

 **Office of the Registrar**

**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/ResidencyQuestionaireFORM.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.**

* Your most **recent pay stub(s) for the current year** from all jobs held, **showing your 2019 year-to-date earnings.**
* **2019 Resident 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:**

* **Graduate Students:** Please provide proof of your assistantship (contract or award letter). Fee waivers are considered grants and should be included as such on Number 8 of the Residency Questionnaire.
* **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.

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**](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 1st – December 15th \***
* **Summer: Submit residency petitions between April 1th– May 1stth\***
* **Fall: Submit residency petitions between June 1st – August 1th\***

**\* 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.**