



Office of the Registrar

GRADUATE STUDENT RECLASSIFICATION – DOCUMENTATION & DEADLINES

(It is extremely important that you review the [Board of Regents Policy 940.1](#))

Acts that may be disqualifying for purposes of in-state status include but are 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), 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).

Individual petitioner provides the following information:

___ **Residency Questionnaire:** This required eight-page document, provided by the Board of Regents, needs to be completed and signed by the individual 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.

Along with the Residency Questionnaire, submit copies of the following required documents:

- ___ **Montana Driver's License or Identification Card:** For a petitioner with a valid out-of-state driver's license or identification card, a Montana driver's license or identification card **must** be obtained. Copy 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.
- ___ **Montana Vehicle Registration:** For individuals who own or operate a vehicle in Montana, registering a motor vehicle in Montana. Even if your name is not on the title.

An individual 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 individual 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.

In addition to establishing legal ties to Montana, an individual seeking in-state status must sever **ALL** ties to past places of residency at least 12 months before the term for which the individual 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.

___ **Montana Tax Return:** Most recent **resident** Montana income tax return.

___ **Paystub(s):** Most recent paystub(s) for the current year from **ALL** jobs held, showing your year-to-date earnings.

___ **Financial Aid Award letter:** 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 individual 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.

If applicable, include:

- **Employment Affidavit:** 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 a parent moved from Montana to establish residency elsewhere. Filing an Affidavit of Intent does not guarantee residents classification.

Deadlines (if the deadline falls on a weekend, petitions will be due the following business day):

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

Late submissions may not be processed in time to adjust residency status for the semester in question. If a submission is late, the individual 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.