

RESIDENCY APPLICATION SUBMISSION DATES AND INFORMATION

Please note: Any Western Michigan University undergraduate student who has been admitted as a degree seeking student and began enrollment effective with the Summer 1 2017 semester or later, will have their residency status determined at the time of admission and it will remain the same throughout the student's enrollment at Western Michigan University.

You **must be registered for on-campus classes** for the semester/session that you are applying for a change in residency status. Your application **must include your** Western Identification Number (WIN).

Applications for residency must be received in the Accounts Receivable Office, Western Michigan University, 1903 W. Michigan Avenue, Kalamazoo, MI 49008-5210 according to the schedule below.

Application for:	Earliest Date to Turn in Application:	Deadline Date to Turn in Application:
Spring Semester	December 1	First Day of Classes
Summer I Session	April 1	First Day of Classes
Summer II Session	June 1	First Day of Classes
Fall Semester	August 1	First Day of Classes

Applications are generally processed by the Accounts Receivable office within a 3 week time period.

An email will be sent to your WMU email address when the application has been approved or denied. If approved, and you have financial aid or other awards, those departments (i.e. financial aid, graduate college, athletics, international office, etc.) will review your awards to determine if any adjustments are required. Please allow an additional 3 weeks from the initial approval for the entire process to be completed and your account to be adjusted. All communication of your residency application will be sent to your WMU email address. Please check your WMU email regularly for updates and respond to requests for additional information as quickly as possible.

Incomplete and/or lack of required information could result in denial and/or delay the processing of your application. Please be sure to sign and date the application (Page 2).

Please Note: During the period when awards are being adjusted, you may see a temporary increase in your balance. When your tuition is adjusted to the resident rate, your balance will reduce. You will receive an email when the entire process is complete. After the final email, please review your account and contact us if you have questions or concerns.

WESTERN MICHIGAN UNIVERSITY

Application for Resident Classification for University Admission and/or Fee Purposes

Submit this application to the Accounts Receivable Office, WESTERN MICHIGAN UNIVERSITY, 1903 W. MICHIGAN AVENUE, KALAMAZOO, MI 49008-5210 by the established semester/session submission dates. The application must be signed, dated and include all required documents. Keep a copy for your records.

Please print in blue or black ink.

1 WIN _____

2 _____ / _____ / _____ / _____
Last Name First Name Middle Name Former Name

3 Current Address _____ 4 Phone Number _____
Street City State Zip Code Area Code Number

5 Birthdate: Month ____ Day ____ Year ____ 6 Place of Birth: City _____ State ____ Country _____

7 U.S. Citizen: YES NO 8 State of Legal Residence: _____ How long have you lived in Michigan? _____

9 Non-U.S. Citizen Only: MY COUNTRY OF CITIZENSHIP IS _____ A copy of your Green Card (Visa) must be attached with this application.

I have an I-551 Immigrant Visa. Date: _____ I currently have a _____ Visa. Date: _____

10 This application is for: Spring ____ Summer I ____ Summer II ____ Fall ____ 11 MAJOR: _____

12 Currently Enrolled (check one) YES NO (If NO - STOP - enrollment required) 13 Status: Undergraduate Graduate

14 My request to change my resident status is based on (check one):
 My status as a Michigan resident Michigan residency of my parent(s) * Michigan residency of my spouse**
(* Provide copy of Birth Certificate) (** Provide copy of Marriage Certificate)

See checklist to determine documentation required to be submitted

15 If your status is based on a parent(s) or spouse being a Michigan resident as indicated in Section 14, you must complete Section 15 in its entirety and include verifying documents as requested. Otherwise, please proceed to Section 16 on this form.

State of legal Residence of parent(s) or spouse: _____ How long has parent(s) or spouse lived there? _____

How long has parent(s) or spouse resided in Michigan continuously through present date? _____

My parent(s) or spouse's address is the SAME AS OR DIFFERENT than listed in Section 3. (If different, list the address below.)

_____ / _____ / _____ / _____
Address City State Zip Code

(Circle One) My spouse / parent is:

currently enrolled at WMU? NO YES If YES, provide (Western Identification Number) WIN: _____
currently employed at WMU? NO YES If YES, list position and department: _____
currently employed in Michigan? NO YES If YES, complete employment information below.

_____ / _____ / _____
Name and Address of Employer Phone Number Dates of Employment

(A letter from the employer verifying employment of spouse/parent MUST be included with this application OR provide a copy of the first and most recent paycheck stubs for the current calendar year.)

Release of Student Information for Residency Application

Complete this form if you would like us to discuss your residency application and/or submitted documentation with other individuals during its review. Enter the name of the individual, their relationship to you, and the telephone number of the person you would allow us to speak to on the lines below (parent, guardian, employer etc.). ***Do not enter your own name.*** If there are no designated parties that we may discuss your application with, you do not need to fill out this form.

Completing and signing this form grants the Accounts Receivable Office permission to discuss and release information regarding your Application for Resident Classification for University Admission and/or Fee Purposes to a designated party. A separate release form must be completed and signed for each individual that you wish information (non-directory) released to. This information will be made available only if and when requested by the authorized third party. I, hereby, authorize release to:

Name of Other Individual

Relationship to You

Telephone Number of Other Individual

Student Name (Print)

Student Signature

WIN Number

Date

This release form is valid until rescinded, in writing, by the student.

**Western Michigan University
Resident Classification For
University Admission and/or Fee Purposes**

Contact Information for Inquiries/Information/Questions

WMU Residency Policy and additional information is available on our website.
(<http://wmich.edu/accounts-receivable/students/residency>)

Email questions and inquiries regarding residency reclassification process
to: wmu-residency@wmich.edu

To speak to someone in accounts receivable regarding residency: **(269) 387-4141**

To drop off applications or discuss the application in person, stop by the Accounts
Receivable Office located in **Room 1060 of the Seibert Administration Building.**

Mail applications to: **Accounts Receivable Office
Western Michigan University
1903 W Michigan Ave
Kalamazoo, MI 49008-5210**

Fax application and/or additional documentation to: (269) 387-4227