



University of Hawai'i at Hilo  
200 West Kāwili St., Hilo, HI 96720

Phone: (808) 932-7446 (800) 897-4456 Fax: (808) 932-7459 Website: hilo.hawaii.edu

**CHANGE OF UH RESIDENCY APPLICATION**

To request a change in UH residency, complete and submit this form with photocopies of supporting documents to the Admissions Office. Further information on establishing residency is available on the University of Hawai'i at Hilo Admissions Office website.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI \_\_\_\_\_ UH ID Number: \_\_\_\_\_

Address (Street): \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Applicants must be physically present in the state for 12 months prior to the first day of instruction for the term to which the applicant is requesting the change of residency. Living on campus does not qualify towards the 12 months.

*Current Tuition Rate:*

- Non Resident     
  Pacific Exemption     
  Hawaiian Exemption  
 Western Undergraduate Exchange   
  National Student Exchange   
  Faculty/ Staff   
  Military

WUE and NSE students cannot establish residency simultaneous to their enrollment at UH. Such students must first stop their participation in the exchange and then apply for residency after 12 months.

Residency is based on:  Myself (18 years or older)       Parent/Guardian (17 or younger)

If based on parent, enter name of Parent: \_\_\_\_\_

Current Financial Assistance (Check all that apply):  Pell Grant     Work Study     Loans     Scholarship     Family

Last Semester Status: <input type="checkbox"/> 6 Credits or more <input type="checkbox"/> 5 Credits or less	Current Semester Status: <input type="checkbox"/> 6 Credits or more <input type="checkbox"/> 5 Credits or less
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Presence in Hawaii primarily to attend college does not, of itself, create resident status

Residency Indicia	Enter Date(s) Below
Have you registered to vote in Hawaii?	<input type="checkbox"/> YES <input type="checkbox"/> NO    When: _____
Have you filed a Hawaii State Personal Income Tax return?	<input type="checkbox"/> YES <input type="checkbox"/> NO    When: _____
Are you employed off campus (not as a student employee)?	<input type="checkbox"/> YES <input type="checkbox"/> NO    From: _____ To: _____
Do you own a home or have a long-term lease?	<input type="checkbox"/> YES <input type="checkbox"/> NO    From: _____ To: _____

\_\_\_\_\_  
Signature of Student      Date: \_\_\_\_\_      Signature of Parent (if applicable)      Date: \_\_\_\_\_

OFFICIAL USE ONLY    Effective Term:  Fall     Spring    Year \_\_\_\_\_    Residency Officer: \_\_\_\_\_

Approved      Notes: \_\_\_\_\_      Date \_\_\_\_\_

Not Approved

## **DETERMINATION OF RESIDENCY AS APPLIED TO TUITION PAYMENTS AND ADMISSION**

This is an abridged version. Full document available at <http://hilo.hawaii.edu/studentaffairs/admissions/residency.php>

§20-4-6 **Residence criteria.** The university's definition of "resident" for tuition purposes may be different from the definitions developed by other non-university agencies. The university does not necessarily recognize declarations of resident status made by other agencies. Thus, a person who is a Hawaii resident for tax or voting purposes, for example, is not necessarily a resident for University of Hawaii tuition and admission purposes. To qualify for the resident tuition fee, the following criteria shall be met:

- (1) The adult student, or in the case of a minor student, the student's parents or guardians, has been a bona fide resident of this state for at least twelve consecutive months next preceding the student's residence determination date; and
- (2) The adult or minor student has not been claimed as a dependent for tax purposes for at least twelve months next preceding the residency determination date by his parents or guardians who are not legal residents of the State; provided that this provision shall not apply in cases where the parent claiming the student as a dependent is entitled to do so under a child support order or agreement issued or entered into in conjunction with a divorce proceeding or legal separation agreement, and the other parent and the student meet the criteria set forth in paragraph (1);

§20-4-7 **Evidence of residence.** The determination of residence for tuition purposes requires a finding of subjective fact (intent to establish domicile in Hawaii while relinquishing any prior domicile) as well as of objective fact (physical presence). The following evidences of a person's intent to establish domicile in Hawaii shall be considered. No single evidence shall be decisive. The residency officer will look primarily at the following evidences:

- (1) Voting, or voter registration, or both, in Hawaii.
- (2) Filing of Hawaii resident personal income tax return.

In addition, the residency officer may consider other evidence, such as:

- (1) Ownership of residential property or continuous rental of a dwelling on a lease basis in Hawaii.
- (2) Carrying on of a business or the holding of an employment position in Hawaii.
- (3) Presence of parent(s), spouse, children, and other close relatives in Hawaii.
- (4) Any other clear and compelling evidence, as determined by the residency officer.

§20-4-8 **Rules of construction.** The following rules of construction shall be applied in all cases:

- (1) The twelve months begin on the date upon which the first overt action (see evidences in section 20-4-7) is taken to make Hawaii the permanent residence. While residence shall be lost if it is interrupted during the twelve months immediately preceding the residence determination date, resident status derived from two or more successive sources may be tacked together to compute the twelve-month period.
- (2) Residence in Hawaii and residence in another place cannot be held simultaneously.
- (3) Presence in Hawaii primarily to attend an institution of higher learning shall not create resident status. A nonresident student enrolled or six credits or more per term shall be presumed to be in Hawaii primarily for educational purposes. Such period of enrollment shall not be counted toward the establishment of a bona fide domicile of one year in Hawaii. A student may rebut this presumption of nonresidence if clear and convincing evidence is provided that the student has abandoned the student's previous residence and has established a bona fide residence in Hawaii primarily for purposes other than educational. The following evidences, in addition to the evidences of residence cited in section 20-4-7, shall be considered in determining bona fide domicile in Hawaii. No single evidence is decisive.
  - (A) Location and duration of driver's license for the previous year.
  - (B) Resident status in all postsecondary schools attended outside of Hawaii.
  - (C) Location and duration of any checking accounts, saving accounts, and safety deposit boxes for the previous year that documents financial independence. Reliance upon non-Hawaii, nonfederal resources for financial support infers domicile in a state other than Hawaii. This includes trust funds or other accounts available to the student.
  - (D) Continuous presence in Hawaii during periods when not enrolled in school.
- (4) Resident status, once acquired, shall be lost by future voluntary actions of the resident inconsistent with that status. However, Hawaii residence shall not be lost solely because of the absence from the State while serving in the United States armed forces, while engaged in navigation, or while a student at any institution of learning, provided Hawaii is claimed and maintained as the student's residence.
- (5) Time spent incarcerated in city, state, or federal jails or prisons shall not be counted toward the physical presence requirement for Hawaii residency.