

APPLICATION FOR CLASSIFICATION TO IN-STATE FEE STATUS

This application is for students requesting in-state fee classification for tuition purposes. Applicants requesting in-state fee classification for tuition purposes should familiarize themselves with <u>MSU's Regulations for Qualifying for In-State Tuition</u> prior to completing this application.

READ DIRECTIONS CAREFULLY: Answer all questions that apply to you. Incomplete forms or lack of all required supporting documentation will delay the processing of your application.

DEADLINE: The application and supporting documents should be submitted at least thirty (30) days prior to the semester of reclassification.

LAST NAME FIR				RST NAME				M.I.	
CURRENT ADDRESS								APT#	
CITY STA				ГЕ				ZIP CODE	
HOW LONG HAVE YOU LIVE	ED AT CURR	RENT ADDRESS? (YI	ARS/MON	ITHS)					
PERMANENT LEGAL ADDRE	:SS							APT#	
CITY			STATE	STATE				ZIP CODE	
STUDENT MSU ID:				EMAIL ADDRESS:					
DATE OF BIRTH:				PHONE N	UMBER:				
		,							
ARE YOU A U.S. CITIZEN?	YES	NO 🗌	If NO, are yo Permanent			*If yes card.	res, include a copy of U.S. Permanent Resident I.		
f you are not a Permanent Resident, do you have a //ISA?		YES*	NO 🗌	If YES, Indicate your VISA status: *If yes		s, include a copy of current VISA.			
Have you previously applied for in-state classification?			YES*	NO If YES, for what term and year?					
Has a parent, sibling, or spouse ever applied for instate classification?			YES	NO If YES, provide name:					
REQUESTING IN-STATE CLASSIFICATION EFFECTIVE BEGINNING WITH WHICH SEMESTER (INDICATE ONLY ONE SEMESTER)				ear 20	FALL SPRII		NG 🗌	SUMMER	
SECTION II – IN-STATI	E FEE CLA	ASSIFICATION							
REQUESTING IN-STATE CLASSIFICATION STATUS UNDER WHICH MSU REGULATORY PROVISION?				1. ESTABLISHING ELIGIBILITY THROUGH MICHIGAN DOMICILE DEPENDENT STUDENT (UNDER 25 YEARS OF AGE; UNMARRIED) NON-DEPENDENT STUDENT (25 YEARS OF AGE OR OLDER OR MARRIED)					
Please refer to MSU's <i>Regulations for Qualifying for In-State Tuition</i> to determine the applicable category.			ite [2. ESTABLISHING ELIGIBILITY THROUGH HIGH SCHOOL ATTENDANCE & GRADUATION 4. ESTABLISHING ELIGIBILITY THROUGH MILITARY SERVICE OR HONORABLY					
www.reg.msu.edu/ROInfo/Notices/Residency.aspx				DISCHARGE VETERAN					
				3. OTHER (SPECIFY PROVISION):					

• Serving on active duty in the U.S. Uniformed Services?

• Are you a dependent of a service member?

• Serving in the guard or reserves in one of those reserve components?

• Have you received an honorable discharge from the U.S. Uniformed Services or reserve components?

