves
- E. Veterans discharged within three years of enrollment and eligible for GI Bill Educational Benefits
- F. Individuals eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, and enrolling within 3 years of the Veteran's discharge.
- G. Individuals eligible to use Post 9/11 GI Bill educational benefits under the John D. Fry Scholarship, and enrolling within 3 years of the Service member's death in the line of duty.

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 Belau (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 2016-2017

Summer 2017 Applicants: Please write in your semester of application if you are applying to a graduate program with summer admission.

INSTRUCTIONS: Please type or print clearly. Submit completed form and appropriate documentation to the address above.

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|--|--|--|---|---------------------|--|--|--|-------------------|----------------------|-------------------|--|--|
| FOR OFFICE USE ONLY | | | | R N M F J S G C E H | | | | by _____ on _____ | | | | |
| SEMESTER <input type="checkbox"/> FALL 2016 <input type="checkbox"/> SPRING 2017 | | | 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 _____ | | | | | | |

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 _____

SECTION A

I claim legal residency in (check one): Hawai'i Other State or Country _____ since _____
List state or country. (month/year)

YES NO Check the appropriate box.

- I have been present in Hawai'i continuously for the last 13 months
- I have filed a Hawai'i Individual Tax Return as a resident for the last two years
- I am registered to vote. If yes, in which state? _____
- I voted in the last election. If yes, in which state? _____
- My Parent(s)/Legal Guardian(s) claimed me on their Personal Income Tax. (If yes, SECTION A2 must be completed by your parent or legal guardian. If yes, which state? _____)
- I am less than 19 and unmarried. (If yes, SECTION A2 must be completed by your parent or legal guardian.)

SECTION A2

YES NO Parent/legal guardian: Please complete this section.

- I (parent/legal guardian) claim legal residency in the State of Hawai'i
- I (parent/legal guardian) have been present in Hawai'i continuously for the last 13 months
- I (parent/legal guardian) have filed a Hawai'i Individual Tax Return as a resident for the last two years
- I (parent/legal guardian) am registered to vote. If yes, in which state? _____
- I (parent/legal guardian) have voted in the last election. If yes, in which state? _____
- I (parent/legal guardian) am a US citizen
- If not a US citizen: I (parent/legal guardian) have been a Permanent Resident for more than one year

Relationship to Applicant: _____

I (parent/ legal guardian) certify that responses provided in this section are complete and true to the best of my knowledge.

Parent/Legal Guardian Signature: _____ Date: _____

| | |
|-------------------|--------------------------|
| Name of Applicant | Date of Birth (MM/DD/YY) |
|-------------------|--------------------------|

SECTION B – College Enrollment

This past year, I enrolled in a publically supported college or university outside of the State of Hawai'i. **YES** **NO** If NO skip to Section C)

I paid the following tuition at that institution:

- Resident
- Nonresident
- Resident, due to nonresident exemption based on: _____
(specify type of exemption)

SECTION C – Exemptions from the Nonresident Tuition Differential

Indicate if any of the following exemptions from the non-resident tuition differential apply to you (documentation required). See page 2, Board of Regents Exemptions.

- None of the exemptions apply to me
- I am a full-time faculty or staff member of the University of Hawai'i, or a spouse or legal dependent of such a person. *(Attach employment contract)*
- I am Hawai'i'an 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 member or authorized dependent of a member of the U.S. armed forces on active duty, stationed in Hawai'i. *(Complete below Verification of U.S. Armed Forces below and attach military orders)*
- I am a member of the Hawai'i National Guard or Hawai'i-based Reserves. *(Complete below Verification of U.S. Armed Forces below and attach military orders)*
- I am a veteran discharged within three years of enrollment and eligible for GI Bill Educational Benefits. *(Complete the Veteran Exemption form, p.5.)*
- I am an individual eligible to use transferred Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, and am enrolling within 3 years of the Veteran's discharge. *(Complete the Individuals with Transferred Benefit Exemption form, p.5)*
- I am eligible to use Post 9/11 GI Bill educational benefits under the John D. Fry Scholarship, and am enrolling within 3 years of the Service member's death in the line of duty. *(Complete the John D. Fry Veteran Scholarship Exemption form, p 5.)*
- I am a citizen of _____ which has no public institution of higher education granting baccalaureate degrees.
(See list on page 2)

