

**NON-ADMITTED UNDERGRADUATE  
STUDENT INFORMATION FORM**

Student Enrollment Services  
University of Nevada, Las Vegas

- This form is for individuals who wish to enroll in selected undergraduate courses to pursue professional credentials, for enjoyment and personal fulfillment, or to take course work in preparation for application to an undergraduate degree program.
- A maximum of 24 credits earned as a Non-Degree Seeking Undergraduate Student may be applied toward a bachelor's degree. Non-Degree Seeking Undergraduate Students may register for a maximum of 8 credits per regular fall or spring semester.
- You MUST fill the accompanying RESIDENCY APPLICATION FORM if you wish to be considered a Nevada resident for tuition purposes.
- **Please complete and mail, fax or bring this form and the accompanying Residency Application Form to: UNLV Registrar's Office, 4505 Maryland Parkway, Box 451029, Las Vegas, NV 89154-1029 FAX: (702) 895-1118 (If you mail this form, please allow a week for processing before attempting to register)**

Do you possess a Bachelor's Degree or higher?

YES Do you intend to get another bachelor's degree?  YES  NO

If you have answered NO to above question, STOP HERE. YOU MUST FILL THE GRADUATE NON-ADMITTED FORM.

NO Have you ever attended UNLV?  YES  NO

Are you applying or have you already apply for undergraduate admission at UNLV?  YES  NO

Please indicate your primary reason for taking undergraduate courses as a Non-Degree Seeking Student:

Obtain a teaching credential, license, and/or endorsement. Indicate Program: \_\_\_\_\_

Enjoyment and personal fulfillment only. Area of Interest: \_\_\_\_\_

Taking courses prior to application to a degree program. Indicate Program: \_\_\_\_\_

PLEASE PRINT

Social Security Number\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender (M or F): \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Former or Maiden Name (if applicable): \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Contact Phone \_\_\_\_\_

Are you a graduate of a Nevada high school?  YES  NO

If yes, name of high school \_\_\_\_\_ Year of graduation \_\_\_\_\_

Are you 62 years of age or older?  Yes  No

Are you a U.S. citizen?  Yes  No If **no**, country of citizenship \_\_\_\_\_

Are you a Permanent Resident?  Yes  No If **yes**, enter your Alien Registration Number here: \_\_\_\_\_  
Attach a copy of your permanent resident card for verification.

Ethnic Code: This question is voluntary and for statistical purposes only.

Asian or Pacific Islander  Black, non-Hispanic  Native American/Alaskan  
 Hispanic  White, non-Hispanic  Non-Resident Alien

I certify that all statements on this application are complete and true and that subsequent evidence demonstrating that the information I provided is less than complete or correct may result in the revocation of any admission or credits resulting from this application. I further understand that it is my responsibility to be familiar with and adhere to all academic regulations and that no exception to them is warranted except by written authorization of the Registrar.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\* University of Nevada, Las Vegas uses students' social security numbers for 1098-form (IRS Tuition Statement Form for income tax purposes) generation ONLY. Your SSN will not be disclosed to other parties without your written authorization.



Application Deadline  
Fall: July 3, 2006

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Name: \_\_\_\_\_  
Last First MI

Social Security or ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City State Zip

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ New Student \_\_\_\_\_ Returning/Continuing Student \_\_\_\_\_ Non Admitted

Term applying for: Fall 20\_\_\_\_ Spring 20\_\_\_\_

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The rules and regulations for determining whether students shall be classified as resident students or nonresident students for tuition charges are governed by the Board of Regents of the Nevada System of Higher Education (NSHE) and may be found under Title 4, Chapter 15 of the Board of Regents Handbook.

There is a rebuttable presumption that a nonresident attending an institution of the NSHE is in the state of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the NSHE shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident in accordance with the procedures outlined in this application.

UNLV reserves the right to request additional information when deemed appropriate.

All copies of documentation submitted become the property of UNLV and will not be returned to the student. Please retain a copy of all documents submitted.

An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen may be eligible for Nevada residency status. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence.

Students will be notified of their residency decision. **Please note:** Tuition and fees must be paid by the published date indicated in the current Class Schedule and in the Registration Guide to avoid late penalties.

