



NEW/RETURNING STUDENT

Request for Review of Domicile Classification

Continuing students (enrolled in the previous term) must complete a Domicile Appeal Form

If you are a new student this semester (or you are returning after an absence of at least one term), and you have been classified as out-of-state for tuition purposes, you may request a review of the initial determination without submitting a full appeal. **If you have pre-registered, please be sure to submit this request no later than 24 hours before the payment deadline for your classes.** If you need to submit an appeal of this request, you may do so until the day before classes begin officially for the term.

Your first classification is based on the responses that you gave on the application for admission and the application for in-state tuition form in accordance with the [Code of Virginia](#) and the [SCHEV Domicile Guidelines](#). You may view the guidelines at: www.reynolds.edu. Click on Quick Links > College Cost, Tuition and Enrollment >Domicile Determination.

Please Print

Name (Last, First, Middle) _____

Social Security Number _____

SIS ID _____

Have already registered for the upcoming semester (circle one) YES NO

E-mail address: _____

Daytime telephone number: _____

REQUIRED ITEMS IN YOUR REQUEST PACKET:

1. Complete a new domicile form – include your social security number and SIS ID. If you are under 24 or are the dependent of a parent, legal guardian, or spouse, that individual must complete the necessary questions and signatures on the form and also provide documents, as required below.
2. Copy of your driver's license.
3. Copy of your car registration (If you do not have a car, indicate this on the form.)
4. Copy of your most recent Virginia Income Tax Return (If you did not work, indicate this on the form.)
5. Copy of front page of your most recent Federal Income Tax Return (If you did not work, indicate this on the form.)
6. If you are a non-U.S. citizen, refer to the document, "Domicile Eligibility for Non-U.S. Citizens", which is available in the Access Center. Provide a copy of your passport showing your current visa, a copy of your I-94 (Certification of Eligibility), and all immigration documents that indicate your current immigration status.
7. Please feel free to include additional information, as needed.

The required documents must be submitted with this form to a campus Access Center or faxed to Central Admissions and Records at (804) 371-3650.