VERIFICATION OF U.S. ARMED FORCES MEMBER'S ASSIGNMENT IN HAWAI'I
(military orders must be attached)

Permission is hereby granted to release information to UH campus:

Member's Relationship to Applicant:

Applicant's Signature: _____

Self Spouse

Military Member's Signature: _____

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 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)

Commanding Officer's Signature

Date

Rank and Branch of Service in Hawai'i

Print Commanding Officer Name

Phone Number of Branch of Service in Hawai'i

Complete this section and the exemption section that applies to you. Attach supporting document(s) as listed below.

Deadline to apply: Prior to the first day of instruction of the term.

Name _____ School Term (semester/year) _____
Print Last Name, First Name, Middle Initial(s)

Phone Number _____ UH ID# or Birth Date (month/day) _____ UH Campus **MANOA**

- Status (check one) New Student (never attended UH)
 Returning Student (previously attended UH, re-applying for admissions)
 Continuing student (currently enrolled)

Veteran Exemption to Non-Resident Tuition Rate

UH Board of Regents Eligibility Policy (RP 6.208): Veterans eligible to use Post 9/11 GI Bill® or Montgomery GI Bill® Active Duty educational benefits, who live in Hawai'i, and enroll at the University within three years of discharge from a period of active duty service of 90 days or more.

Date of Discharge (attach **DD-214**) _____ Length of time on active duty service _____
month/day/year (example: 1 year, two months)

Are you eligible to use Post 9/11 GI Bill® (Ch. 33) or Montgomery GI Bill® Active Duty (Ch. 30) educational benefits?

- Yes (attach **VA Certificate of Eligibility**)
 No

If I have a break in attendance (stop out), excluding summer term, I understand that I have to re-apply for admission and meet the Returning Student Veteran Exemption requirements. (This does not include approved Leave of Absences (LOA) for graduate students.)

Signature _____ Date: _____

Individuals with Transferred Post 9/11 GI Bill® (Ch. 33) or Montgomery GI Bill® Active Duty (Ch. 30) Educational Benefits Exemption to Non-Resident Tuition Rate

UH Board of Regents Eligibility Policy (RP 6.208): Individuals eligible to use transferred Post 9/11 GI Bill® or Montgomery GI Bill® Active Duty educational benefits, who live in Hawai'i, and enroll at the University within three years of the transferor's discharge from a period of active duty service of 90 days or more.

Are you the recipient of transferred Post 9/11 GI Bill® (Ch. 33) or GI Bill® Active Duty (Ch. 30) educational benefits?

- Yes (attach **VA Certificate of Eligibility**)
 No

Name of Veteran _____
Print Last name, First Name, Middle Initial(s)

Date of Veteran's Discharge (attach **DD-214**) _____ Length of time on active duty service _____
Month/day/year example: 1 year, two months

If I have a break in attendance (stop out), excluding summer term, I understand that I have to re-apply for admission and meet the Returning Student Veteran Exemption requirements. (This does not include approved Leave of Absences (LOA) for graduate students.)

Signature _____ Date: _____

Post 9/11 GI Bill® John D. Fry Veteran Scholarship Exemption to Non-Resident Tuition Rate

UH Board of Regents Eligibility Policy (RP 6.208) Individuals eligible to use Post 9/11 GI Bill® educational benefits under the Marine Gunnery Sergeant John David Fry Scholarship, who live in Hawai'i, and enroll at the University within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

Are you eligible to use the educational benefits under the Post 9/11GI Bill® Marine Gunner Sergeant John David Fry Scholarship?

- Yes (attach **VA Certificate of Eligibility, and DD-214/DD-1300**)
 No

If I have a break in attendance (stop out), excluding summer term, I understand that I have to re-apply for admission and meet the Returning Student Post 9/11 GI Bill® John D. fry Scholarship exemption requirements. (This does not include approved Leave of Absences (LOA) for graduate students.)

Signature _____ Date: _____