

1. A completed application for undergraduate admission.
2. A draft or money order for the non-refundable \$50 application fee and postage/handling charges.
3. Authenticated copies of academic records. These records must describe the courses of instruction in terms of years spent in school, types of subject matter covered, and the grades earned in each course (or subject). These records must also give the date of graduation and the type of diploma/certificate issued.
4. Evidence of English proficiency indicated by a minimum score of 500 (paper test) or 173 (computer test) on the Test of English as a Foreign Language (TOEFL) or completion of Level 6 in the Intensive English Program is required in all curricula. The test results should be sent to the Admissions Office by the Educational Testing Service. Upon arrival on the campus or after successful completion of the university intensive English program, all degree-seeking international students and resident aliens must enroll in the appropriate English Composition course and remain enrolled each semester in the appropriate course until the student has successfully completed English 112 or its equivalent. For further details, see "Placement of International Students" in the Department of English section.
5. A signed statement as to the student's financial status and sponsorship in the United States. Federal financial aid is not available to international students. A deposit may be required prior to issuance of immigration forms.
6. Each applicant for transfer admission to UT Martin is required to submit a Transfer Social Eligibility Form to the Foreign Student Adviser at the last college or university attended and to submit the required TOEFL results.
7. Only one I-20 will be issued for each admission. If the student does not enroll for the specified term, the I-20 must be returned before a second is issued.

## **Residency Regulations**

It is the intent that the public institutions of higher education in the State of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified as in-state or out-of-state students for fees and tuition purposes.

### **Rules for Determination of Status**

1. Every person having his/her domicile in this state shall be classified "in-state" for fee and tuition purposes and for admission purposes.
2. Every person not having his/her domicile in this state shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of his/her parent.
4. The domicile of a married person shall be determined independent of the domicile of the spouse.
5. The legal spouse of a student classified as "in-state" shall also be classified "in-state."

### **Out-of-state Students Who Are Not Required to Pay Out-of-state Tuition**

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his/her parent, having therefore been domiciled in the state, move from the state. However, such a student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his/her enrollment at a public higher educational institution or institutions shall be continuous.

2. An unemancipated person whose parent is not domiciled in this state but is a member of the Armed Forces and stationed in this state or at Fort Campbell (Kentucky) pursuant to military orders shall be classified out-of-state, but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he/she is currently enrolled, shall not be required to pay out-of-state tuition if his/her parent thereafter is transferred on military orders.
3. Students whose domiciles are in Hickman, Fulton, and Graves counties in Kentucky, can attend UT Martin without payment of out-of-state tuition but will be classified as non-residents for admission purposes.
4. Part-time students who are not domiciled in this state but who reside in this state and are employed full-time in the state, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state, but shall not be required to pay out-of-state tuition. (Part-time students are those who enroll for less than 12 semester hours).
5. Military personnel and their spouses stationed in the State of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state, but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.

### **Presumption**

Unless the contrary appears from clear and convincing evidence, it shall be presumed that an emancipated person does not acquire domicile in this state while enrolled as a full-time student at any public or private higher educational institution in this state, as such status is defined by such institution.

### **Appeal**

All resident classifications shall be made by the director of admissions at each institution in accordance with these regulations. The decision of the director of admissions may be appealed to the Committee on Residency Classifications at UT Martin, which shall, after granting a hearing and fully considering the merits of each case, recommend the appropriate resident classification of the student to the vice chancellor for student affairs. The decision may be appealed to the chancellor.

## **Orientation and Enrollment**

To ease the transition from high school to college, UT Martin offers students an opportunity to participate in the Freshman Experience beginning with SOAR. Summer Orientation and Registration (SOAR) programs begin in April and continue throughout the summer. Students who attend SOAR will take placement tests, meet with an adviser and register for fall semester classes. Parents will also be involved in information sessions during the one-and-one-half-day program.

The second phase of orientation is the traditional Freshman Studies program. Freshman Studies will be offered to new students four days prior to fall semester through the Division of Student Affairs. A faculty member with the assistance of an upper-class peer counselor conducts a credit course on how to study effectively. Weekly meetings with the faculty counselor continue during the fall semester. Information about the program will be mailed to all students who apply for admission.

A health history form will be provided prior to registration and should be returned to the Office of Student Health Services upon enrollment.