

# Resident Classification Request



The Resident Classification Request requires very specific documentation to determine residency status. **Before starting this form, please read the [Understanding Resident Classification](#) article to learn what documentation you need to have ready to attach to this form.**

If you are not a U.S. Citizen, you must have completed the Notice of Immigration Status Change process and have an updated status before starting this form. Please attach the completed form to this application.

*Notice: Some information requested on this form is classified as private. You are not legally required to provide this 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.*

**Student Information:** Completed by the student prior to submission.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Tech or Star ID: \_\_\_\_\_ Cellphone Number: \_\_\_\_\_

MSU Email Address: \_\_\_\_\_

Are you a U.S. Citizen or Legal Resident?  Yes  No

If no, did you complete the Notice of Immigration Status Change process?  Yes  No

**Enter all residences for the past 12 months.**

Street Address	City	State	Zip	Moved In/Moved Out (MM/YY)

**Please choose the residency classification that best describes your residency situation.** Only choose one.

- 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 I have NOT been in the state solely or primarily for the purpose of attending a college or university.
- 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.
- 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.
- Temporary Absence:** I am a Minnesota resident who was temporarily absent from the state without establishing residency in another state.
- 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. *Note: This process must be completed, not in progress.*
- 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** I am a dependent of a migrant worker.

**Form continues on the next page, including details on the documentation required before submitting this request.**

**Documentation Required:** Provide documentation for the residency classification that you checked on the first page of this form.

**Domicile Documentation (in order of most helpful)**

Attach an explanation of your reason for residing in Minnesota **AND** provide one or more of the documents below.

- Minnesota State Income Tax Form for the past year (Form M1)
- Copies of lease or rental agreement, purchase agreement, or deed
- A letter signed and notarized from a Minnesota resident verifying that you have resided with this person for the past 12 months **AND** residency verification (proof of residence) for that person

**Minnesota High School Graduate Documentation**

Provide a copy of a Minnesota High School transcript with proof of high school graduation. The transcript must include the address of the high school on the transcript.

**Employee-Related Relocation Documentation**

Upload a letter from employer stating the hiring date and that the position is currently full-time and permanent (offer letters do not meet this requirement) **AND** a document showing Minnesota address (i.e. utility bill, Minnesota issued picture ID).

- If you are the **spouse**, the letter will come from your partner's employer **AND** you must provide a copy of your marriage certificate
- If you are **dependent**, the letter would come from your parent/guardian's employer **AND** you must provide proof of dependency (i.e. Income Tax Form 1040)

**Employee-Related Relocation Documentation (in order of most helpful)**

Attach an explanation of the reasons for being absent from the state **AND** provide one or more of the documents below.

- Minnesota State Income Tax Form for the past year (Form M1)
- Proof that you paid non-resident tuition or a reciprocity payment to out of state school

**Refugees and Asylees Documentation**

Attach proof of refugee or asylee status via card or document.

**Migrant Farm Workers Documentation**

Attach verification of Minnesota Migrant Farmer Work status. If you are **dependent**, you must also provide proof of your dependent status.

**Acknowledgment and Signature:** Student needs to review and sign.

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.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submission and Timeline Information:** Submit form and required documentation to [Registration and Academic Records \(registrars-office@mnsu.edu\)](mailto:registrars-office@mnsu.edu) or drop off at 132 Wigley Administration, Minnesota State University, Mankato. Any additional information, requests, or questions will be communicated to your MSU email account. Residency decisions may take up to 30 days after all required documents have been submitted.