



DELAWARE HIGHER EDUCATION OFFICE

**ACADEMIC COMMON MARKET
CERTIFICATION PROCEDURES FOR DELAWARE RESIDENTS**

The Academic Common Market (ACM) is a tuition-savings agreement between 15 states that are members of the Southern Regional Education Board (SREB). If your degree program is not offered by a public college in Delaware, you may be eligible for the **in-state tuition rate** of a participating public college in the following states: Alabama, Arkansas, Florida,* Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas,* Virginia, and West Virginia.

**Florida and Texas offer graduate-level programs only in the ACM.*

Eligibility:

To be certified for participation in the ACM, you must be:

1. a Delaware resident and U.S. citizen or eligible noncitizen (see enclosed **Delaware Residency and Eligible Noncitizen Definitions**) whose baccalaureate or graduate-level degree program is not offered at the University of Delaware or Delaware State University, and
2. accepted into or enrolled in an eligible degree program that has been selected for the ACM by a participating public institution.

Not all public colleges in SREB states participate in the ACM. Participating institutions select the degree programs they will make available, may add or withdraw programs, and may set restrictions on eligibility. **First professional degree programs—such as dentistry, pharmacy, medicine, optometry, theology, and law—are not offered in the ACM.**

Eligible programs and participating colleges can be found online at www.doe.k12.de.us/dhec or you may call the Delaware Higher Education Office to inquire about program eligibility.

Deadline: For the fall 2017 semester submit complete ACM application to the Delaware Higher Education Office by June 30, 2017 at 4:30 PM

You may submit your ACM application to the Delaware Higher Education Office **after** you have been accepted to an eligible degree program. The participating institutions set their own deadlines to accept ACM certifications.

Application Checklist:

Your application must include **all** of the following:

- ☐ Completed **application** form.
- ☐ **Verification** of acceptance into or enrollment in an ACM-eligible baccalaureate or graduate-level program. (Do **not** send your letter of acceptance from the college if it does not specify your degree program. Ask the admissions office, your advisor, or a member of your college department to provide a letter of verification for you.)
- ☐ A copy of the **Delaware Resident Individual Income Tax Return** filed for the prior year by your parent/guardian (if you are a **dependent student**) or by yourself (if you are an **independent student**). Do not send your Federal Income Tax Return.
- ☐ Copies of **two (2)** of the following documents (your parent/guardian's documents if you are a **dependent student** or your documents if you are an **independent student**).
 1. Delaware driver's license or Delaware state identification,
 2. Delaware vehicle registration, or
 3. Delaware voter registration

Mail, fax, or email your application to:

ACM State Coordinator
Delaware Higher Education Office
The Townsend Building, 401 Federal Street, Suite 2, Dover, DE 19901
Phone: 302-735-4120 or 1-800-292-7935
Fax: 302-739-5894
Email: dheo@doe.k12.de.us



DELAWARE HIGHER EDUCATION OFFICE
ACADEMIC COMMON MARKET APPLICATION

PLEASE READ THE ENCLOSED **ACM CERTIFICATION PROCEDURES FOR DELAWARE RESIDENTS** BEFORE SUBMITTING YOUR APPLICATION. INCOMPLETE APPLICATIONS CANNOT BE PROCESSED.

Enrollment Information:

Participating institution: _____

Degree level (B.A., M.S., Ph.D., etc.): _____

Degree program (include concentration, if applicable): _____

I am requesting certification effective: ☐ fall ☐ winter ☐ spring ☐ summer Year: _____

For that term, my year in school will be (freshman, first-year Master's, etc.): _____

☐ I have enclosed verification of acceptance to or enrollment in the ACM-eligible degree program above. (Do **not** send your letter of acceptance from the college if it does not specify your degree program. Ask the admissions office, your advisor, or a member of your college department to provide a letter of verification for you.)

Applicant Information:

Name: ☐ Mr. ☐ Ms. ☐ Mrs. _____

Social security number: _____ - _____ - _____ Date of birth: ____ / ____ / ____

Permanent address _____
Street City State Zip

Email: _____ Home phone: (_____) _____ - _____

Cell phone: (_____) _____ - _____ Work phone: (_____) _____ - _____

Current address (if different): _____
Street City State Zip

Residency Information:

I am: ☐ a dependent student ☐ an independent student (See **Delaware Residency Definition**.)

Are you a U.S. Citizen? ☐ Yes ☐ No If no, indicate your INS status: _____ (See **Eligible Noncitizen Definition**.)

☐ I am providing verification of my Delaware residency by submitting a copy of the **Delaware Resident Individual Income Tax Return** filed for the prior year by my parent/guardian (if you are a **dependent student**) or by myself (if you are an **independent student**). Do not send your Federal Income Tax Return.

☐ In addition, I am providing copies of **TWO** of the following documents (your parent/guardian's documents if you are a **dependent student** or your documents if you are an **independent student**).

