



Admissions and Records

February 23, 2018

Great Basin College is required to randomly select students who have been classified as Nevada residents and request documentation supporting their in-state classification. This policy is set by the Nevada Board of Regents, which is the governing body of the Nevada System of Higher Education.

Our records indicate that Spring 2018 is your first semester at Great Basin College (GBC) and that you have been classified as a Nevada resident, thus your name has been selected as part of the required audit. This means that in order to maintain your status as a GBC Nevada resident, you must provide documentation to confirm your residency.

Enclosed you will find a Nevada Residency Audit Application. You must complete it and provide all supporting documents by Friday, March 16th. If you are unable to comply with this request by the deadline, on March 16, 2018, a hold will be placed on your account that will prevent you from enrolling into future classes until you have completed the required audit.

It is essential that you select one of the two options explained on the enclosed form and provide **all** the documentation listed. If you have previously provided any of the requested documentation to our office, make note of that when you submit the enclosed form.

Thank you for your prompt attention to this matter. If you have questions, please contact Cheyenne Stocks in Admissions and Records (775-753-2272; cheyenne.stocks@gbcnv.edu) or contact me (775-753-2361; melissa.risi@gbcnv.edu).

Sincerely,

Melissa Risi
Director of Admissions/Registrar
775.753.2361
melissa.risi@gbcnv.edu

Enclosure



GREAT BASIN COLLEGE

Admissions and Records

Residency Audit Application for Spring 2018

This application is for students who have been selected to verify their Nevada residency status. This application and supporting documents must be submitted by the deadline included in the residency audit letter.

Initial residency determination is based on a student's self-reported data collected from the application for admissions, then 10% of new students are required to provide documents supporting their claim as Nevada residents. Information regarding residency regulations can be found on our website at www.gbcnv.edu/admissions/residency.html. On that page is a link to the Nevada System of Higher Education Board of Regents Handbook which contains all rules & regulations regarding residency.

Veterans: Veterans, or their spouses and dependents who are receiving veteran benefits, should refer to the Veterans Spouses and Dependents: Form for Determination of Tuition Charges available on our website and at all of our Centers.

Name _____ Student I.D. number: _____

Address: _____ City: _____ State: _____ Zip: _____

Date you began residing at the above address _____ if it has been fewer than 12 months, please provide previous address(s) and dates as well:

Phone: _____ Birth date: _____ Email: _____

Applicant's Signature _____ Date _____

Instructions: See Option 1 to determine if any exception to the 12 month requirement for bona fide Nevada residency applies to you. If none are applicable, proceed to Option 2.

Fax, mail, e-mail or hand-deliver your signed application and required documentation to Admissions and Records or your local Center.

For office use only: Approved: _____ Denied: _____ Notes: _____

Initials and date: _____

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Option 1 – Exceptions to the 12 Month Nevada Residency Requirement

Submit documents specified in parenthesis

____ I am currently attending or am a graduate of a Nevada high school. (Official copy of your Nevada high school transcript or diploma.)

____ I am currently a professional, classified, postdoctoral fellow, resident physician, or resident dentist of NSHE employed at least ½ time, or the spouse or dependent of such an employee. (Copy of current employee contract or letter/documentation from Human Resources. For spouse, copy of marriage license; for dependent, copy of federal income tax return.)

____ I have attended another NSHE institution as a Nevada resident. (Transcript from TMCC, WNC, CSN, NSC, or residency screenshot or letter from UNR or UNLV.)

____ I am a financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment, or the dependent or financially dependent spouse of such a person. (Letter from employer on a company letterhead indicating start date and permanent, full-time position of employment, or a copy of a Nevada business license and proof that the business is in operation. Also provide one of the following: Nevada driver's license or ID card, Nevada vehicle registration, or Nevada Voter Registration card. (For spouse or dependent, provide a copy of federal income tax return for most recent year.)

____ I am licensed educational personnel employed full-time by a public school district in the State of Nevada, or am a teacher employed full-time by a private educational institution whose curricula meet the requirements of the Nevada Revised Statutes 394.130, or the spouse or dependent of such an employee. (Copy of current employment contract. For spouse, copy of marriage license. For dependent, copy of federal income tax return). Note: A financially independent student under the age of 24 is not required to submit a copy of his/her parent's income tax form for this exception.

____ I am a member of federally recognized Native American tribe and currently reside on tribal land located wholly or partially within the state of Nevada. (Copy of tribal card and document, subject to approval, that shows address).

____ I am a member of the Armed Forces of the United States, on active duty, stationed in Nevada or the Marine Corps Mountain Warfare Training Center at Pickel Meadows, or the spouse or dependent of such a person. (Copy of military orders. For spouse, copy of military ID or marriage license; for dependent, copy of federal income tax return).

Option 2 – Nevada Residency for 12 Months

You must complete both sections A and B. **You may be required to submit additional proof of US citizenship, Resident Alien status or an approved VISA**, or the same documentation for the person you are dependent upon.



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A) Dependent/Independent Status

Are you claimed as a dependent by your parent or legal guardian? Yes _____ No _____

If yes, a true and correct copy of the parent/guardian’s federal income tax return for the most recent tax year showing a Nevada address must be submitted and must indicate the student was claimed as a dependent. Students may also be required to submit a birth certificate or adoption papers to prove the relationship.

If yes, name of person student is dependent upon: _____

If no, and you are age 24 or older, skip to section B

If no, and you are under the age of 24, a true and correct copy of the parent’s or legal guardian’s federal income tax return for the most recent tax year indicating the student was not claimed as a dependent and a true and correct copy of the student’s tax return must be submitted. Students might also be required to submit a birth certificate or adoption papers to prove the relationship.

If no federal tax return has been filed for parent and/or student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.

B) Required Documentation

A minimum of two pieces of evidence as listed below must be submitted for self (independent student) or parent (dependent student). Any evidence or documentation must be issued at least 12 months prior to the first day of the semester for which Nevada residency is requested.

	For Office Use only	
	Yes	No
___ Nevada driver’s license or Identification card	Yes	No
___ Nevada vehicle registration	Yes	No
___ Nevada Voter Registration Card	Yes	No
___ Home ownership in Nevada (mortgage statement or deed, lease agreement, utility bills/receipts for the home or leased quarters)	Yes	No
___ Employment in Nevada (letter from employer on company letterhead or pay stubs indicating Nevada based employer)	Yes	No
___ Federal tax returns for the most recent 2 years (only first page showing the Nevada address)	Yes	No
___ Other evidence to demonstrate Nevada bona fide residency subject to approval of the Registrar	Yes	No