**Note:** A student who was initially enrolled in a NSHE institution under a discounted tuition program (Good Neighbor, Children of Alumni, or Western Undergraduate Exchange Program) shall not normally be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the Good Neighbor, Children of Alumni, or Western Undergraduate Exchange Programs and pays full nonresident tuition for at least twelve (12) months may apply for reclassification to resident student status. An application for reclassification may also be submitted under the provisions of this section if the material facts of a student's residency, or the parents' or legal guardian's residency, have substantially changed following matriculation.

# Residency Application

Please indicate the category for which you are applying for residency. Check **one** and submit clear **photocopies** of the documentation that corresponds with the category you have checked. Please be sure to sign and date the *Declaration of Intent of Residency* located on the back of this application. Applications must be signed by the person establishing residency unless noted otherwise.

A.\_\_\_\_ A member of the Armed Forces of the United States, on **active duty**, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or a person whose spouse, family, or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders. Submit photocopies of military identification and military orders. For dependents or spouse, please submit a birth certificate or marriage certificate along with the military identification and military orders for the active member.

**Note:** "Armed Forces of the United States" means the Army, Navy, Air Force, Marine Corps, and Coast Guard. It does not include the National Guard or other reserve force.

B.\_\_\_\_ Licensed, educational personnel employed **full-time** by a public school district in the state of Nevada, or the spouse or dependent child of such an employee. Submit a photocopy of your current employment contract and, for proof of dependency, a birth certificate or marriage certificate, and proof of parent/legal guardian filing federal income tax return for the most recent tax year. Tax return must list student as a dependent.

C.\_\_\_\_ A teacher who is currently employed **full-time** by a private elementary, secondary, or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee. Submit a photocopy of your current employment contract and, for proof of dependency, a birth certificate or marriage certificate, and proof of parent/legal guardian filing a federal income tax return for the most recent tax year. Tax return must list student as a dependent.

D.\_\_\_\_ A professional employee, classified employee, postdoctoral fellow, resident physician, or resident dentist of the Nevada System of Higher Education currently employed at least half-time, or the spouse or dependent child of such an employee. Submit a photocopy of your current employment contract and, for proof of dependency, a birth certificate or marriage certificate, and proof of parent/legal guardian filing a federal income tax return for the most recent tax year. Tax return must list student as a dependent.

E.\_\_\_\_ A student and/or the student's spouse has **relocated** to Nevada for the **primary** purpose of permanent full-time employment or to establish a business in Nevada **before the student's first date of matriculation**. Submit the following items for the student or spouse:

- Signed letter from employer on company letterhead stating start date and full-time employment status or a copy of a Nevada business license.
- Nevada driver's license, or Nevada vehicle registration, or Nevada voter registration, or Nevada identification card issued by the Nevada DMV and with an issue date prior to the student's first date of matriculation.
- At least one pay stub from current employer issued prior to the student's first date of matriculation.
- For spouse, a copy of your marriage certificate.

**OR**

A student whose parent(s) or legal guardian(s) has **relocated** to Nevada for the **primary** purpose of permanent full-time employment or to establish a business in Nevada **before the student's first date of matriculation**. Submit the following items for the parent or legal guardian:

- Signed letter from employer on company letterhead stating start date permanent full-time employment status or a copy of a Nevada business license.
- Nevada driver's license, or Nevada vehicle registration, or Nevada voter registration, or Nevada identification card issued by the Nevada DMV with an issued date prior to the student's first date of matriculation.
- At least one pay stub from current employer issued prior to the student's first date of matriculation.
- Student's birth certificate or documentation indicating legal guardianship for proof of dependency.
- Signed federal income tax return for the most recent tax year listing the student as a dependent.

F.\_\_\_\_\_ A **financially dependent** person whose parent(s) or legal guardian(s) has resided in Nevada for *at least twelve (12) months immediately prior to the date of application for reclassification.*

**\*A dependent person whose family or legal guardian is a nonresident cannot apply for reclassification to resident student status.**

Please submit clear photocopies **for all** of the following:

- Parent's signature on the *Declaration of Intent of Residency (see back of application).*
- Student's birth certificate or documentation indicating legal guardianship for proof of dependency.
- If a spouse, submit a copy of marriage certificate.
- Signed federal income tax return for the most recent tax year listing the student as a dependent.

