



Office of the Registrar
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-5588
FAX: (937) 775-5597
e-mail: registrar@wright.edu
<http://www.wright.edu/registrar>

Instructions for Completing the Request to Change Residency Status Form

Type or legibly print all answers to questions 1 through 13. The numbers below correspond to appropriate items in the form. Your signature is required for #14.

1-10: Fill in appropriate information and attach clear photocopies of the requested documentation when you submit your residency application.

11: Beginning with your current addresses, list and document all of the addresses where you have resided for the preceding 12 months. Documentation may consist of any combination of the following:

- Signed Lease
- Closing statement, proving purchase of a home
- Sworn Affidavit from lease holder stating where you lived and how much monthly rent you paid

12: If you are applying as an independent student under the C-2 or E-1 exception, indicate all persons who claimed you on the current federal income tax return(s). If you claimed yourself, check "self." If claimed by someone else, indicate his/her legal state of residence and whether (s)he will continue to claim you for the current year. **Students under the age of 24 must provide a signed photocopy of their parents' most recent federal income tax return, showing the dependent section.**

13. Independent students applying for Rule C-2 or E-1, who are not employed on a full-time basis in Ohio, must complete #13.

C-2 applicants must list all types of income and expenditures for the 12 month review period preceding the term for which the residency application is submitted.

E-1 applicants must list employment income earned in Ohio and all types of expenses incurred since (s)he has lived in Ohio (if less than 12 consecutive months). This exception applies only to individuals who are employed in Ohio on a self-sustaining basis. Other sources of income such as financial aid, VA benefits, Social Security cannot be considered for this exception.

All income listed for question #13 must be documented. You may submit a combination of the following kinds of documentation specified in "a" through "f" below in order to verify your sources of income for Rule C-2.

a. Employment income earned in Ohio (applies to C-2 and E-1 applicants):

- Photocopies of W-2 forms for the past year's earnings
- Pay stubs for the current year (if they show your full name and year-to date-earnings)

- Letters from employer on official letterhead stationary (or notarized) indicating the dates of your employment in Ohio (if employed part-time, letter should indicate hourly wage and average number of hours worked per week).

b. Savings (C-2 applicants only):

If you have used funds from a savings account to help pay expenses incurred during the 12 month review period for C-2 residency, document the savings in your name that you acquired prior to the 12 month period of review and during the 12 month period prior to your application for rule C-2. The intent is to show that you had the funds in your name for the 12 months prior to enrollment without receiving support from entities outside the state of Ohio, for example a student applying for C-2 residency for fall quarter 2009 should submit bank statements showing activity from September 2007 through August 2009.

- Photocopies of bank statement from the 12 month review period
- Photocopies of bank statement for the year prior to the 12 month review period.

If you have a savings account but did not withdraw any savings during the review period, do not provide documentation of the savings account. It is only relevant to the residency process if withdrawals were made during the review period and the money was used toward school or living expenses during the 12 month review period. Deposits made by parents, relatives or friends who are not considered Ohio residents under rule 3333-1-10 cannot be considered.

c. Scholarships, Grants and Loans (C-2 applicants only):

- Photocopies of your WSU financial aid award notification for the 12 month review period. Transfer students can submit award notification and tuition rates from any previous schools attended during the 12 month review period.
- If scholarship, grant and/or loan is from an out of state source (other than federal financial aid), submit a letter from the grantor that verifies whether or not you were required to be a resident of a particular state in order to receive it. Loans from or borrowed by parents, relatives or friends who are not Ohio residents cannot be considered.

d. Fee Payment Authorization (C-2 applicants only) : Provide copy of award letter or account statement showing fee waiver.

e. Benefits from VA, Social Security, Unemployment, etc. (C-2 applicants only): Provide documentation of amount and type of support you received during the 12 month review period.

f. Gifts or Support from Parents, Legal Guardians, Relatives or Friends (C-2 applicants only):

Provide a Sworn Affidavit from Ohio residents indicating the following:

- Dates that they have resided in Ohio
- Amount and type of financial support provided during the 12 month review period
- Verification that the financial support came from their own financial resources and not from someone outside the state of Ohio (documentation may be requested)
- If not a U.S. citizen or permanent resident, type of VISA and country of legal residency

Note: Financial support received from parents, legal guardians, relatives, friends or entities who are not legal residents of the state of Ohio for the purposes of OAC 3333-1-10 will not be considered as a valid source of income to validate Ohio residency.