⏰ SUBMISSION DEADLINE & APPROVAL TIMELINE

Submit your COMPLETE application package as soon as you are accepted in the program.

⚠ Late or incomplete submissions will NOT be processed in time.

STEP 1 Quick Pre-Submission Checklist

Review every item before turning in your application package:

- ☐ Application form is fully completed, signed, and dated.
- ☐ I have attached 2 Tennessee residency documents (both include my name, Tennessee address, and are dated at least 1 year before my term starts).
- ☐ I have attached 1 proof of U.S. legal status document.
- ☐ If using a Green Card or EAD: I have included the I-797 Notice of Approval letter.
- ☐ All documents are official copies (not photos of screens or handwritten notes).

☐ **I am submitting everything TOGETHER, before deadline**

— Confirm You Are Eligible to Apply

You must meet ALL of the following conditions to qualify for in-state tuition:

- You have lived (been domiciled) in Tennessee continuously for at least 12 months immediately before the start of your term.
- During those 12 months, you were NOT enrolled at any Tennessee institution of higher education.
- You are financially and legally independent from any out-of-state resident.
- You hold an eligible legal status in the United States (see Step 3 below).

✗ You are NOT eligible if any of the following applies to you:

- You hold a non-immigrant visa (F-1, F-2, J-1, J-2, H-4, L-2, or similar).
- You are sponsored through a scholarship program.
- You are financially dependent on an out-of-state resident.
- You cannot prove 12 consecutive months of Tennessee domicile before your term starts.

STEP 2 — Gather Your Required Documents

A. Proof of Tennessee Residency — You Must Submit EXACTLY 2 Documents

Each document MUST:

- Include your full name and Tennessee address.
- Be dated at least 1 year before the first day of your classes.
- Be an official copy (not a screenshot or photo of a phone screen).

Choose any 2 of the following:

- ☐ Copy of Tennessee property deed or signed lease agreement
- ☐ Copy of Tennessee vehicle registration
- ☐ Letter from a U.S. Government Department or Agency (dated)
- ☐ Any utility bill, bank statement, or official bill in your name with your Tennessee address

⚠ Common Mistakes That Cause Rejection:

- Submitting only 1 residency document — 2 are required, no exceptions.
- Documents are undated or the date is less than 1 year before classes begin.
- Document shows a name or address that does not match your application.
- Submitting a lease that has not yet started or expired before the 12-month window.

B. Proof of Legal Status in the U.S. — Submit 1 Document

Submit one of the following (official copies only):

- ☐ Valid U.S. Passport
- ☐ Certificate of Naturalization
- ☐ Permanent Resident Card (Green Card) AND the I-797 Notice of Approval letter — both required together
- ☐ Employment Authorization Document (EAD) for active asylum/refugee case AND the I-797 Notice of Approval letter — both required together

STEP 3 — Complete & Submit Your Application

What to Include in Your Package	Submission Conditions
• Completed and signed Application Form • 2 Tennessee residency documents (from Step 2A) • 1 legal status document (from Step 2B) • I-797 Notice of Approval letter (if using Green Card or EAD) • Dependent's Permanent Resident Card (if applicable)	• All documents must be submitted TOGETHER at the same time — partial submissions are not accepted. • Documents must be official copies (not screenshots). • Incomplete packages will be returned without review. • False or altered documents will result in permanent disqualification.

STEP 4 — What Happens After You Submit

1. Submit	2. Review	3. Recommendation	4. Decision	5. Notification	6. Tuition Applied
You deliver complete packages to the IEC office.	Staff verify all documents are present and valid.	IEC recommends approval or denial.	Final approval or denial issued.	You are notified of the decision by email.	In-state rate applied to your student account.

⏳ Allow at least 10–15 business days for your application to be reviewed after submission. Submitting by the deadline above ensures you receive a decision before tuition bills are generated.

Questions? Contact the Intensive English Center

Submit your complete package via email. Do not email documents on what's app.

APPLICATION FORM

This residency application is for: Fall ☐ Spring ☐ Summer ☐ Year 20:____ IEC ID#_____

Primary e-mail address: _____ Phone number: _____

GENERAL STUDENT INFORMATION

Full Name: _____, _____ Date of Birth: __/___/_____ Place of Birth: _____
Last *First* *M.I.*

1. **Mailing Address:** _____ **City** _____ **State** TN, **ZIP**_____
   Length of domicile at this address: ____Years ____Months / Rent ☐ Own ☐
2. If you have been domiciled at the above address for **less than one year**, provide your previous address below:
3. **Mailing Address:** _____ **City** _____ **State** TN, **ZIP**_____
   Length of domicile at this address: ____Years ____Months / Rent ☐ Own ☐
4. Have you been domiciled in Tennessee continuously since birth? Yes ☐ No ☐
   If no, state your reason for coming to Tennessee:_____
5. Have you attended another institution of higher learning in Tennessee? Yes ☐ No ☐
   Name of the Institution: _____ **Dates Attended: From** __/__/____ **To** __/__/____
6. Have you ever been classified as an in-state resident by an institution in Tennessee? Yes ☐ No ☐
   If yes, why_____
7. Have you filed a residency application before at Tennessee State University? Yes ☐ No ☐

CITIZENSHIP

8. Are you a citizen of the U.S.? Yes ☐ No ☐ Green Card Holder? Yes ☐ No ☐ Asylum Seeker? Yes ☐ No ☐
   If no, permanent resident or visa type or Alien # (**USCIS Number**) : _____
   Date of issue: _____ Expires: _____
   (Documentation: photocopy of the immigration documents i.e. green card, work permit, etc.)
9. Are you registered to vote? Yes ☐ No ☐ If yes, what state are you registered? _____

AFFIRMATION OF APPLICANT

I hereby swear and affirm that all information is provided in, and for this application is accurate and complete, and that all documents attached are true and unaltered copies of the original documents requested. It further indicates, that I understand that the University may contact any of the person(s) referred to in this application for the purpose of obtaining additional pertinent information; and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered a resident of Tennessee and that I may be required to withdraw from the University.

_____ _____
Signature of Applicant *Date*

FOR OFFICIAL USE ONLY

Please do not write below this line

RECOMMENDATION:
RECOMMENDED: Yes ☐ No ☐
DATE: _____
By: _____

APPROVAL:
APPROVED: Yes ☐ No ☐
DATE: _____
By: _____