

# UNIVERSITY OF HAWAII AT MĀNOA • GRADUATE DIVISION

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 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. Applicants may be required to provide documentation 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. You may contact the residency officer listed below for additional information or interpretation of the regulations.

### 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 apply:

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

This list is subject to change. Please contact the office below for a current list, eligibility and documentation requirements.

**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://manoa.hawaii.edu/admissions/undergrad/financing/residency.html>

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## RESIDENCY DECLARATION FORM

**Summer 2011 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 2009 or thereafter will be asked to submit documentation. A list of documents is found at: <http://manoa.hawaii.edu/admissions/undergrad/financing/residency.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 2010 <input type="checkbox"/> SPRING 2011		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 *x* \_\_\_\_\_ 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.) Name and UH number of faculty or staff member (if not applicant): \_\_\_\_\_
- I am Hawaiian 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 1.)

