



## INSTITUTIONAL POLICY IN RELATION TO NON-RESIDENTS STUDENTS

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<b>Policy Number:</b>	2012-01
<b>Title:</b>	Institutional Policy in relation to Non-Resident Students
<b>Effective:</b>	February 10, 2012
<b>Reviewed:</b>	July 18, 2024
<b>Policy Sponsor:</b>	President
<b>Responsible Office:</b>	Deanship Student Affairs

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### **Policy Statement**

This policy defines the criteria for determining student legal residency status in Puerto Rico for tuition purposes at San Juan Bautista School of Medicine. This policy ensures ongoing compliance with the definitions established by the Commonwealth of Puerto Rico.

### **Scope**

This policy applies to all academic programs at San Juan Bautista School of Medicine.

### **Definitions**

1. Resident student – is a student that has resided continuously in Puerto Rico for a minimum period of twelve (12) months prior to the start of the corresponding academic year, without said transfer being solely for educational purposes.
2. Non-Resident student – is a student who has resided outside of Puerto Rico in the last twelve (12) months prior to admission, who moved to Puerto Rico primarily for educational purposes

### **Procedures to determine residency status**

1. An applicant's legal residency is determined by the Office of Admissions as reported by applicants at the time of initial application

2. To verify the student's legal residence, the Office of Admissions will request evidence of the following documents as deemed necessary. **All documents must have an issue date of a minimum of twelve months prior to the term of admission**
3. The documents for legal residency verification are:
  - a. Valid and in-force Puerto Rican driver's license
  - b. Valid and in-force Puerto Rican identification card
  - c. Valid and in-force official voter registration in Puerto Rico
  - d. Valid and in-force Puerto Rican vehicle registration
  - e. Proof of full-time study/employment in Puerto Rico (official school transcript, W2-Form, tax return form)
  - f. Proof of domicile in Puerto Rico (utility bills or lease in students name)
4. Applicants classified as non-residents upon admissions will remain non-residents for tuition purposes until they complete the academic program enrolled in.

### **Responsibility for implementation**

The final responsibility for the enforcement of this policy rests in the Deanship of Student Affairs and the Office of admissions adhered to it.

The dispositions contained in this Executive Order will be effective immediately.

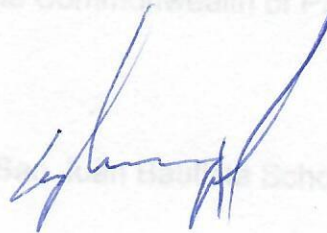
### **Related Policy Information/ Related documents and legislation**

This policy is consistent with the current laws and regulations in Puerto Rico, the Puerto Rico Internal Revenue Code, and the provisions of the United States Citizenship and Immigration Services (USCIS).

### **Appendices- NONE**

### **History**

Adopted: February 10, 2012  
Revised: February 16, 2015  
February 12, 2018  
February 18, 2022



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