

**University of North Georgia**  
**APPLICATION FOR OUT-OF-STATE TUITION**

### Section III –Documentation Requirements

#### **ALL STUDENTS MUST PROVIDE ONE THE FOLLOWING:**

- x An official letter on letterhead from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG employment; or
- x An employment verification form from the appropriate human resources office of a unit of the University System of Georgia (USG) verifying current, full-time USG employment.

#### **LAWFUL PRESENCE IN THE UNITED STATES**

In addition to the above waiver-specific documentation requirements, students must be verified to be lawfully present in the United States to be eligible for any out-of-state tuition waiver.

**NOTE:** Additional documentation may be requested to determine waiver eligibility.

#### **IN ADDITION, STUDENTS APPLYING BASED ON THE EMPLOYMENT OF A PARENT, U.S. COURT-APPOINTED LEGAL GUARDIAN OR SPOUSE MUST SUBMIT ONE OF THE DOCUMENTS LISTED UNDER EITHER A, B, OR C BELOW, AS APPROPRIATE:**

##### **A. APPLYING BASED ON A PARENT (Students under the age of 24 only)**

- x Copy of the birth certificate for the student listing the individual with qualifying employment as their parent; or
- x Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year listing the student as a dependent child.

##### **B. APPLYING BASED ON A U.S. COURT-APPOINTED LEGAL GUARDIAN (Students under the age of 24 only)**

- x Copy of U.S. court documentation listing the individual with qualifying employment as the guardian of the student; or
- x Copy of the federal income tax return filed by the individual with qualifying employment for the most recent tax year listing the student as a dependent child.

##### **C. APPLYING BASED ON A SPOUSE**

- x Copy of the marriage certificate for the individual with the qualifying employment and the student; or
- x Copy of a jointly filed federal tax return filed by the individual with the qualifying employment for the most recent tax year listing the student as a spouse. Or, a copy of a jointly filed federal income tax return filed by the student for the most recent