

ACCEPTABLE and UNACCEPTABLE PROOFS OF RESIDENCY POLICY

Please use the guide to verify the identity and state of residency of applicants and currently enrolled students.

Applicants must submit the appropriate documentation, as outlined below, to the Enrollment Services Office for evaluation.

Currently enrolled students must also provide documentation to the AAMI Enrollment Services Office if they are requesting a change in their state of residency.

Two (2) proofs of residency must be provided either in the applicant's or student's name, or in their parent's name if the applicant is under 19 years old prior to acceptance. Acceptable forms of ID must contain the applicant's name and address, be dated within one year or less, and not expire before enrollment. All forms of ID are subject to approval by AAMI.

Acceptable Examples of Proof of Residence include a State Driver's License or State ID Card, along with one (1) of the following:

- State voter registration card
- State tax returns with the State of Residency as the home address (with acceptable dates)
- Paycheck stub OR letter of employment verification on company letterhead (signed by a manager of the personnel department)
- An in-state Bank account – checking or savings statements
- License or certificate issued by the State (with issue & expiration dates)
- State Addressed utility bill (DWP, gas, telephone, cable - all utility bills count as one proof)
- State Aid or Social Welfare documentation listing home state address
- Car registration and/or car insurance
- State health insurance with either residence address or issued by the State (not insurance company) of residence
- Military discharge papers (DD214) OR Leave and Earnings statement (indicating the residence state as State of Record, within six months of issue)
- State property taxes (student's name only)
- Union membership in a State Addressed local
- A State or local public library membership (verified by letter or printout with letterhead or branch stamp).

Unacceptable Examples of Proofs of Residence:

- School transcripts, school registration, school ID, school housing contract
- Credit cards or credit statements
- Declaration by another school classifying the student as a resident of any state
- Affidavits indicating the student's physical presence in the State
- Rental receipts, personal mail, medical or dental bills
- Lease Agreements or a letter from a landlord (manager) verifying tenancy
- Marriage license or divorce decree