



## RESIDENT CLASSIFICATION REQUEST

**Notice to Student:** Some information requested on this form is classified as private. You are not legally required to provide the information; however, failure to provide it will prevent your request from being considered. Information required on this form will be used only by officials of Minnesota State University, Mankato.

Action by Office of the Registrar	
_____ Approved	_____ Denied
Date _____	Term _____
_____	
Residency Coordinator	

Name \_\_\_\_\_

Tech ID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Residence(s) for the past 12 months:

Street address	City	State	Zip	From/to (month & year)
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**Please initial the blank below under which you qualify:**

\_\_\_\_\_ **1. Have you resided in Minnesota for at least 12 months, AND during that time have NOT been in the state solely or primarily for the purpose of attending a college or university?**

Please attach supporting documentation that verifies your physical presence in the state for these 12 months. Acceptable documentation would include rent receipts, lease agreement, purchase agreement, deed to home, a Minnesota income tax form for the past year, or a notarized letter from a Minnesota resident verifying that you resided with them during the past 12 months. Also include an explanation of your purposes for residing in Minnesota.

\_\_\_\_\_ **2. Are you a Minnesota resident who has been temporarily absent from the state without establishing residency elsewhere?**

Please attach an explanation of your reasons for being absent from the state, documentation that your main source of income is still in Minnesota, or any other documentation that you have showing your Minnesota residency.

\_\_\_\_\_ **3. Have you moved to Minnesota to accept permanent, full-time employment or been relocated to Minnesota by your employer prior to moving and before applying for admission to a public postsecondary institution, accepted a full-time job in the state, or are a spouse or dependent of such persons?**

Please attach a letter from your employer stating the date of your hiring and the status of this position (permanent, full-time), a document showing your Minnesota address. Spouses must also submit a marriage certificate and dependents must submit proof of dependency, i.e. income tax form.)

The following conditions can also qualify a student for the instate tuition rate. Initial the blank in front of the one that applies to your situation.

\_\_\_\_\_ I am a veteran (or the spouse or dependent of a veteran) who lives in Minnesota and have served or am currently serving in the armed forces. A graduate student veteran no longer on active duty must have been a Minnesota resident upon entering the military and released from such service no more than two years before applying for admission to Minnesota State University, Mankato. (Attach a copy of your DD-214, or your orders if you are active duty, and proof of marriage or dependency if applying as the spouse or dependent of a veteran.)

\_\_\_\_\_ 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 students who are dependents of such migrant farm workers. (Attach Minnesota Migrant Certificate of Eligibility.)

\_\_\_\_\_ I graduated from a Minnesota high school and was a Minnesota resident while attending that high school AND I am physically attending Minnesota State University, Mankato (high school transcript and proof of residence during high school, if not on the transcript).

\_\_\_\_\_ I 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. (Attach documentation from Office of Refugee Resettlement.)

**Note to international students:** Please complete the Immigrant/Non-Immigrant Intent Form, have it signed by the international student office, and submit it with this form.

**\*\*\*Please complete this section in the presence of a Notary Public\*\*\***

I hereby certify that all information provided in support of my request for residency is correct to the best of my knowledge. I further understand that I will be liable for unpaid tuition from my classification as a resident of Minnesota by means of either false statements or materials or concealment of facts.

\_\_\_\_\_ Date \_\_\_\_\_ Signature of student

Subscribed to and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_ Notary stamp:  
Notary Public

Submit this form and documentation to the Office of the Registrar, Minnesota State University, Mankato, 132 Wigley Administration Center, Mankato, MN 56001. This form must be submitted by the last day of the term for which the classification request is made.

A member of the Minnesota State Colleges and Universities System. Minnesota State Mankato is an Affirmative Action/Equal Opportunity University.

This document is available in alternative format to individuals with disabilities by calling your department or college at 507-389-6266 (V), 800-627-3529 or 711 (MRS/TTY).