YES	NO 🗌
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Page 1 of 5

NO 🗆

NO 🗌

NO 🗌

YES [

YES

YES

	ATEMENT OF EXPLA		RITERIA FOR IN-STATE TU	TION STATUS UN	IDER MSU'S REGU	JLATIONS.		
SECTION IV – AC	ADEMIC HISTORY							
			COLLEGES AND UNIVERSITIES YO			ATTENDING.		
• GIVE THE DATES OF A	TENDANCE AT EACH SCHOOL	LOMAS, CERTIFICATES AND DEGREES RECEIVED FROM EACH: DATES ATTENDED GRADUATION						
NAME	OF INSTITUTION	CITY/STATE	FROM	то	DEGREE NAME DATE EARNED			
			TROW	10	DEGREE WANTE	DATE CARRED		
_								
Dependent students a	PENDENT STUDENT pplying based on parent/s or leactive-duty military or honorabused ffice of the Registrar.	gal guardian/s Michigan dom						
FATHER'S NAME			MOTHER'S NAME					
Parents Marital Status	☐ Married ☐ N	ot Married Divorced	Legally Separated	Widowed 0	Other:			
	Provide current addre	ss where parent physically	resides (indicate effective date	of address – month	h/year)			
Father's Address:			Mother's Address:	Mother's Address:				
Street			Street					
City	State	Zip	City State Zip					
From	То		From To					
FATHER'S EMPLOYER	<u> </u>	MOTHER'S EMPLOYER	MOTHER'S EMPLOYER					
Name of Employer			Name of Employer					
Employer's Full Address		Employer's Full Address						
Job Title			Job Title					
Employment Date	From	То	Employment Date	From	То			
Employment Status	Full-Time	Part-Time	Employment Status	Full-Time	Par	t-Time		
	DN-DEPENDENT STU on of the if application is based on		ENT INFORMATION nent or employment of non-dep	endent's spouse or p	partner.			
			SPOUSE/PARTNER'S	IAME:				
		DATE OF MARRIAGE:	DATE OF MARRIAGE:					
NON-DEPENDENT ST	UDENT'S EMPLOYER	SPOUSE/PARTNER'S EMPLOYER						
Name of Student's En	nployer and Full Address	Name of Spouse' Employer and Full Address						
Job Title			Job Title					
Employment Date	From	То	Employment Date	From	То			
Employment Status	Full-Time	Part-Time	Employment Status	☐ Full-Time	☐ Par	t-Time		
	•	•	Student?	☐ Yes*	☐ No			
			*If yes, please provide na	me of institution:	,			

SECTION VII – REGULATIONS

An application for In-State Tuition Status will be decided in accordance with Michigan State University's Regulations for Qualifying for In-State Tuition. www.reg.msu.edu/ROInfo/Notices/Residency.aspx.

SECTION VIII – APPLICATION & REQUIRED DOCUMENTATION

> <u>DEPENDENT STUDENT</u> – 24 years of age and under; unmarried

- 1. Application: An Application for Classification to In-State Fee Status.
- 2. <u>Statement of Explanation</u>: A written statement explaining how the student meets the criteria for in-state tuition status as set forth in these Regulations.
- 3. <u>Student Photo Identification</u>: A copy of student's driver's license, state identification card, or other official photo identification.
- 4. <u>Parent(s)/Guardian(s) Photo Identification</u>: A copy of the parent's driver's license, state identification card, or other official photo identification.
- 5. U.S. Permanent Residents:
 - a. A copy of student's U.S. Permanent Resident card.
 - b. A copy of parent(s) U.S. Permanent Resident card.
- 5. <u>Guardianship</u> A copy of the complete, fully executed official court guardianship agreement (a temporary care agreement issued by student's parent(s) or guardian(s) does not represent full legal guardianship), if applicable.
- 7. <u>Employment Verification</u>: A letter from parent(s)' or guardian(s)' employer on company letterhead verifying current full-time employment, work location of employee, and includes employer's physical address.
- 8. Pay Stub: A copy of parent(s)' or guardian(s)' most recent pay stub(s) showing Michigan taxes being withheld.
- 9. <u>Federal and State Income Tax Returns</u>: A copy of the first, second, and signature pages of parent(s) or guardian(s)' most recent year's federal and all State income tax returns (forms US 1040 and STATE 1040s) with:
 - a. All accompanying W2s and Form 1099s; and
 - Schedules C and E, if self-employed).
- 10. <u>Michigan Domicile</u> A copy of a complete, fully executed lease agreement(s), mortgage, property deed, or property title for Michigan domicile.
- 11. Severance of Out-of-State Ties:
 - a. A complete, fully executed copy of proof of home sale (fully executed warranty deed, final closing statement or distribution statement) or proof of termination of lease agreement.
 - b. Proof of relinquishment and/or dissolution of ownership or interest in any business, partnership, and the like, located outside the state of Michigan, *if applicable*.

