

Required Residency Documentation & Deadlines for all Current or Returning Students

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

- Montana driver's license or identification card**, showing initial (earliest) date obtained.
- Montana voter registration:** copy of your voter registration card or a letter 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.
- 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 year-to-date earnings**
- 2017 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 **Spring 2017 – Fall 2017** school year.
- The Tax Exemption Affidavit** is necessary **if the student is younger than 24 years of age or was claimed as an exemption 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 parents need to sign this form.**

**** When applicable also include:**

- Montana vehicle registration.** (Any vehicle that you **own or operate** in Montana, even if your name is not on the title).
- 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**
- Home Ownership:** if you own a home in Montana

Important Links:

Board of Regents' Policy: <http://www.mus.edu/borpol/bor900/940-1.pdf>

Residency Questionnaire: http://www.montana.edu/registrar/pdfs/Residency_Questionnaire.pdf

Office of the Registrar homepage: <http://www.montana.edu/registrar/>

Deadlines: *

- **Spring 2018:** Students should submit residency petitions between November 6, 2017 – January 2, 2018*
- **Summer 2018:** Students should submit residency petitions between April 2, 2018 – April 27, 2018*
- **Fall 2018:** Students should submit residency petitions between June 11 – August 10th, 2018*

*Residency Questionnaires and all related documentation should be submitted during the residency petition window (above) for the semester in question. 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.