



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 university officials.

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)
_____	_____	_____	_____	/
_____	_____	_____	_____	/
_____	_____	_____	_____	/

Initial one box	Qualification	Documentation Required
	<p>Domicile: I have resided in the state for at least one calendar year immediately prior to applying for admission. I have 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.</p>	<ul style="list-style-type: none"> • Explanation of your reasons for residing in Minnesota • Proof of residence (one or more of the following): <ul style="list-style-type: none"> ○ Copies of lease or rental agreement, purchase agreement or deed ○ Minnesota state income tax for the past year ○ A letter signed and notarized from a Minnesota resident verifying that you resided with this person for the past 12 months AND residency verification for that person.
	<p>Minnesota high school graduate: 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.</p>	<ul style="list-style-type: none"> • A copy of high school transcript with proof of graduation and a Minnesota address while enrolled.
	<p>Employee-related Relocation: I have moved to Minnesota to accept permanent, full-time employment or been relocated by my employer OR I am the spouse or dependent of such persons.</p>	<ul style="list-style-type: none"> • A letter from employer stating hiring date and position status (permanent, full-time) • A document showing Minnesota address • Spouses must provide a copy of marriage certificate <p>Dependents must provide proof of dependency (income tax form)</p>

	<p>Temporary absence: I am a Minnesota resident who was temporarily absent from the state without establishing residency in another state.</p>	<ul style="list-style-type: none"> • Explanation of your reasons for being absent from the state • Documentation that your main source of income still in Minnesota • Any documentation showing your Minnesota residency (Minnesota income tax) • Proof of non-resident or reciprocity payment to an out-of-state school
	<p>Military: I am US military personnel serving on active duty assignment in Minnesota, or a veteran and spouse or dependent child of a veteran.</p>	<ul style="list-style-type: none"> • Verification of active duty assignments or veteran status. • Spouses must provide a copy of marriage certificate. • Dependents must provide proof of dependency (income tax form)
	<p>Refugees and Asylees: I am a student who is recognized as a refugee or asylee by the Office of the Refugee Resettlement or the United States Department of Health and Human Services.</p>	<ul style="list-style-type: none"> • Proof of refugee or asylee status via card or document issued by one of these entities
	<p>Migrant Farm Workers: I am in Minnesota as a migrant farm worker for at least two years immediately before admission to a Minnesota post-secondary institution or a dependent of such a migrant worker.</p>	<ul style="list-style-type: none"> • Verification of Minnesota Migrant Farm Worker status

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.

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

Submit this form and documentation to the Office of the Registrar, Minnesota State University, Mankato, 132 Wigley Administration Center, Mankato, MN 56001 or fax to 507-389-5719 or email to registrars-office@mnsu.edu. 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).

Office of the Registrar, Revised: 1/31/2017