



Office of the Registrar

FAMILY RECLASSIFICATION (DEPENDENT) – REQUIRED DOCUMENTATION & DEADLINES

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

Acts that are disqualifying for purposes of in-state status includes but is 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, needs to 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 ALL the following required documents:

- ___ **Montana Driver's License or Identification Card:** For someone with a valid out-of-state driver's license, the petitioner and their parent(s) must obtain Montana identification cards. Must show current date obtained and earliest date obtained, if different.
- ___ **Montana Voter Registration:** If petitioner and their parent(s) were previously registered to vote in a former state of residence, 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. Cannot be obtained online or through the mail and the voter registration card **does not** contain the issue date.
- ___ **Montana Vehicle Registration:** For petitioners and their parent(s) who own or operate a vehicle in Montana, registering a motor vehicle in Montana. Even if your name is not on 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 and their parent(s) seek 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:** From parent(s), most recent **resident** Montana income tax return.
- ___ **Paystub(s):** From 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 and their parent(s) seek 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:** 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) move from Montana to establish residency elsewhere. Affidavit of Intent does not guarantee resident classification.

Deadlines:

- **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 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.