➤ NON-DEPENDENT STUDENT – 25 years of age and older; married student

- 1. Application: An Application for Classification to In-State Fee Status.
- 2. <u>Statement of Explanation</u>: A written statement explaining how the student meets the criteria for in-state tuition status as set forth in these Regulations.
- 3. Student Photo Identification: A copy of student's driver's license, state identification card, or other official photo identification.
- Spouse or Partner's Photo Identification: A copy of the spouse or partner's driver's license, state identification card, or other official photo
 identification, if based on spouse or partner's employment.
- 5. U.S. Permanent Residents:
 - a. A copy of student's U.S. Permanent Resident card.
 - b. A copy of spouse or partner's U.S. Permanent Resident card.
- 6. <u>Marriage Certificate</u>: A copy of marriage certificate, *if based on spouse or partner's employment*.
- 7. <u>Employment Verification</u>: A letter from student's and/or spouse or partner's employer on company letterhead verifying current full-time employment, work location of employee, and includes employer's physical address, *if based on current full-time employment*.
- 8. <u>Pay Stub</u>: A copy of student's and/or spouse or partner's most recent pay showing Michigan taxes being withheld, *if based on current full-time employment*.
- 9. <u>Federal and State Income Tax Returns</u>: A copy of the first, second, and signature pages of most student's and spouse partner's (*if based on spouse or partner*) most recent year's federal and all State income tax returns (forms US 1040 and STATE 1040s) with:
 - a. All accompanying W2s and Form 1099s; and
 - b. Schedules C and E, if self-employed).
- 10. <u>Michigan Domicile</u>: A copy of a complete, fully executed lease agreement(s), mortgage, property deed, or property title providing evidence of Michigan domicile for at least the twelve (12) months immediately preceding the first day of classes of the semester for which student is seeking in-state tuition status.
- 11. Severance of Out-of-State Ties:
 - a. A complete, fully executed copy of proof of home sale (fully executed warranty deed, final closing statement or distribution statement) or proof of termination of lease agreement.
 - b. Proof of relinquishment and/or dissolution of ownership or interest in any business, partnership, and the like, located outside the state of Michigan, *if applicable*.

ACTIVE-DUTY MILITARY OR HONORABLY DISCHARGED VETERAN STATUS

- 1. <u>Application</u>: An Application for Classification to In-State Fee Status.
- 2. <u>Statement of Explanation</u>: A written statement explaining how they meet the criteria for in-state tuition status as set forth in these Regulations.

- 3. Student Photo Identification: A copy of student's driver's license, state identification card, or other official photo identification.
- 4. <u>Birth or Marriage Certificate</u>: A copy of birth certificate (if dependent student) or marriage certificate (if spouse).
- 5. Active-Duty Military: A copy of most current Leave and Earnings Statement (LES).
- 5. Honorably Discharged Veteran: A copy of Release of Discharge from Active-Duty form indicating honorable discharge (DD-214).

MICHIGAN HIGH SCHOOL ATTENDANCE & GRADUATION

- 1. Application: An Application for Classification to In-State Fee Status.
- 2. <u>Statement of Explanation</u>: A written statement explaining how they meet the criteria for in-state tuition status as set forth in these Regulations.
- 3. Student Photo Identification: A copy of student's driver's license, state identification card, or other official photo identification.
- 4. High School Transcript(s): A copy of student's high school transcript(s), if not already on file.

