

**EMPORIA STATE UNIVERSITY**  
**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.

**No factor shall be considered in support of a claim for resident status unless the factor has existed for at least one year before enrollment or re-enrollment.**

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 16a and 16b **COMPLETELY**.
- Be sure and have the form **NOTARIZED** on the back of the last page. There is a notary in the Human Resources Office, 211 Plumb Hall. Notaries can also be found at local banks.
- 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.