

Section III – Documentation Requirements

REQUIREMENT ONE – DOCUMENTATION OF WAIVER ELIGIBILITY

All waiver applicants must provide the documentation listed under the applicable waiver provision (A, B, C, D, E, or F) below.

A. Active duty service member is currently stationed in/assigned to Georgia

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and verifying that the service member is currently stationed in/assigned to Georgia.

B. Active duty service member was reassigned outside of Georgia and student remains continuously enrolled in a Georgia high school, Technical College System of Georgia and/or University System of Georgia institution.

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and verifying previous assignment to Georgia. Also, copies of high school and/or college transcripts.

C. Active duty service member was reassigned outside of Georgia. Dependent child/student and other parent/spouse of service member or spouse/student remain in Georgia.

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and previous assignment to Georgia. Also, evidence that the student (child) and parent or student (spouse) remained in Georgia since the reassignment 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 current vehicle registration in Georgia.

D. Active duty service member is currently stationed in/assigned to a state contiguous to Georgia and lives in Georgia.

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and that the service member is currently stationed in/assigned to AL, FL, NC, SC, or TN. Also, documentation that the service member is currently living 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 current vehicle registration in Georgia.

E. Active duty service member was stationed in/assigned to GA in the 5 years prior to the 1st day of classes and the dependent student lived in GA during that time. Or, the active duty service member was previously stationed in/assigned to GA and the dependent student completed at least one of high school in GA during that time.

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status. In addition, documentation verifying assignment to Georgia in the five years prior to the first day of classes for the term the waiver is requested or a copy of the student's Georgia high school transcript showing completion of at least one year of high school while the service member was stationed in/assigned to the state.

F. Student is utilizing VA educational benefits transferred from a currently serving military member.

Copy of orders, Enlisted Record Brief (ERB) and/or letter from Commanding Officer verifying current, active military status and copy of VA Certificate of Eligibility indicating the student is eligible for the education benefits.

REQUIREMENT TWO – DOCUMENTATION OF RELATIONSHIP TO ACTIVE DUTY SERVICE MEMBER

If waiver application is based on waiver provisions A-E and the student is the dependent child or spouse of the active duty service member, documentation of relationship to the active duty service member must be provided.

Waiver application based on 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 of the student; 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 for 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 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 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 present 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