Resident Classification Request

Who needs to use this form?

Undergraduate and graduate students who are U.S. Residents, Citizens, Refugees or Asylees and are being charged out-of-state tuition, and wish to be considered for in-state tuition.

Important Notes

Some information requested on this form is classified as private. You are not legally required to provide the information, but failure to do so will prevent your request from being considered.

How to Submit

Be sure to include all requested documentation necessary to process your request.

Metropolitan

State University

Gateway Student Services Center Founders Hall, Suite 100 700 East Seventh Street

Saint Paul, Minnesota 55106-5000 E-mail: gateway@metrostate.edu

Phone: 651-793-1300

- Your name must be visibly printed on all documentation provided.
- Submit this form in person or by mail to the Gateway Student Services Center.
- You will be notified by e-mail with the result of your request.

Review the conditions on the second page by which a non-

on the line before the condition that applies to your

resident can receive the in-state tuition rate. Write your initials

This form is not for use by international or undocumented students.

Student	Informatic

Name:			
Last	First	Middle	le
Metropolitan State student ID:	Metropolitan State e-mail addr	ress:	
Phone (with area code): (H) ()	(W) ()	(C) ()	
Residence(s) over the past 12 months (include a	uddress and begin/end dates of residency for	r each location):	
Street 0	City State	Zip B	Begin Date / End Date

Have you resided in Minnesota for at least the past 12 months AND during that time NOT been in the state solely or primarily

If Yes:

Attach at least one form of supporting documentation from the list below that verifies your physical presence in Minnesota for the past 12 months. Acceptable documentation includes:

- MN driver's license
- MN lease agreement
- MN automobile registration
- MN voter registration
- Deed to a home in MN
- Purchase agreement for a home in MN
- MN income tax return (for previous year)
- Notarized letter from a MN resident verifying that you have resided with them for the past 12 months. If you choose this option, include a letter explaining your reasons for residing in MN.

Questions? Contact the Gateway Student Services Center

Certification Area

All information provided in support of this appeal is complete and accurate to the best of my knowledge. I understand that I will be liable for unpaid tuition from resident classification by means of false statements, false documentation, or concealment of facts.

Date:	/	/
MM	DD	YYYY

Office Use Only

Processed By: _

Date: _ / _ MM DD YYYY

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Last updated 06/2011

If No:

situation.

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Resident Classification Request Form

Where life and learning meet.[™]

Metropolitan State University

	Exceptions
Initial Here	ACTIVE DUTY MILITARY I am a veteran (or the spouse / dependent of a veteran) who lives in Minnesota and has served or am currently serving in the armed forces. If this applies to you: Attach a copy of your DD-214, or your orders if you are active duty. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form).
 Initial Here	 MIGRANT FARM WORKERS I am a student who has been in Minnesota as a migrant farm worker, as defined in the Code of Federal Regulations, title 20, section 633.104, for at least two years immediately prior to admission or readmission to a Minnesota public postsecondary institution, or I am a dependent of such a person. If this applies to you: Attach Minnesota Migrant Certificate of Eligibility. Dependents must submit proof of dependency (i.e. income tax form).
 Initial Here	 MINNESOTA HIGH SCHOOL GRADUATES I graduated from a Minnesota high school and was a Minnesota resident while attending that high school -and- I am physically attending Metropolitan State University. If this applies to you: Attach a copy of your high school transcripts and proof of residence in high school (if not on transcript).
 Initial Here	 EMPLOYMENT-RELATED RELOCATION I have accepted permanent, full-time employment prior to moving to Minnesota and before applying for admission to Metropolitan State University. -or- I was relocated to Minnesota by my employer. -or- I am the spouse or dependent of such a person. If this applies to you: Attach a letter on official letterhead from your / your spouse's / your guardian's employer verifying the dates of employment and / or statement of transfer and number of hours per week worked. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form).
 Initial Here	REFUGEES AND ASYLEESI am a student who is recognized as a refugee or asylee by the Office of Refugee Resettlement of the United States Department of Health and Human Services.If this applies to you: Attach documentation from the Office of Refugee Resettlement.
Initial Here	CONTINUOUS PRESENCE IN MINNESOTA I am a Minnesota resident who was temporarily absent from the state without establishing residency elsewhere. If this applies to you: Submit a history of your absence from Minnesota along with proof of Minnesota residency (i.e. proof of non- resident status at an out-of-state school).
 Initial Here	DOMICILE OF PARENT / LEGAL GUARDIAN OR SPOUSE I am the dependent or spouse of an individual residing in Minnesota at the time I applied for admission to Metropolitan State University. If this applies to you: Attach proof of Minnesota residency of parent, legal guardian, or spouse. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form). An equal opportunity educator and employer Last updated 07/2010