ABSENCES FROM MICHIGAN – MOVED FOR A JOB, BUT DOMICILED IN MICHIGAN

- 1. <u>Application</u>: An Application for Classification to In-State Fee Status.
- 2. <u>Statement of Explanation</u>: A written statement explaining how they meet the criteria for in-state tuition status as set forth in these Regulations.
- 3. <u>Student Photo Identification</u>: A copy of student's driver's license or other official photoidentification.
- 4. <u>Parent(s) Photo Identification</u>: A copy of parents' driver's licenses (if dependent student).
- 5. <u>Passports</u>: A copy of student's and both parents' passports.
- 6. <u>Employment Verification</u>: A signed and dated letter from parent's Employer on company letterhead indicating:
 - a. Date full-time permanent employment began in Michigan.
 - b. Location(S) outside of Michigan where employee has or is working.
 - c. Duration of temporary out-of-state assignment.
 - d. Will employee be returning to Michigan at the end of out-of-state assignment.
 - e. Company contact name, address, phone number, and email address.
- 7. <u>Federal & State Income Tax Returns</u>: A copy of the first, second, and signature pages of student's most recent year's federal and State income tax returns (Form 1040 and STATE-1040) with:
 - a. All accompanying W2s and/or Schedule 1 included with Form 1040.
 - b. Schedules C and E, if self-employed.
 - c. Schedule K-1 (Form 1065) Partner's Share of Income, Deductions, Credits, etc.
- 8. Proof of tax payments.
- 9. <u>Michigan Domicile</u>: A copy of a <u>complete, fully executed</u> property deed, quit claim deed, land contract, mortgage agreement, property title or lease agreement(s) for parents' permanent Michigan residence.
- 10. Michigan Property Tax Statements: A copy of latest paid property tax statement for parents' permanent Michigan residence.
- 11. <u>Out-of-State/Foreign Domicile</u>: A <u>complete, fully executed</u> copy of proof of home sale (final closing/distribution statement, warranty deed or termination of lease agreement where parents are current residing.

> ABSENCES FROM MICHIGAN - MOVED OUT OF MICHIGAN AFTER COMPLETION OF STUDENTS SOPHOMORE YEAR

- 1. Application: An Application for Classification to In-State Fee Status.
- Statement of Explanation: A written statement explaining how they meet the criteria for in-state tuition status as set forth in these Regulations.
- 3. Student Photo Identification: A copy of student's driver's license or other official photo identification.
- 4. Parent(s) Photo Identification: A copy of both parents' driver's licenses or other official photo identification.
- 5. <u>Michigan Income Tax Returns</u>: A copy **of ten (10) years** of parent's Michigan income tax returns prior to departure from Michigan (sophomore year and prior).
- 6. <u>Michigan Domicile</u>: A copy of a <u>complete, fully executed</u> property deed, quit claim deed, land contract, mortgage agreement, property title or lease agreement(s) covering same ten (10) year period (sophomore year and prior) for parents' Michigan domicile.
- 7. <u>High School Transcripts</u>: A copy of Michigan high school transcripts.

MIGRANT WORKER, MISSIONARY, PEACE CORPS, OR MSU FACULTY/STAFF EMPLOYMENT

- 1. <u>Application</u>: An Application for Classification to In-State Fee Status.
- Statement of Explanation: A written statement explaining how they meet the criteria for in-state tuition status as set forth in these Regulations.
- 3. Student Photo Identification: A copy of student's driver's license, state identification card, or other official photo identification.

The application and documentation may be mailed, emailed, or delivered to the address below at least thirty (30) days before the start of the semester for which in-state tuition status is sought. A student will not be granted in-state status for part of a semester. A student will not be granted in-state status for part of a semester.

OFFICE OF THE REGISTRAR

Michigan State University Hannah Administration Building 426 Auditorium Road, Room 150 East Lansing, MI 48824

Email: feeclass@msu.edu

- ✓ The application and documentation will not be returned. The student is advised to keep a copy for their records.
- ✓ The student will be notified by the Office of the Registrar Internal Review Committee via email if additional documentation and/or information is required.
- ✓ The review and determination of a student's application will not be made until all required documentation has been submitted.
- ✓ The average processing time is approximately four (4) weeks after all documentation has been received, provided the applicant has provided all the required documentation as specified under the provision for which the applicant is applying.
- ✓ The student will receive the result by email.

SECTION IX – ACKNOWLEDGEMENT

	half of the University." A violation of this regulation r	"No student shall knowingly provide false information to any office, agency, or individual nay result in a complaint against you that will be adjudicated in the University's internal
I hereby cer	tify that the information contained in this request is tr	ue and correct to the best of my knowledge.
Student's Signature	X	Date