

# UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawai'i at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822  
Tel: (808) 956-8544, 956-8045 • V/T: (808) 956-4257 • Email: [info@grad.hawaii.edu](mailto:info@grad.hawaii.edu) • Web: <http://www.hawaii.edu/graduatestudies>

## RESIDENCY REGULATIONS (Condensed)

(The residency rules and regulations may be subject to change.)

Students who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i rules and regulations in effect at the time they register, must pay the nonresident tuition. An official determination of residency status will be made prior to enrollment. Prospective students may be required to provide documents to verify residency status. Once classified as a nonresident, a student continues to be so classified during his/her term at the University until he/she can present clear and convincing evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer listed below.

### DEFINITION OF HAWAII RESIDENCY

A student is deemed a resident of the State of Hawai'i for tuition purposes if the student and his/her parents or legal guardians have:

- (1) Demonstrated intent to permanently reside in Hawai'i (see below for evidences\*);
- (2) Been physically present in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i his/her legal residency; and
- (3) The student, whether adult or minor, has not been claimed as a dependent for tax purposes for at least 12 consecutive months prior to the first day of instruction by his/her parents or legal guardians who are NOT legal residents of Hawai'i.

\* To demonstrate the intent to make Hawai'i your legal residency, the following evidence applies:

- A. Filing Hawai'i resident personal income tax return.
- B. Voting/registering to vote in the State of Hawai'i.

Other evidence, such as permanent employment and ownership or continuous leasing of a dwelling in Hawai'i, may also apply but **no single act is sufficient to establish residency in the State of Hawai'i.**

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residency in Hawai'i shall begin on the date upon which the first overt action (see evidences) is taken to make Hawai'i the permanent residence. Residence will be lost if it is interrupted during the 12 months immediately preceding the first day of instruction.
- B. Residency in Hawai'i and another place cannot be held simultaneously.
- C. Presence in Hawai'i primarily to attend an institution of higher learning shall not create residence status. A nonresident student enrolled for 6 credits or more during any term within the 12-month period is presumed to be in Hawai'i primarily to attend college. Such periods of enrollment cannot be applied toward the physical presence requirement.
- D. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawai'i residency will not be lost solely because of absence from the State while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning, provided that Hawai'i is claimed and maintained as the person's legal residence.

### BOARD OF REGENTS EXEMPTIONS

1. **Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:**

- A. United States military personnel and their authorized dependents (as defined by the Armed Services); during the period such personnel are stationed in Hawai'i on active duty.
- B. Members of the Hawai'i National Guard and Hawai'i-based Reserves.
- C. Full-time employees of the University of Hawai'i and their spouses and legal dependents (as defined under Internal Revenue Service rules.)
- D. East-West Center student grantees pursuing baccalaureate or advanced degrees.
- E. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

2. Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state or nation which does not provide public institutions that grant baccalaureate degrees may be allowed to pay 150% of the resident tuition. These currently include the following:

American Samoa	Niue
Commonwealth of the Northern Marianas	Republic of Palau
Cook Islands	Republic of the Marshall Islands
Federated States of Micronesia	Solomon Islands
Futuna	Tokelau
Kiribati	Tonga
Nauru	Tuvalu
New Caledonia	Vanuatu
	Wallis

This list is subject to change.

### MISREPRESENTATION

A student or prospective student who provides incorrect information on any form or document intended for use in the determination of residency status for tuition purposes will be subject to the requirements and/or disciplinary measures provided for in the rules and regulations governing residency status.

### APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer for information on how to initiate an appeal.

### FOR ADDITIONAL INFORMATION

Residency Officer, Office of Admissions and Records  
Queen Lili'uokalani Center for Student Services, Room 001  
2600 Campus Road, Honolulu, HI 96822  
Tel: (808) 956-8975  
Web: <http://www.hawaii.edu/admrec/res.html>

# UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawaii at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822

Tel: (808) 956-8544, 956-8045 • VT: (808) 956-4257 • Email: [info@grad.hawaii.edu](mailto:info@grad.hawaii.edu) • Web: <http://www.hawaii.edu/graduatestudies>

## RESIDENCY DECLARATION FORM

**Summer 2010 Applicants:** Please write in your semester of application if you are applying to a graduate program with summer admission.

**INSTRUCTIONS:** Mail-in completed form and appropriate documentation to the address above if you are claiming Hawaii residency or a Board of Regents exemption for tuition assessment purposes.

**To claim Hawaii residency:** Complete Sections A, C, D and E. Applicants claiming Hawaii residency beginning in August 2008 or thereafter will be asked to submit documentation. A listing of documents is found at <http://www.hawaii.edu/admrec/res.html>.

**To claim a Board of Regents exemption:** Complete Section A, B and relevant portions as noted in Section B. Submit supporting documents.

PLEASE TYPE OR PRINT CLEARLY.

FOR OFFICE USE ONLY				R N M F J S G C E H				by _____ on _____			
SEMESTER <input type="checkbox"/> FALL 2009 <input type="checkbox"/> SPRING 2010		GENDER <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE		BIRTH DATE MM DD YY / /		UH ID (if available)					
FAMILY / LAST NAME			FIRST NAME			FULL MIDDLE					
CURRENT MAILING ADDRESS				CITY / PROVINCE				STATE / COUNTRY		ZIP/ POSTAL CODE	
CURRENT ADDRESS VALID UNTIL MM DD YY / /		TELEPHONE Area Code ( )		EMAIL ADDRESS							
CITIZENSHIP (If not U.S. citizen, indicate immigrant status at right.) <input type="checkbox"/> United States <input type="checkbox"/> Other Specify Country _____				IMMIGRANT STATUS <input type="checkbox"/> U.S. Permanent Resident Date Received (MM/DD/YY) _____ Registration Number _____							
I hereby certify that the answers and responses for all items on this residency form are accurate and complete to the best of my knowledge and belief. I understand that I may be required to produce certified documents relative to the determination of my residency status and that the provision of incorrect information regarding my residency declaration will also subject me to the requirements and/or disciplinary measures provided in the University's rules and regulations governing the determination of residency for admission and tuition purposes.											
SIGNATURE OF APPLICANT _____				DATE _____							

### A. RESIDENCY DECLARATION

I claim legal residency in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on the basis of one of the following:

(specify state or country) (specify MM/DD/YY) (specify (M/DD/YY))

- myself - I am 19 or older
- myself and parent
- Board of Regents Exemption (See below.)

