



2010 Census Adjustment Questionnaire Instructions for Students

All students must complete the State of Kansas 2010 Census Adjustment Questionnaire. The questionnaire will be available beginning January 4, 2010 and must be completed by April 14, 2010. Access to iSIS services, including enrollment & graduation, will be limited until it is submitted. All information is confidential and will not affect your college mailing address, tuition, income tax rates, or voting location.

ACCESSING THE 2010 CENSUS ADJUSTMENT QUESTIONNAIRE

1. Go to <http://www.k-state.edu> and sign into iSIS.
2. Open the **Student Center**.
3. On your **Student Center** page, on the **other academic...** list, click **2010 Census Adjustment** and then click the **Go** button.

COMPLETING THE QUESTIONNAIRE

- Question 1:** Type your **last name, first name, middle initial,** and **eID** in the appropriate fields.
- Question 2:** Type **Kansas State University** and **Manhattan, KS** in the appropriate fields.
- Question 3:** Select **Yes** if you are currently enrolled in 9 or more credit hours **OR** are currently seeking an academic degree. If you answered No, click **Submit Census**.
- Question 4:** Select **No** if you do not consider your college address to be your permanent residence. If you answered Yes, click **Submit Census**.
- Question 5:** Type your **current college address, telephone number,** and **e-mail address** in the appropriate fields.
- Question 6:** Type your **permanent resident address, telephone number,** and **e-mail address** in the appropriate fields. International Students may type **Not in Kansas** in the **Street or Rural Route** field and then proceed to Step 7.
- Question 7:** Select this option if you will **not** be 18 years of age by April 1, 2010.
- Question 8:** Select **No** if you are not of Hispanic, Latino, or Spanish origin; otherwise select the option that describes you.
- Question 9:** Select the option(s) that best describes your race. If none of the options describe you, select the **Some Other Race** option and then type **NA** in the box below it.
- Final Step:** Click **Submit Census**.

The screenshot shows the '2010 Census Adjustment Student Questionnaire' form. It includes a header with 'Official State Business' and 'State of Kansas 2010 Census Adjustment Student Questionnaire'. Below the header, there are instructions and definitions. The form is divided into several sections:

- Section 1:** Personal information fields for Last, First, Middle Initial, and eID.
- Section 2:** Name of College / University and City of College/University.
- Section 3:** A question about enrollment or seeking a degree, with Yes/No radio buttons and a 'STOP' option.
- Section 4:** A question about permanent residence, with Yes/No radio buttons and a 'STOP' option.
- Section 5:** 'Current College Address' fields including Street or Rural Route, Apt. or Box, City, State, Zip Code, Telephone Number, and e-mail Address.
- Section 6:** 'Permanent Resident Address' fields, similar to Section 5, with a note for international students to type 'Not in Kansas' in the Street or Rural Route field.
- Section 7:** A checkbox for 'Check this box if you will NOT be 18 years or older by April 1, 2010'.
- Section 8:** A question about Hispanic, Latino, or Spanish origin, with multiple radio button options.
- Section 9:** A question about race, with multiple radio button options and an 'Enter Other Race' field.

 The form concludes with 'Submit Census' and 'Cancel' buttons.

DEFINITIONS (K.S.A. 11-301 et seq.)

STUDENT means a person enrolled in classes of a university or college for a minimum of nine credit hours, or a person seeking an academic degree.

PERMANENT RESIDENCE means a fixed place of abode or fixed domicile which a person intends to be such person's residence and to which such person presently intends to return.

RESIDENT means a person who declares that he or she is a resident of the state of Kansas and has a present intent to remain in the state.

NONRESIDENT means a person who has domicile or permanent residence outside the state of Kansas.