**Note:** All documents must be in the parent's or legal guardian's name. Please provide **four (4)** of the following:

- Ownership or mortgage receipts for a house in Nevada for *at least twelve (12) months prior to the date of application for reclassification.*
- Lease of living quarters, or rent receipts, or rent ledger in Nevada for *at least twelve (12) months prior to the date of application for reclassification.*
- Employment in Nevada for *at least twelve (12) months prior to the date of application for reclassification.* (e.g., 12 consecutive pay stubs, letter from employer indicating 12 months of continuous employment in Nevada.)
- Nevada driver's license or Nevada identification card issued *at least twelve (12) months prior to the date of application for reclassification.*
- Nevada vehicle registration issued *at least twelve (12) months prior to the date of application for reclassification.*
- Nevada voter registration card issued *at least twelve (12) months prior to the date of application for reclassification.*
- Utility bills or water bills for at least twelve (12) months prior to the date of application for reclassification.
- Statements from active savings and checking accounts in a Nevada financial institution for *at least twelve (12) months prior to the date of application for reclassification.*

G.\_\_\_\_\_ A **financially independent** person who has been a resident of Nevada for a period of at least **twelve (12) continuous months immediately prior to the date of application for reclassification**, has provided clear, convincing, objective evidence of establishing permanent ties to Nevada, and has demonstrated financial independence.

**Note:** All documents must be in the applicant's name. Please submit clear photocopies **for all** of the following:

- Signed *Declaration of Intent of Residency (see back of application).*
- Federal income tax return and W-2's for the most recent year that indicates a Nevada address. If you were under the age of 24 for the most current tax year, a copy of your parent's income tax return for that year must be submitted indicating that you **were not** claimed as a dependent.
- Nevada driver's license, or Nevada vehicle registration, or Nevada voter registration, or Nevada identification card issued *at least twelve (12) months prior to the date of application for reclassification.*

**Note:** All documents must be in the applicant's name. Please provide **four (4)** of the following:

- Employment in Nevada for *at least twelve (12) months prior the date of application for reclassification* (e.g., 12 consecutive pay stubs or a letter from employer indicating 12 months of continuous employment in Nevada.)
- Statements from active savings and checking accounts in a Nevada financial institution for *at least twelve (12) months prior to the date of application for reclassification.*
- Utility bills or water bills for *at least twelve (12) months prior to the date of application for reclassification.*
- Ownership or mortgage receipts for a house in Nevada for *at least twelve (12) months prior to the date of application for reclassification.*
- Lease of living quarters, or rent receipts, or rent ledger in Nevada for *at least twelve (12) months prior to the date of application for reclassification.*
- Payment of property taxes for the *twelve (12) month period prior to the date of application for reclassification.*
- A license for conducting business in Nevada.
- Admission to a licensed practicing profession in Nevada.
- A Nevada address listed on Selective Service registration.

# DECLARATION OF INTENT OF RESIDENCY

I hereby declare that I have abandoned any domicile or residence in any state or commonwealth of the United States of America other than the state of Nevada. I further certify that I have established a bona fide domicile or residence in the state of Nevada with the intent of making Nevada my true, fixed, and permanent home and place of habitation, having clearly abandoned my former domicile or residence and having no intent to make any other location outside the state of Nevada my home and habitation. I further certify that to the extent it is required for me to qualify as a resident for purposes of tuition, I have been domiciled or a resident in the state of Nevada for at least twelve (12) months immediately prior to the date of my application for reclassification to resident student status and that, therefore, I have been physically present and residing in Nevada for that entire period of time, excluding short term absences for business or pleasure.

The information provided on this application and supporting documentation are true to the best of my knowledge. I understand that omissions or misrepresentations will invalidate consideration for in-state residency.

- I authorize UNLV to verify the enclosed documents with the issuing agencies if necessary.
- I do not authorize UNLV to verify the enclosed documents with the issuing agencies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Parent Signature (for financially dependent student)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Type or print parent's name

\_\_\_\_\_  
Type or print student's name

## NOTICE

Filing a false *Declaration of Intent of Residency* will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to the disciplinary sanctions under Title 2, Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension, or expulsion.

### PLEASE RETURN COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION TO:

**Undergraduate:** University of Nevada, Las Vegas • Student Enrollment Services  
4505 Maryland Parkway • Box 451029 • Las Vegas, NV 89154-1029  
(702) 895-3443 • Fax (702) 895-1118

**Graduate:** University of Nevada, Las Vegas • Graduate College  
4505 Maryland Parkway • Box 451017 • Las Vegas, NV 89154-1017  
(703) 895-3320 • Fax (702) 895-4180

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## OFFICE USE ONLY

Date Approved \_\_\_\_\_ by \_\_\_\_\_

Date Denied \_\_\_\_\_ by \_\_\_\_\_

Comments: