



NORTHEASTERN STATE UNIVERSITY

ADMISSIONS & RECRUITMENT

SUBMIT TO:

Office of Admissions & Recruitment
701 N. Grand Avenue
Tahlequah, OK 74464
Phone: 918.444.4675
Fax: 918.458.2342
Email: admissions@nsuok.edu

PETITION FOR IN-STATE RESIDENCY STATUS

INSTRUCTIONS:

1. Petition decisions are based on Oklahoma State Regents Policy. See Residency Status website for more information (<https://offices.nsuok.edu/admissions/Residency.aspx>).
2. If you are receiving scholarships or financial aid based on an out-of-state classification, please seek advice from Student Financial Services and the Office of Scholarships before submitting this petition of how an in-state reclassification *may affect* your aid.
3. Answer all questions on pages 1 through 5 of this form, and *attach supporting documentation as indicated in Section 2 of this form. All documentation is subject to verification and additional documentation could be required.*
4. Submit this completed form and all supporting documentation to the Office of Admissions and Recruitment or the NSUBA Student Affairs office. It is recommended that all documentation is submitted before the first day of classes for the semester in question. Deadlines for submitting documentation related to in-state reclassification in a given semester are as follows:

Fall - October 31

Spring - March 31

Summer - June 30

5. Please allow 2-3 weeks for processing and evaluation of your petition. **Failure to include all supporting documentation will delay processing. In-state reclassification is not granted on a retroactive basis.**

SECTION 1 - STUDENT IDENTIFICATION

_____		_____
Student Name (FIRST, MIDDLE, LAST)		Student ID
_____		_____
Permanent Address (STREET)	CITY, STATE, ZIP	Years at this address
_____		_____
Current Address (STREET)	CITY, STATE, ZIP	Years at this address
_____		_____
Date Arrived in Oklahoma	Contact Phone Number	Term for Which You Are Petitioning

I am in the United States as (check one):

U.S. CITIZEN

PERMANENT RESIDENT

NON-RESIDENT ALIEN

Date Visa issued _____

* Please attach a photocopy of your Visa.

SECTION 2 - RECLASSIFICATION RATIONALE

Check the box/boxes below that best fit your circumstances, and attach all documentation that applies. Additional documentation that further supports your in-state status is welcome and encouraged.

Select	Reclassification Rationale	Suggested Supporting Documentation
<input type="checkbox"/>	A. I graduated from an Oklahoma high school and resided in Oklahoma with a parent or legal guardian for at least two years prior to graduation from high school, and have not established domicile in another state. (3.17.3 E)	<ul style="list-style-type: none"> - Parent/guardian's Federal Income Tax Return form 1040 OR legal documentation of custody or guardianship - Parent/guardian's Oklahoma State Income Tax Return form 511 - Official Oklahoma high school transcript - (If not a U.S. citizen) documentation of parent/guardian's immigration status OR completed and notarized Affidavit of Intent
<input type="checkbox"/>	B. I am a dependent person and my parent or legal guardian (who is a U.S. citizen or lawful permanent resident) has lived continuously in Oklahoma for at least 12 months, and has established domicile in Oklahoma. (3.17.4 A)	<ul style="list-style-type: none"> - Parent/guardian's most recent Federal Income Tax Return form 1040 OR legal documentation of custody or guardianship - Proof of parent/guardian's Oklahoma domicile (ex: most recent Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/>	C. I am a dependent person and my parent or legal guardian has come to Oklahoma to work full-time or practice a profession on a full-time basis. (3.17.8 and 3.17.4 A)	<ul style="list-style-type: none"> - Parent/guardian's most recent Federal Income Tax Return form 1040 OR legal documentation of custody or guardianship - Proof of parent/guardian's Oklahoma domicile (Oklahoma mortgage statement or lease agreement) - Current letter from parent/guardian's employer on company letterhead that is dated, signed by a company official, indicates date of hire, and clarifies full-time employment status - (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/>	D. I am an independent person, am a U.S. citizen or lawful permanent resident, have lived continuously in Oklahoma for at least 12 continuous months (not attending a higher education institution on more than a half-time basis), and have established domicile in Oklahoma. (3.17.4 D and 3.17.3 C)	<ul style="list-style-type: none"> - Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - Documentation of self-support while living in Oklahoma - (If not a U.S. citizen) documentation of immigration status
<input type="checkbox"/>	E. I am an independent person OR I am the spouse of a person that has come to Oklahoma to work full-time or to practice a profession on a full-time basis. (3.17.8)	<ul style="list-style-type: none"> - Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement) - Current letter from employer on company letterhead that is dated, signed by a company official, indicates date of hire, and clarifies full-time employment status; OR other proof of full-time employment in Oklahoma - If not U.S. citizen) documentation of immigration status
<input type="checkbox"/>	F. I married an individual who has already established Oklahoma domicile and is recognized as in-state for tuition purposes. (3.17.3 F)	<ul style="list-style-type: none"> - Copy of marriage license - Spouse's Oklahoma State Income Tax Return form 511 OR other proof of spouse's in-state status - Copy of current Oklahoma mortgage statement or lease agreement - (If not a U.S. citizen) documentation of spouse's immigration status
<input type="checkbox"/>	G. I am (or am the dependent of an individual) on full-time, active duty status of more than thirty (30) days with the uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service) and stationed in Oklahoma. (3.17.7)	<ul style="list-style-type: none"> - Copy of member's current orders or letter from Oklahoma commanding officer verifying member's full-time status in OK - If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship - Most recent military leave and earnings statement, (LES)

