



## Required Residency Documentation & Deadlines for all Current or Returning Students

- Residency Questionnaire:** Six-page document provided by the Board of Regents to be filled out by the petitioner. Please fill out legibly in ink. Can be found online: <https://www.mus.edu/Prepare/College/ResidencyQuestionnaireFORM.pdf>

The information provided in your Residency Questionnaire must be verifiable. **Please submit copies of all of the following documents along with your Residency Questionnaire:**

- Montana driver's license or identification card**, showing current and initial (earliest) date obtained.
- Montana voter registration proof:** copy of your voter registration issue date can be obtained from the Voter Registration / County Election Office, which is located at 311 W Main St, Room 210, Bozeman, MT in the old Court House.
- Montana vehicle registration.** (Any vehicle that you own or operate in Montana, even if your name is not on the title).

The 12-month period required to establish residency does not begin until the person seeking residency completes all three of the above. Any exception requires a written appeal and explanation to be reviewed by the full residency committee.

All of the following may be considered in determining that the student seeking residency is 51% financially independent. Other documentation may be provided at the petitioner's discretion in order to establish clear and convincing evidence that the student is more than 51% financially independent.

- Bank account:** voided check or deposit slip from your personal check book or a copy of your bank statement. **This has to have your Montana address listed on it. It is not required to be a bank in Montana.**
- Your most **recent pay stub(s) for the current year** from all jobs held, **showing your year-to-date earnings. Please only include your most recent pay-stub(s) from each job.**
- Most Recent Montana State Income Tax filing** (a copy of your full resident MT tax return is sufficient).
- Financial aid award letter** (if applicable) showing what you were **awarded** and what you **accepted (this link is located at the bottom of the award page in My Info)** for the **Academic School Year.**
- The Tax Exemption Affidavit** is necessary **if the student is younger than 24 years of age or was claimed as a dependent on their parent's most recent tax filing** (all students under the age of 24 must submit this document). **Parents complete with notarized signature. Both of your legal guardians need to sign this form.**

**When applicable also include:**

- Employment Affidavit:** If you moved to Montana **due to a job offer before having established ties to Montana State University (Please consult with the Registrar's Office for details regarding this exception).**
- Home Ownership:** If you own a home in Montana provide proof of Home Ownership.

\*Graduate Students should reach out to the Graduate School Admissions office to consult on the residency process and additional information to include in a petition. For those incoming to Montana State University as either a Freshman or Transfer student please submit your petition to the Office of Admissions.

Other significant factors to consider (please refer to policy for more detail):

- A person who **leaves 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.
- A person who **takes more than 7 credits** in any given semester in the year in which they are establishing residency is presumed to be in the state for educational purposes.

All petitioners should read the entire Board of Regents Policy: <http://www.mus.edu/borpol/bor900/940-1.pdf>

**Deadlines: \*** If deadline falls on a weekend: Petitions are due the following business day)

- **Spring: Submit residency petitions between November 1<sup>st</sup> – December 15<sup>th</sup> \***
- **Summer: Submit residency petitions between April 1<sup>th</sup>– May 1<sup>st</sup>th\***
- **Fall: Submit residency petitions between June 1<sup>st</sup> – August 1<sup>th</sup>\***

\*Petitions typically take 2-4 weeks to be reviewed by the Residency Review Committee. Once received and added for review an email notification will be sent.

\* **Late submissions may not be processed in time to adjust residency status for the semester in question. If a submission is late, the student must include a typed letter addressing the special circumstances justifying the review of the late submission. Additionally, the student is responsible for and MUST stay current with any fees assessed. Please reach out to the Student Accounts office to set up a payment plan while your Residency Petition is being reviewed.**

If you have any questions about turning in a petition or about Residency please contact our Residency Specialist Drew Waters by setting up an appointment via the Registrar Residency Information Page: <https://www.montana.edu/registrar/residency/registrar-info.html>