



**Residency Workshop**  
held every Tuesday  
from 2:00 to 3:00 p.m.



**Office of the Registrar**

## **DEPENDENT STUDENT RECLASSIFICATION – DOCUMENTATION & DEADLINES**

**(Reviewing the full Board of Regents' Residency Policy residency policy is strongly recommended)**

### **Petitioner acts that may be disqualifying for purposes of in-state status includes but not limited to:**

- Registering for more than 7.0 credit hours, in any given semester in the year in which they are establishing residency, is presumed to be in the state for educational purposes.
- Accepting an Academic Achievement Award, Western Undergraduate Exchange Scholarship (WUE), or Blue & Gold Scholarship, in any given semester in the year in which they are establishing residency, is presumed to be in the state for educational purposes.
- Leaving the state for more than 30 days (total), in the year in which they are establishing residency, is presumed to be in the state for educational purposes. Including participation in an exchange program, such as the National Student Exchange (NSE).

\_\_\_ **Residency Questionnaire:** This **required** document, provided by the Board of Regents, must be completed, and signed by the petitioner and their parent(s). The information provided in the signed Residency Questionnaire must be verifiable. A petition for reclassification of residency is considered complete when **ALL** documents have been received.

### **Petitioner and their parent(s) must submit copies of the following required documents:**

- \_\_\_ **Montana Driver's License or Identification Card:** For a petitioner and their parent(s) with valid out-of-state driver's license or identification card, they must obtain Montana identification. Copies must show both earliest and current date obtained, if different.
- \_\_\_ **Montana Voter Registration:** Registering to vote in Montana, if previously registered to vote in a former state of residence. Proof **must** contain the issue date and can be obtained directly from a Voter Registration/County Election Office. The voter registration card **does not** contain the issue date. Proof may also be obtained at [www.voteref.com](http://www.voteref.com).
- \_\_\_ **Montana Vehicle Registration:** For a petitioner and their parent(s) who own or operate vehicle(s) in Montana, the motor vehicle(s) must be registered in Montana. Even if none of their names are in the title.

A petitioner and their parent(s) must establish legal ties to Montana as set forth above. These acts must be completed, issued, or dated at least 12 consecutive months before the term for which the petitioner seeks in-state status. Failure to fulfill **ALL** three requirements is disqualifying. Any exception requires a written appeal and explanation for review by the Residency Committee.

- \_\_\_ **Montana Tax Return:** Parent(s) most recent **resident** Montana income tax return.
- \_\_\_ **Paystub(s):** Parent(s), most recent paystub(s) for the current year from **ALL** jobs held, showing your year-to-date earnings.
- \_\_\_ **Financial Aid Award letter:** From petitioner, what was awarded and what was accepted in any given semester in the year in which they are establishing residency. This link is located at the bottom of the award page in MyInfo. Please state if FAFSA was not applied for.

In addition to establishing legal ties to Montana, a petitioner and their parent(s) seeking in-state status must sever **ALL** ties to past places of residency at least 12 months before the term for which the petitioner seeks in-state status. Enjoyment of a status, receipt of benefits, or exercise of a right or privilege inconsistent with or in contradiction of Montana residency will be a basis for classification of out-of-state, regardless of their reasons for establishing or maintaining such ties.

### **If applicable, include:**

- \_\_\_ **Employment Affidavit:** If parent(s) moved to Montana due to a full-time (30+ hours/week or 120+ hours/month) job offer which was made before establishing legal ties to Montana and before petitioner applied to Montana State University.
- \_\_\_ **Affidavit of Intent:** If exceptional circumstances exist, for example, seeking refuge from domestic violence or remaining in Montana as a minor when parent(s) moved from Montana to establish residency elsewhere. Affidavit of Intent doesn't guarantee resident classification.

### **Deadlines:**

- **SPRING semester:** residency petitions accepted between November 1st – December 15<sup>th</sup>\*
- **SUMMER semester:** residency petitions accepted between April 1st – June 1<sup>st</sup>\*
- **FALL semester:** residency petitions accepted between June 1st – August 1<sup>st</sup>\*

\*Late submissions may not be processed in time to adjust residency status for the semester in question. If a submission is late, the petitioner must include a typed letter to the Residency Committee addressing the special circumstances to justify the review of the late submission. Additionally, the individual is responsible for and must stay current with any fees assessed. Setting up a payment plan through Student Accounts is suggested. Also, due to FERPA, most of the communication will need to be between residency specialist(s) and petitioner.