



Office of the Registrar

STUDENT RESIDENCY DOCUMENTATION & DEADLINES FOR CURRENT & RETURNING STUDENTS

Student provides the following information:

- Residency Questionnaire (required):** This six-page document, provided by the Board of Regents, needs to be filled out legibly in ink and signed by the petitioner. Found online here: <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:** Must show current date obtained and earliest date obtained, if different.
- Montana Voter Registration Proof:** Must contain the issue date and can ONLY be obtained directly from the respective Voter Registration / County Election Office. Cannot be obtained online or through the mail.
- Montana Vehicle Registration:** Any vehicle that you operate in the State of 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 is acting in a manner consistent with Montana residency, including all legal obligations and responsibilities based upon such residency. 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.

- Bank Account:** Copy of your bank statement or voided check / deposit slip from your personal checkbook showing your Montana mailing address. This has to have your name and Montana address listed on it, not required to be a bank in MT.
- Paystub(s):** Most recent paystub(s) for the current year from all jobs held, showing your year-to-date earnings.
- Montana Tax Return:** Most recent resident Montana income tax filing.
- Financial Aid Award Letter:** If applicable, showing what you were awarded and what you accepted for the Academic School Year. This link is located at the bottom of the award page in MyInfo.
- Tax Exemption Affidavit:** Required 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 parents / legal guardians need to sign this form in front of a notary.

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 at registrar@montana.edu 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 details:

- A person who **registers 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.
- 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. Including participation in an exchange program, such as the National Student Exchange (NSE).
- A person who **accepts an Academic Achievement Award or Blue & Gold Scholarship or Western Undergraduate Exchange Scholarship (WUE)** in the year in which they are establishing residency is presumed to be in the state for educational purposes.

Deadlines: If deadline falls on a weekend, petitions will be due the following business day.

- **Spring** - Submit residency petitions between **November 1st – December 15th***
- **Summer** - Submit residency petitions between **April 1st – June 1st***
- **Fall** - Submit residency petitions 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 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.

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