

## Residency Application Guidelines

### Overview

*This document is intended to clarify the current guidelines used by the UTHSC to make residency decisions, as well as providing instructions related to all aspects of the residency appeal process.*

*Residency classification scenarios are included to dramatize a variety of commonly-encountered situations.*

The Residency Application Process allows an applicant or student who has been classified as an out-of-state (i.e., non-Tennessee) resident for fee/tuition paying purposes to ensure a review of his or her residency classification status. A Residency Application *submission* includes both a completed application form and associated supporting documentation. Residency Applications are reviewed and acted on by the UTHSC Office of Enrollment Services<sup>1</sup>, with appeals heard by UTHSC's Residency Appeals Committee.

Before a Residency Application can be submitted to the Office of Enrollment Services, the applicant/student must have:

1. Been classified as an out-of-state resident by a UTHSC Admissions Counselor.
2. Reviewed a copy of this document (i.e., Residency Application Guidelines).
3. Discussed the classification by telephone and/or face-to-face with a UTHSC Admissions Counselor, including possible extenuating circumstances considered relevant to the classification decision.
4. Discussed the classification by telephone and/or face-to-face with the UTHSC Director of Admissions, who may or may not request submission of a Residency Application.

*It is important to note that submitting a Residency Application and supporting documentation<sup>2</sup> does not guarantee that a change of residency classification from out-of-state to in-state will occur.*

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<sup>1</sup> University of Tennessee Health Science Center  
Office of Enrollment Services  
910 Madison Avenue, Suite 520  
Memphis, TN 38163

<sup>2</sup> Residency Applications will be made available to applicants and students as part of the residency review process on an as-needed basis. Supporting documentation includes the following:

- Proof of current Tennessee domicile, such as copy of Leasing Agreement or Mortgage
- Copy of applicant/student's Tennessee Voter Registration Card
- Copy of Tennessee Driver's License, or official Tennessee Identification Card
- Letter from Tennessee employer on employer's official letterhead (if applicable)
- Up-to-date work history (if applicable)
- Copy of Tennessee Vehicle Registration (if applicable)
- Copy of applicant/student's Federal Income Tax Return (from previous year)
- Copy of parents'/guardians' Federal Income Tax Return (if applicable)