Select	Reclassification Rationale	Suggested Supporting Documentation
<input type="checkbox"/>	H. I am the dependent of an individual currently serving as a member of the active uniformed services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service) of the United States on full-time, active duty status of more than thirty (30) days and Oklahoma is my home of record. (3.17.7)	<ul style="list-style-type: none"> - Copy of member's current orders - Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship - Military documentation of parent's home of record
<input type="checkbox"/>	I. Oklahoma is my military home of record. I have (or am the dependent of an individual that has) been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service. Discharge has been less than five (5) years. (3.17.7)	<ul style="list-style-type: none"> - Copy of DD-214 Certificate of Release or Discharge - Copy of dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship
<input type="checkbox"/>	J. I am (or am the dependent of an individual) that has been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service. Discharge has been less than five (5) years and Oklahoma is NOT my home of record.	<ul style="list-style-type: none"> - Copy of VA Certificate of Eligibility showing Chapter 30 or 33 benefit eligibility - Copy of DD-214 Certificate of Release or Discharge - Letter of Intent to establish Oklahoma as state of residency - Copy of a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship - Proof of current residence in Oklahoma (mortgage statement or lease agreement; Oklahoma State Income Tax Return form 511)
<input type="checkbox"/>	K. I am the dependent of a Military Reserve member that has been on full-time active duty status for more than thirty (30) days and Oklahoma is the home of record.	<ul style="list-style-type: none"> - Copy of Reserve member's current orders - Parent/guardian's most recent Federal Income Tax Return form 1040 - Military documentation of parent's home of record
<input type="checkbox"/>	L. Other (please attach a separate document that explains your circumstances, and include supporting documentation).	

SECTION 3 - HIGH SCHOOL INFORMATION

Name of High School

High School City, State

High School Graduation Date

SECTION 4 - PARENT/LEGAL GUARDIAN INFORMATION

Were you claimed as a dependent on anyone else's federal income tax return for at least the last year?

Yes

No

If no, skip to section 5. If yes, please complete all information in this section

Parent/Legal Guardian Name

Relationship to student

Parent/Legal Guardian Address

Years at this address

Claimed as a dependent on this parent/legal guardian's Federal tax return?

Yes

No

SECTION 4 - PARENT/LEGAL GUARDIAN INFORMATION. . . Continued

Parent/Legal Guardian Name

Relationship to student

Parent/Legal Guardian Address

Years at this address

Claimed as a dependent on this parent/legal guardian's Federal tax return?

Yes No

My parent(s)/legal guardian(s) are in the United States as:

U.S. CITIZEN(S) PERMANENT RESIDENT(S) NON-RESIDENT ALIEN

SECTION 5 - MARITAL STATUS

Are you married? Yes No *If no, skip to Section 6. If yes, please complete all information in this section.*

If yes, please provide spouse's full name: _____

My spouse is in the U.S. as: U.S. CITIZEN PERMANENT RESIDENT NON-RESIDENT ALIEN

Has your spouse established in-state status in Oklahoma? Yes No

If yes, how long has your spouse lived in Oklahoma? _____

Is your spouse employed full-time in Oklahoma? Yes No *If yes, please enter spouse's employment information in Section 6.*

SECTION 6 - EMPLOYMENT. . . IF STUDENT IS A DEPENDENT, LIST EMPLOYMENT OF STUDENT'S PARENT(S)/GUARDIAN(S)

List all employers for the past 2 years in chronological order (includes employment for you, your spouse, and your parent/guardian, as appropriate):

Employment Dates		Employer Name	City and State	Hours Worked per Week	Student, Parent, or Spouse
From	To				

List other sources of self-support/income: _____

SECTION 7 - INTENT

Did you come to Oklahoma primarily to attend school at an institution for higher education? Yes No

Did you come to Oklahoma primarily to work full-time, practice a profession, or conduct a full-time business?

Yes No

SECTION 8 - EDUCATION

List all colleges/universities attended by the student. Attach a separate page if necessary to list additional schools.

Enrollment Dates		College/University Name	City and State	Full Time or Part Time	Charged Out of State Tuition
From	To				
				<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> FT <input type="checkbox"/> PT	<input type="checkbox"/> Y <input type="checkbox"/> N

SECTION 9 – DOMICILIARY INDICATORS

Answering “YES” to any of the following questions will not guarantee reclassification to pay in-state tuition.

Are you registered to vote in Oklahoma? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of registration (month/year)	Attach a copy of your latest Oklahoma voter’s registration card.
Do you own a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	In what state is it registered?	Attach a copy of your latest motor vehicle registration.
Do you have a current driver’s license? <input type="checkbox"/> Yes <input type="checkbox"/> No	In what state is it issued?	Attach a copy of your driver’s license.
Do you maintain a home in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No	List state(s)	

SECTION 10 - PETITIONER’S STATEMENT**(ATTACH TYPED STATEMENT IF NECESSARY)**

Please provide a written statement that covers the primary reason for your move to Oklahoma, and any other information not already provided on this petition that you believe is relevant to your request for in-state residency reclassification.

I hereby swear and affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true copies of the original documents requested.

 SIGNATURE OF PETITIONING STUDENT

 DATE

 SIGNATURE OF PARENT/LEGAL GUARDIAN (IF APPLICABLE)

 DATE

FOR ADMINISTRATIVE USE ONLY

Initial Review

Second Review

Additional Document Request

Reviewed by: _____

Reviewed by: _____

Date Requested: _____

Reviewed date: _____

Reviewed date: _____

Document Requested: _____

Approved for In-State Status
[] Email/Letter

Petition Denied
[] Email/Letter

Comments/Reasons:

