



# Military Residency Form

Students have 30 calendar days after the first day of classes for each of the semesters and 30 days after the first day of classes for the summer full-session term to submit this form with complete documentation to be reviewed for residency for that semester/ term. The date is published in the Registration Information Guide and on the Admission's Office webpage <https://washburn.edu/admissions/paying-for-college/Residency/index.html>

Name \_\_\_\_\_ WIN \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Daytime Phone \_\_\_\_\_ Email \_\_\_\_\_

Circle the term for which you are applying: Fall/Spring/Summer, Year \_\_\_\_\_ Circle your classification: Undergrad/Grad/Law

1. Are you currently serving in the US Armed Forces or are you a spouse or dependent of a person currently serving in the US Armed Forces? Yes No

2. Are you a veteran of the US Armed Forces? Yes No  
Branch \_\_\_\_\_

If no, are you the spouse or a dependent of a veteran of the US Armed Forces? Yes No

4. Have you or your spouse or guardian been discharged from the US Armed Forces within the last 3 years? Yes No

Please provide separation date \_\_\_\_\_

5. Have you or your spouse or guardian enrolled in courses at Washburn University or Washburn Tech? Yes No

Please provide enrollment date \_\_\_\_\_

### Documentation Required

1. Current active duty service members (or the spouse or dependent receiving benefits) of the US Armed Forces must provide a copy of a DD-214, or NG-15 or military orders with this form.
2. Disabled or retired veterans, (or spouse or dependent of retired or disabled veterans) receiving benefits must provide a copy of the veterans' DD-214 with this form.
3. Spouses or dependents must provide written evidence of required relationship to the veteran (i.e. adoption, birth or marriage certificates)
4. Applicant must provide a copy of the Certificate of Eligibility for Military Education Benefits received from VA Education and Training.
5. Provide documentation to indicate the veteran/spouse/dependent lives or will live in Kansas while attending the state educational institution. (i.e. lease contract, utility bill, drivers license, property tax receipt, etc.) Contact the Student One Stop for questions regarding qualifying documents.
6. I intend to make Kansas my permanent home and certify that the information on this Military Residency Form is correct.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please submit the form and all documentation to the Student One Stop in Morgan Hall.**

For office use only:	Approved	Declined		
Term: _____	<input type="checkbox"/> Continuing Student	<input type="checkbox"/> New Student	Processed by: _____	Process date: _____
<input type="checkbox"/> SGASTDN/SFAREGS	<input type="checkbox"/> SAAADMS	<input type="checkbox"/> SOATEST	<input type="checkbox"/> SOAHOLD	<input type="checkbox"/> Sent to FA/BO <input type="checkbox"/> Email