



## Office of the Registrar

### INDIVIDUAL RECLASSIFICATION (INDEPENDENT) – REQUIRED DOCUMENTATION & DEADLINES

(IT IS EXTREMELY IMPORTANT THAT YOU REVIEW [BOARD OF REGENTS POLICY 940.1](#))

#### **Petitioner acts that are 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. The information provided in your Residency Questionnaire must be verifiable. A petition for reclassification of residency is considered complete when **ALL** documents have been received.

#### **Petitioner must submit copies of ALL the following required documents:**

- \_\_\_ **Montana Driver's License or Identification Card:** For a petitioner with a valid out-of-state driver's license, the petitioner must obtain a Montana Identification Card. Must show current date obtained and earliest date obtained, if different.
- \_\_\_ **Montana Voter Registration:** If a petitioner is previously registered to vote in a former state of residence, they must register to vote in Montana. Proof must contain the issue date and can **ONLY** be obtained directly from a Voter Registration/County Election Office. This cannot be obtained online or through mail. The voter registration card **does not** contain the issue date.
- \_\_\_ **Montana Vehicle Registration:** For petitioners who own or operate a vehicle in Montana, the motor vehicle must be registered in Montana. Even if their name is not contained in the title.

A petitioner 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:** Petitioners most recent **resident** Montana income tax return.
- \_\_\_ **Paystub(s):** Petitioners 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.
- \_\_\_ **Tax Exemption Affidavit:** Required if the petitioner is under the age of 24, in the year in which they are establishing residency, or was claimed as dependent on their parent's most recent tax return. **ALL** parents/legal guardians need to sign the form in front of a notary.

In addition to establishing legal ties to Montana, a petitioner 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 petitioner 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 applying 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.