

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

- DC Resident Tuition Rate
- DC Metro Resident Tuition Rate
- \*Eligible Metro Zip Codes Located Pgs. 6-9 of Policy

**PROOF OF RESIDENCY FORM**

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

Any student who has 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, Proof of Residency Form **and** two supporting documents must be submitted no later than the following dates:

*Spring 2022 Semester – Friday, January 21, 2022*

*Summer 2022 Semester - Friday, May 20, 2022*

**Step 1:** Review the Residency Policy **and** Qualified Zip Code Listing (Metro Applicants\*) to verify if you are eligible, <https://www.udc.edu/admissions/admissions/establishing-dc-and-metro-residency/>

**Step 2:** Submit Proof of Residency Form **and** Two Supporting Document by the Published Deadline to [residency@udc.edu](mailto:residency@udc.edu) .

**Check the two documents you are attaching to your form.**

- CERTIFIED STATE TAXES** (for the most recently completed calendar year DC Form D-40 or D40EZ Forms, Maryland Form 502, Virginia Form 760 or or other resident individual tax returns that bears address. Note: Federal tax forms (e.g...1040 are not acceptable)

**DC OFFICE OF TAX AND REVENUE:**

<https://otr.cfo.dc.gov/publication/cs-001-request-certified-copy-individual-or-business-tax-return>

**MARYLAND OFFICE OF TAX AND REVENUE:**

[https://taxes.marylandtaxes.gov/Resource\\_Library/Tax\\_Forms\\_and\\_Instructions/Request\\_A\\_Copy\\_of\\_Returns.shtml](https://taxes.marylandtaxes.gov/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of_Returns.shtml)

**VIRGINIA DEPARTMENT OF TAXATION:**

<https://tax.virginia.gov/sites/default/files/taxforms/miscellaneous/any/va-1-any.pdf>

- W-2 FORM/STATEMENT** (for the most recently completed calendar year)
- VALID STATE ISSUED DRIVERS LICENSE OR ID** (passports are not accepted)
- A SIGNED COPY OF A LEASE AGREEMENT, MORTGAGE STATEMENT OR DEED**  
If 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 accepted).
- PROPERTY TAX BILL** (DC, Maryland or Virginia or tax assessment issued within 90 days prior to student’s enrollment period reflecting the applicant's name and property address).
- HOMEOWNERS OR RENTERS INSURANCE POLICY** (Unexpired policy reflecting name and address with policy effective date 90 days prior to the student’s enrollment period)

- HOME SECURITY BILL** (*issued within the last 90 days reflecting name and address*)
- CERTIFIED SOCIAL SERVICE OR SHELTER DOCUMENT** (*issued within the last 90 days reflecting students name*)
- STATE BENEFITS** (*Must show 90 days of services rendered. State medical benefits are not accepted.*)
- VOTER REGISTRATION PROFILE (*voter registration card not acceptable*)
  - DC VOTER REGISTRATION PROFILE:**  
<https://dcboe.org/Voters/Register-To-Vote/Check-Voter-Registration-Status>
  - MARYLAND VOTER REGISTRATION PROFILE:**  
<https://voterservices.elections.state.md.us/VoterSearch>
  - VIRGINIA VOTER REGISTRATION PROFILE:**  
<https://vote.elections.virginia.gov/VoterInformation>

### **Step3: SPECIAL POPULATIONS (You May Bypass this Section if You Have Completed Step 2)**

Check box and attached supporting documents where applicable and submit to [residency@udc.edu](mailto:residency@udc.edu).

- DISTRICIT GOVERNMENT EMPLOYEE**  
(*Employment verification letter and a driver's license or state-issued ID*)
- ASYLEE, REFEGEE OR PERMENAMENT RESIDENT**  
(*90 days from the issue date of your green card, with two valid acceptable proof documents listed above for Proof of Qualification*).
- EARLY CHILDHOOD EDUCATION (ECE) ASSOCIATE DEGREE PROGRAM**  
(*Students working in community based, Head Start/Early Head Start, DCPS and DCPCS in DC working to fulfill the mandate to receive at least an AA degree in Early Childhood Education (ECE) by 2023. Students who meet this qualification must provide a signed letter on employer's letterhead confirming employment*).
- DREAMERS**  
(*Regardless of federal immigration status, District resident Dreamers who within the previous 10 years, attended high school in the District of Columbia for 3 years, graduated from a high school in the District, or received the equivalent of a high school diploma in the District may be eligible to establish residency. Your high school transcript will serve as verification of residency*).
- 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 the Office of Veteran Affairs. Verify your status with Ms. Sequoyah Adebayo at [military@udc.edu](mailto:military@udc.edu).*)

#### **\*\*RECENT DC OR METRO\* HIGHSCHOOL GRADUATES**

**No action required.** DC Public Highschool and Metro Area\* public high school students who enter the University of the District of Columbia in the fall or spring semester **immediately following high school graduation**. However, if a student does not enroll the fall or spring semester after graduation student must adhere to document submission requirements outlined in step 2.

#### **\*\*CURRENT DCPS/CHARTER DUAL ENROLLMENT HIGH SCHOOL STUDENTS**

**No action required.** Your high school transcript provided by your high school counselor and/or dual enrollment coordinator will serve as proof of residency.

#### **Non-immigrant Visa Holders**

Non-immigrant VISA holders **are ineligible** for District or Metropolitan Area residency and are automatically classified as Out-of-State. 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**

Send your completed form **and** documentation to the [residency@udc.edu](mailto:residency@udc.edu) or deliver/mail to **Office of Admission, 4200 Connecticut Ave NW, Office of Admission, B l d g . 3 / A L e v e l** Washington, DC 20008