

Required Documentation Checklist ***For residency applications***

1. Documentation of your physical residence in Kansas for the preceding 365 days.

Include **ONE** of the following:

- a) letter from landlord(s)
- b) copies of rent checks/receipts for the past 12 months
- c) copy of deed/mortgage

A lease is NOT sufficient

2. Include documentation for **ALL** of the income you listed on Question 16a. For example: you may include copies of paychecks, W2's, financial aid award letters or financial aid transcripts.

3. Include copies of your

- A.** Kansas driver's license
- B.** Car registration
- C.** Voter Registration
- D.** Most recent state and federal income tax
- E.** Resident Alien Card OR Visa and I-94 (non-US citizens only)

- Please do NOT submit original supporting documentation. Please include copies of supporting documentation. We will NOT return any portion of your application. Your application will remain on file in our office. Your application will be kept confidential and will be destroyed in 5 years.
- Please fill out the form COMPLETELY. Be sure to fill out Questions 16 a, and 16 b COMPLETELY.
- Be sure and have the form NOTARIZED on the back of the last page. Notaries can be found at local banks and in Strong Hall on campus.
- Feel free to include any additional documentation you feel will help support your application for Kansas residency.
- Please make a photocopy of your entire application and keep it for your records. We will not return your application or any supporting documentation.