|  |  |
| --- | --- |
|  |  |

**Student Domicile Checklist**

|  |  |
| --- | --- |
| Item | Status |
| Have you lived in Pennsylvania for a period of 12 months?  ***Pennsylvania domicile may be established upon the completion of 12 months of continued residence, provided such 12 months residency is not primarily for the purpose of attendance at Shippensburg University.*** | *Yes No* |
| Lease or purchase of a permanent, independent residence within Pennsylvania by the student.  ***Copy of lease or copy of deed must be provided*** |  |
| Payment of appropriate state and local taxes.   1. ***Copy of most current submitted tax documents proving Pennsylvania state and local taxes filed must be provided.*** |  |
| Transfer of bank accounts, stocks, automobiles, and other registered property to Pennsylvania from another state.  ***Copy of statements, official documents must be provided*** |  |
| Procurement of a Pennsylvania driver’s license.  ***Copy of permanent license must be provided*** |  |
| Procurement of a Pennsylvania motor vehicle registration  ***Copy of motor vehicle registration must be provided*** |  |
| Evidence of permanent, full-time employment in Pennsylvania proving substantial income to enable financial emancipation.  ***Copy of six (6) most recent pay stubs can be submitted in place of written agreement*** |  |
| Membership in social, civic, political, athletic, and religious organizations located in Pennsylvania.  ***Copy of membership cards or letters must be provided*** |  |
| Registration to vote in Pennsylvania.  ***Copy of Pennsylvania voter’s registration card must be provided*** |  |
| A sworn statement by the student declaring his/her intention to make Pennsylvania his/her residence either permanently or for an indefinite period of time. |  |
| A sworn statement from the parents or guardian of a minor setting forth facts to establish the minor’s financial domiciliary and separate residence. |  |
| Completed Domicile Classification Data Collection Form |  |

**ITEMS SUBMITTED WILL NOT BE RETURNED**

Deadline for approval of in-state residency for tuition purposes must be completed at least two weeks prior to the deadline for the payment of tuition and fees.

***This checklist should only be used as a guide.***

*Official regulations and further guidance can be found on the Board of Governors*

*State System of Higher Education Student Domicile Regulations document provided in your domicile packet.*