

UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

University of Hawaii at Mānoa • Graduate Admissions Office • 2540 Maile Way, Spalding 354 • Honolulu, HI 96822
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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 Hawaii, according to the University of Hawaii 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 Hawaii for tuition purposes if the student and his/her parents or legal guardians have:

- (1) Demonstrated intent to permanently reside in Hawaii (see below for evidences*);
- (2) Been physically present in Hawaii for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawaii 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 Hawaii.

* To demonstrate the intent to make Hawaii your legal residency, the following evidence applies:

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

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

Other legal factors in making a residency determination include:

- A. The 12 months of continuous residency in Hawaii shall begin on the date upon which the first overt action (see evidences) is taken to make Hawaii 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 Hawaii and another place cannot be held simultaneously.
- C. Presence in Hawaii 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 Hawaii 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, Hawaii 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 Hawaii 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 Hawaii on active duty.
- B. Members of the Hawaii National Guard and Hawaii-based Reserves.
- C. Full-time employees of the University of Hawaii 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 Mariana Islands	Republic of Belau
Cook Islands	Republic of the Marshall Islands
Federate States of Micronesia	Solomon Islands
Futuna	Tokelau
Kiribati	Tonga
Nauru	Tuvalu
New Caledonia	Vanuatu
	Wallis

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>

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/DD/YY)	_____	_____ TO _____
7. My parent is a citizen of..... <input type="checkbox"/> US <input type="checkbox"/> Other _____ Specify country and visa status	_____	_____

SIGNATURE OF PARENT X _____ DATE _____

F. VERIFICATION OF MILITARY ASSIGNMENT IN HAWAI'I (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 X _____ DATE _____

SIGNATURE OF MILITARY MEMBER X _____ DATE _____

SIGNATURE OF APPLICANT X _____ 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 X _____ DATE _____

PRINTED NAME _____

OFFICIAL TITLE OR POSITION _____

INSTITUTION / DIVISION _____

PLACE OFFICIAL SEAL OF GOVERNMENT
 CONSULAR OFFICIAL OR NOTARY PUBLIC