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**Student Domicile Checklist**

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| 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.*