

**RESIDENCY APPLYING FOR (Check One):**

- DC Resident Tuition Rate
- DC Metro Resident Tuition Rate (*applies only if admitted for Fall 2018 or later*)

**PROOF OF RESIDENCY FORM**

Last Name	First Name	Middle Name		
N				
Student ID Number	Telephone	UDC Email		
Street Address				
City	State	Zip Code	Birth Date (mm/dd/yyyy)	Term Applying For

If you are an employee of the District of Columbia Government, you will qualify for **DC residency status** if you submit proof of employment. Please submit an Employment verification letter from your HR Office, a valid state issued ID, a copy of your employee ID, and completed Proof of Residency Form, to [lawadmission@udc.edu](mailto:lawadmission@udc.edu). You are **not** required to submit any additional documents if this applies to you.

Students who have resided in the District of Columbia or the D.C. Metro area (Prince George’s County or Montgomery County in Maryland or Alexandria County, Arlington County, or Fairfax County in Virginia) **for a minimum of 90 days (3 consecutive months) prior to the start of the student’s enrollment term**, may apply to change their residency classification.

To ensure that the residency of students is accurate for tuition assessment and the receipt of financial aid, the Proof of Residency Form **and** two supporting documents must be submitted no later than the following dates:

*Fall Semester – August 1st.  
Spring Semester – December 1st.*

Proof of Residency Forms and supporting documents received after the above deadlines will be processed for the following semester (**not including the summer semester**).

To prove that you meet the qualifications to change your residency classification, you **MUST SUBMIT TWO** of the approved supporting documents listed below. You may claim residence on your own behalf, or if claimed as a dependent, on behalf of your parent(s) or legal guardian(s).

Check the box next to the supporting documents where applicable and submit along with the completed proof of residency form to [lawadmission@udc.edu](mailto:lawadmission@udc.edu).

**CERTIFIED STATE TAXES for the most recently completed calendar year** (DC Form D-40 or D40EZ, Virginia Form 760 or Maryland Form 502, or other resident individual tax returns that bears student’s address.)

**W-2 FORM/STATEMENT** (for the most recently completed calendar year)

**VALID STATE ISSUED ID (passports are not accepted)**

**VOTER REGISTRATION PROFILE** (voter registration card is not acceptable)

**A SIGNED COPY OF A LEASE AGREEMENT/MORTGAGE STATEMENT, OR DEED** (If the student's name is not on the document, a notarized letter from the named owner or lessor attesting to the fact that the student resides full-time at the property is required.)

**UTILITY BILL** (water, gas, electric, oil, or cable with name and address, issued within the last 90 days. Disconnection notices/bills are not acceptable)

**PROPERTY TAX BILL** (DC, Maryland, or Virginia or tax assessment issued within 90 days before student's enrollment)

**HOMEOWNER'S OR RENTER'S INSURANCE POLICY** (Current policy reflecting student's name and address)

**HOME SECURITY BILL** (issued within the last 90 days reflecting student's name and address)

**STATE BENEFITS** (Must show 90 days of services rendered. State medical benefits are not acceptable)

**MILITARY STATUS** (Active duty and recently discharged members of the military (and their dependents) may be able to waive the 90-day requirement by verifying their military status with Ms. Sequoyah Adebayo at [sequoyah.adebayo@udc.edu](mailto:sequoyah.adebayo@udc.edu))

**Non-immigrant Visa Holders** are ineligible for D.C. or D.C. Metro residency and are automatically classified as Non-Resident. This includes students on (F) Visas, diplomatic (A) Visas, Foreign organization employees with (G) Visas, and persons having other non-immigrant Visas.

I certify under penalty of disciplinary action that the information I have provided with this application is true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**OFFICE USE ONLY** Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Updated: 2/22/2024