Prospect and Applicant Residency

Description

Residency may change from term to term throughout a student’s tenure at a UMS University. Initially, the residency status is recorded on the application or prospect record and is maintained by Admissions until matriculation. This Quick Guide covers entry and update of residency by Admissions staff.

For more detailed coverage of this subject, see the Business Process: **CC023 Residency Data**.

Navigation

**Student Recruiting > Maintain Prospects > Personal Information > Residency**
(use for prospects within a specific career, if your admissions office chooses to store it)

**Student Admissions > Application Entry > Personal Information > Residency**
(use for applicants for a specific application)

**Campus Community > Personal Information (Student) > Identification > Residency Data**
(use for cross-career access or students who bypassed admissions process to be quick-admitted)
Residency

Step 1: Search for the person.
The search page will be slightly different depending on which navigation was used.

Some fields may be populated based on your User Defaults.

Enter criteria and click Search.

FYI

Campus ID is currently not used.
Step 2: Enter Residency Data.

The Residency page has 4 tabs. Current residency data is entered on the first tab: Residency Official 1.

A. Check that the correct Institution is selected. If not, add a row by clicking on the + and enter the correct Institution.

B. Enter the Effective Term.

C. Select “above the line residency” from the Residency pull down menu. Valid choices are:
   - Canadian Resident
   - In-State Resident
   - International
   - Out-of-State Resident.

FYI

NEBHE is not used in the “above the line” Residency field, even though it is listed in the pull-down menu.

Do not fill in a Residency Date.
Step 3: Enter Additional Residency Data.

Below the Residency field is a page area labeled Additional Residency Data (“below the line”). By default, these fields will contain the same residency setting as “above the line.”

However, in certain circumstances, you may need to use a different setting “below the line.” All 4 fields should have the same setting.

Do not fill in the 4 “Exception” fields to the right.

FYI

NEBHE can be used in the Additional Residency Data fields.
Step 4: Save

Click **Save**

**FYI**

The Residency Official 2 and Residency Self-Report tabs are not used.

The Residency Appeal tab will not be used by Admissions.

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### Residency Official 1 tab

<table>
<thead>
<tr>
<th>Residency Official 1</th>
<th>Residency Official 2</th>
<th>Residency Appeal</th>
<th>Residency Self-Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte Czerny</td>
<td>0539777</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Residency Data

- **Institution**: UMS05, University of Maine
- **Effective Term**: 0810, 2007 Fall
- **Residency**: Out of State Resident
- **Residency Date**: [ blank ]

### Official Residency Data

- **Institution**: UMS05, University of Maine
- **Effective Term**: 0810, 2007 Fall
- **Residency**: Out of State Resident
- **Residency Date**: [ blank ]

### Additional Residency Data

- **Admissions**: NEBHE Regional Student
- **Admission Residency Exception**: [ blank ]
- **Fin Aid Federal Residency**: NEBHE Regional Student
- **Fin Aid Fed Residency Except**: [ blank ]
- **Fin Aid State Residency**: NEBHE Regional Student
- **Fin Aid State Residency Except**: [ blank ]
- **Tuition**: NEBHE Regional Student
- **Tuition Residency Exception**: [ blank ]