### B. BOARD OF REGENTS EXEMPTIONS

Check one of the following if you are claiming a Board of Regents exemption. Attach necessary documents.

- I am a full-time faculty or staff member of the University of Hawaii or the spouse or legal dependent of such a person. (Attach employment contract.)
- I am of Hawaiian ancestry and **not** a resident of Hawaii. (Attach an official copy of your birth certificate, and if necessary, that of your parents/grandparents documenting Hawaiian ancestry.)
- I am a member or authorized dependent of a member of the U.S. armed forces on active duty, stationed in Hawaii. (Complete Section F.)
- I am a member of the Hawaii National Guard or Hawaii-based Reserves. (Complete Section F.)
- I am a citizen of \_\_\_\_\_ which has no public institution of higher education granting baccalaureate degrees. (See Board of Regents Exemption 2, page G-1. Complete Section G.)

### If you claim Hawaii residency, complete sections C, D and E.

**C.** Check one of the following, even if you are an adult and independent:

- I am **not** claimed as a dependent on my parents' 2008 Personal Income Tax Form.
- I am claimed as a dependent on my parents' 2008 Personal Income Tax Form and my parents are legal residents of Hawaii. If you checked this box, the **parent who claims you as a dependent must complete Section E.**
- I am claimed as a dependent on my parents' 2008 Personal Income Tax Return and my parents are **not** legal residents of Hawaii.

**D. Last public institution of higher education attended, if any (including current enrollment at a University of Hawai'i campus):**

Name of Institution \_\_\_\_\_ Dates of Attendance from \_\_\_\_\_ to \_\_\_\_\_  
 (MM/DD/YY) (MM/DD/YY)

Type of tuition paid at institution:  Resident  Nonresident  
 Resident, based on an exemption in Section B. Specify type of exemption: \_\_\_\_\_

**E. Complete the following items on the basis of yourself, and your parent (if you have been claimed by him/her as a dependent for tax purposes.) The parent must also sign and date below, and provide necessary documentation upon request.**

	MYSELF (APPLICANT)	MY PARENT
1. I have been living in Hawai'i continuously since (specify: MM/DD/YY).....	_____	_____
2. I filed Personal Resident Income Tax Return in (specify state)..... from and to (specify years).....	_____ TO _____	_____ TO _____
3. I registered to vote in (specify state)..... on (specify MM/DD/YY) .....	_____	_____
4. I last voted in (specify state)..... on (specify MM/DD/YY) .....	_____	_____
5. Other evidence of residency, if any (e.g., employment) .....	_____	_____
6. My parent claims legal residency in (specify state)..... from and to (specify MM/DDYY) .....	_____	_____ TO _____
7. My parent is a citizen of..... <input type="checkbox"/> US <input type="checkbox"/> Other _____ Specify country and visa status	_____	_____

**SIGNATURE OF PARENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**F. VERIFICATION OF MILITARY ASSIGNMENT IN HAWAII' (MILITARY ORDERS MUST BE ATTACHED.)**  
 (To be completed by the member's Commanding Office.)

Name of Military Member \_\_\_\_\_ Rank \_\_\_\_\_ Branch of Service \_\_\_\_\_

Telephone of Branch of Service \_\_\_\_\_ Member's relationship to applicant:  Self  Spouse  Parent  Other (specify) \_\_\_\_\_

Estimated date of rotation from Hawai'i or separation from military service (whichever is earlier.) Specify MM/DD/YY; do not use "indefinite" \_\_\_\_\_

Permission is hereby granted to release information to the University of Hawai'i

**SIGNATURE OF COMMANDING OFFICER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF MILITARY MEMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNATURE OF APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**G. OFFICIAL CERTIFICATION OF DOMICILE**

Passport Number \_\_\_\_\_ Issuance Date (MM/DD/YY) \_\_\_\_\_ Expiration Date (MM/DD/YY) \_\_\_\_\_

Date of U.S. Entry \_\_\_\_\_ Port of U.S. Entry \_\_\_\_\_ Visa Type \_\_\_\_\_ Visa Expiration Date \_\_\_\_\_

To be completed by one of the following: 1) Government official authorized to determine the domicile status of natives and foreign nationals; 2) U.S. consular official; 3) U.S. Notary Public, if presently in the U.S. (applicant must present passport and visa) or 4) University of Hawai'i Campus Residency Officer, if student is presently in Hawai'i (applicant must present passport and visa.)

This is to certify that \_\_\_\_\_ is a citizen of \_\_\_\_\_  
 NAME OF APPLICANT COUNTRY

and is domiciled at \_\_\_\_\_ since \_\_\_\_\_ according to the records I have examined.  
 COUNTRY / DISTRICT / STATE MM/YY

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_

**OFFICIAL TITLE OR POSITION** \_\_\_\_\_

**INSTITUTION / DIVISION** \_\_\_\_\_

**PLACE OFFICIAL SEAL OF GOVERNMENT  
 CONSULAR OFFICIAL OR NOTARY PUBLIC**