

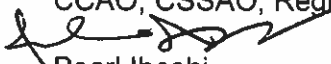


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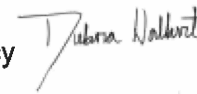
December 11, 2020

**MEMORANDUM**

**TO:** CCAO, CSSAO, Registrars, Banner Central, UH Mānoa Bursar's Office

**FROM:**   
Pearl Iboshi  
Director, Institutional Research, Analysis and Planning Office

Debora Halbert  
Associate Vice President for Academic Programs and Policy



**SUBJECT: Recommendations to Standardize Residency Codes**

Due to some noted inconsistency in reporting and the need for greater accuracy in our financial aid reporting, this memo is a reminder to all concerned about the need to standardize the application of residency code types. In particular, the N/R codes (see table below) are meant to identify non-residents who are being given a discount on their tuition rates codes based on Board of Regents' policy RP 6.208. The proper use of these codes is critical for the determination of correct tuition rate for the student and for our financial aid accounting which counts these discounts as a cost to campuses. To promote consistency in the use of the Residency codes, the attached table has been developed (see **Table 1**) to clearly define each code and the tuition rate that coincides with that code. IRAPO will include possible errors by identifying mismatches in permanent home address and the use of these codes in the census edit check process.

**Table 1: Definition and Classification of Residency Codes**

Code	Description	Definition	Resident	100% Resident	150% Resident	Non-Resident
0	No Information (Non-Resident)					
A	Non-Resident Appeal	Students who appeal their classification as a non-resident.				x
C	Converted Resident	Students who had their classification changed from non-resident to resident.	x			x
E	N/R East West Center Exemption	East-West Center student grantees pursuing baccalaureate or advanced degrees.		x		
F	N/R Faculty/Staff Exemption	Full-time employees of the University of Hawaii and their spouses and legal dependents.		x		
G	N/R HI Natl Guard & Resv Exempt	Members of the Hawaii National Guard and Hawaii-based Reserve who are under contract in Hawaii.		x		
H	N/R Hawaiian Exemption	Native Hawaiians whose domicile is outside of Hawaii.		x		
I	N/R WRGP Exempt (formerly INSTEX)	Beginning in Fall 2020 for the University of Hawai'i at Mānoa and Fall 2021 for the University of Hawai'i at Hilo, new or returning WRGP eligible non-resident graduate students enrolled in eligible WRGP graduate programs at the University of Hawai'i qualify for the 150% resident tuition rate. WRGP students who concurrently enroll at any of the other eight University of Hawai'i campuses will incur the non-resident tuition rate at those campuses. Continuing WRGP students who were in WRGP programs prior to Fall 2020 at UH Mānoa are not affected by this change and will continue to pay their current tuition rates at UH Mānoa until they graduate or leave the University.			x (UHM only)	x
J	N/R Rev Institutional Exmpt	Eligible states/areas are Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, the Commonwealth of the Northern Mariana Islands, and Guam.  (Replaced N/R Institutional Exempt as of Fall 2007) Citizens of an eligible Pacific island district, commonwealth, territory, or insular jurisdiction, state or nation which does not provide public institutions that grant baccalaureate degrees. Check with admissions office for current jurisdictions.			x	

Code	Description	Definition	Resident	100% Resident	150% Resident	Non-Resident
M	N/R Military Exemption	United States military personnel, their spouses and their authorized dependents (up to age 23) during the period the military personnel is stationed in Hawai'i on active duty A grace period of one semester will be granted in situations where the military personnel's rotation date expires prior to the start of the following semester.		x		
N	Non-Resident	Students who do not qualify for classification as a resident or one of the exempted categories.				x
O	Do Not Use (formerly Pending)					x
P	N/R Pac-Asian Exempt	Students from certain Asian and Pacific jurisdictions. Check with admissions office for current jurisdictions.		x (UHM only)		x
R	Resident	Students who are bona fide residents of the State of Hawaii according to campus rules and regulations.	x			
S	N/R Student Exchg Exempt	Students (Manoa and Hilo only) from participating institutions in the U.S. Canada, Guam, Puerto Rico, and U.S. Virgin Islands. Check with admissions office for current eligibility.		x (UHM and UHH only)		x
T	N/R DOE Teacher Exemption	Out-of-state (non-resident) students who can pay resident tuition in order to meet demand for more teachers in Hawaii. Students must be employed full-time as a teacher in a public school in Hawaii and be enrolled in a teacher preparation program leading to licensure in the State of Hawaii.		x (UHM only)		x
V	N/R Veteran/Depndt Exemption	Veterans eligible to use Post 9/11 GI Bill or Montgomery GI Bill Active Duty educational benefits, who live in Hawai'i, and enroll within three years of discharge from a period of active duty service of 90 days or more.		x		
W	N/R WUE Exemption	Residents of Alaska, Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, North Dakota, South Dakota, Oregon, Utah, Wyoming, Washington State, Guam or Commonwealth of the Northern Mariana Islands. Family's domicile (home) must be maintained as permanent address throughout the duration of participation in the WUE program. Other restrictions may apply.			x (*4-year campuses)	x
Z	N/R Exempt Spc Talent	Upon approval of the chancellor, students whose special talents and/or unique skills will make a significant contribution to campus life.		x		

\*Inclusive of UH Maui College. The "x" marks the default residency code classification with exceptions annotated within parentheses.