1. Delaware driver's license or Delaware state identification,
2. Delaware vehicle registration, or
3. Delaware voter registration

Date student's legal residence in Delaware began: _____ / _____
Month Year

*I certify that I have read the enclosed **Delaware Residency Definition** and that I have been a legal resident of the State of Delaware for at least twelve (12) consecutive months prior to the date of application. I understand that the Delaware Higher Education Office may require additional information to verify my state residency and that failure to provide the necessary documentation will invalidate my application.*

Student's signature _____

Date _____

Parent/guardian's signature (**dependent students only**)

Date



DELAWARE HIGHER EDUCATION OFFICE

Delaware Residency Definition

Students applying for state-sponsored financial assistance from the state of Delaware must be **legal residents of Delaware** and U.S. citizens or eligible noncitizens. Applicants must have resided in Delaware for at least **one year (12 consecutive months)** immediately prior to the application deadline for the financial assistance program to which they are applying. If you are a **dependent** student, your state of legal residency is determined by that of your parent/guardian.

Whether a student is considered **independent or dependent** is determined on the basis of the federal government's definition of an independent student. **For the 2017–18 academic year, you are an independent student if at least one of the following applies to you:**

- You were born before Jan. 1, 1994.
- You are married on the day you apply (even if you are separated but not divorced).
- You are or will be enrolled in a master's or doctoral degree program (beyond a bachelor's degree) at the beginning of the 2017–18 academic year.
- You are currently serving on active duty in the U.S. armed forces for purposes other than training.*
- You are a veteran of the U.S. armed forces.*
- You have children who will receive more than half their support from you between July 1, 2017, and June 30, 2018.
- You have legal dependents (other than your children or spouse) who live with you and who receive more than half their support from you now and through June 30, 2018.
- At any time since you turned age 13, were both your parents were deceased, were you in foster care or you were a dependent or ward of the court.*
- You are or were an emancipated minor as determined by a court in your state of legal residence.*
- You are or were in legal guardianship as determined by a court in your state of legal residence.*
- At any time on or after July 1, 2016, your high school or school district homeless liaison determined that you were an "unaccompanied youth" who was homeless.*
- At any time on or after July 1, 2016, the director of an emergency shelter or transitional housing program, funded by the U.S. Department of Housing and Urban Development, determined that you were an "unaccompanied youth" who was homeless.*
- At any time on or after July 1, 2016, the director of a runaway or homeless youth basic center or transitional living program determined that you were an "unaccompanied youth" who was homeless or self-supporting and at risk of being homeless.*

**See the explanatory notes on the FAFSA form or go to www.fafsa.gov.*

If none of the criteria above apply to you, you are a dependent student.

Verifying Delaware Residency:

If requested, you must provide verification of your legal residency in Delaware to the Delaware Higher Education Office.

Independent students must verify their state of legal residence. **Dependent students** must verify the legal residency of their parent/guardian. In addition to submitting a copy of the Delaware Resident Individual Tax Return for the prior year, you must provide copies of two (2) of the following: Delaware driver's license or Delaware state identification card, Delaware vehicle registration, or Delaware voter registration card.

The Delaware Higher Education Office may require additional information to verify your residency in Delaware. Failure to provide the necessary documentation will invalidate your application for state-sponsored student assistance.

An out-of-state student who comes to Delaware for the principal purpose of enrollment in a postsecondary program does not establish Delaware residency during the period of enrollment.

Delaware Residency Definition last updated 9.19.12



DELAWARE HIGHER EDUCATION OFFICE

U.S. Department of Education Eligible Noncitizen Definition

Eligibility for financial assistance from the U.S. Department of Education is restricted to U.S. citizens and eligible noncitizens. The state of Delaware also requires U.S. citizenship or eligible noncitizen status for state-sponsored financial aid.

For both federal and state of Delaware financial aid purposes, an eligible noncitizen is one of the following:

- A U.S. permanent resident who has a Permanent Resident Card (I-551 or I-151) (also known as a green card)
- A conditional permanent resident with a conditional Green Card (I-551C)
- A noncitizen with an Arrival-Departure Record (I-94) from the Department of Homeland Security (DHS) (specifically, the U.S. Citizenship and Immigration Services) showing any one of the following designations: "Refugee," "Asylum Granted," "Paroled" (the I-94 must confirm 'paroled for a minimum of 1-year and status' has not expired), "Conditional Entrant" (valid only if issued before April 1, 1980) or "Cuban-Haitian Entrant, status pending"
- A student also may qualify as an eligible noncitizen if he or she holds a T-visa (for victims of human trafficking) or if his or her parent holds a T-1 visa.

If you are neither a U.S. citizen nor an eligible noncitizen, you are not eligible for federal student aid or state of Delaware financial assistance; for example, you are not eligible if you are in the U.S. on one of the following:

- An F-1, F-2 or M-1 student visa
- A J-1 or J-2 exchange visitor visa
- A B-1 or B-2 visitor visa
- A G series visa (pertaining to international organizations)
- An H series or L series visa (allowing temporary employment in the U.S.)
- A "Notice of Approval to Apply for Permanent Residence" (I-171 or I-464)
- An I-94 stamped "Temporary Protected Status"

Eligible Noncitizen Definition last updated 7.16.12