

Section III –Documentation Requirements

REQUIREMENT ONE – DOCUMENTATION OF WAIVER ELIGIBILITY

All waiver applicants must provide the documentation listed under either A or B below:

A. Students utilizing VA educational benefits must provide all of the following:

- Copy of the VA Certificate of Eligibility indicating the student is eligible; and,
- Copy of the DD214 form (Certificate of Release or Discharge from Active Duty) for the recently separated service member upon whom the benefits are derived. The date of separation provided on the DD214 must be no more than 120 months prior to the first day of classes for the term the waiver is initially requested; and,
- Documentation that the student physically resides in Georgia such as a copy of a current lease for residence in Georgia, copies of current utility bills for residence in Georgia, copy of a current Georgia driver's license, and/or copy of a current Georgia vehicle registration.

B. Students not utilizing VA educational benefits must provide the following:

- Copy of the DD214 form (Certificate of Release or Discharge from Active Duty) for the individual recently separated from active duty service and upon whom the waiver request is based. The date of separation provided on the DD214 must be no more than 36 months prior to the first day of classes for the term the waiver is initially requested; and
- Documentation that the independent student or the dependent student's parent or U.S. court-appointed legal guardian has taken steps to establish Georgia domicile (establish Georgia as their present and permanent home) such as copy of a current Georgia driver's license, copy of a current Georgia vehicle registration, copy of a lease/deed for residence in Georgia, certified or notarized Georgia state income tax return for most recent tax year. Note, multiple documents may be requested to verify Georgia domicile.

REQUIREMENT TWO – DOCUMENTATION OF RELATIONSHIP TO THE SEPARATED SERVICE MEMBER

If the student is the dependent child or spouse of the recently separated service member and will not utilize VA educational benefits, documentation of the student's relationship to the separated service member must be provided:

Waiver application based on a parent or U.S. Court-appointed legal guardian (students under the age of 24 only)

- Copy of the student's birth certificate listing the service member as a parent; or
- Copy of U.S. court documentation listing the service member as the guardian of the student; or
- Copy of the DD1172 (DEERS form) for the service member listing the student as a dependent; or
- Certified or notarized state or federal income tax return filed by the service member for the most recent tax year listing the student as a dependent; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

Waiver application based on a spouse

- Copy of the marriage certificate for the service member and the student; or
- Certified or notarized state or federal income tax return filed jointly by the recently separated service member and the spouse for the most recent tax year; or
- Presentation of the dependent military ID for the student (must be presented in person – no copies may be accepted).

REQUIREMENT THREE – VERIFICATION OF LAWFUL PRESENCE

In addition to the above waiver-specific documentation requirements, in accordance with [Board of Regents Policy 7.3.4.1, Out-of-State Tuition Waivers](#), every student applying for an out-of-state tuition waiver must be verified to be lawfully in the United States.

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

DO NOT fax petition and support documents. Submit completed petition and required documentation to:

Residency Committee
Office of Recruitment and Admissions
Edgewater Hall, Room 150
2000 Clayton State Blvd.
Morrow, GA 30260
Phone: 678.466.4115