



APPLICATION FOR CLASSIFICATION AS A MISSOURI RESIDENT

In determining a student's residency for tuition and fee purposes, the University adheres to the policy for determination of student residency established and approved by the Missouri Coordinating Board for Higher Education (CBHE). The University also complies with all applicable federal and state laws and regulations with respect to the classification of veterans and their dependents.

The initial determination of a student's residency is made by the Office of Admissions. Students classified as non-residents who wish to apply for reclassification to resident status may do so by submitting a Residency Application to the Office of Admissions for review by the Residency Appeal Committee. Please review the Department of Higher Education Determination of Student Residency 6 CSR 10-3.010 on the following page prior to completing this application.

Complete each one of the five sections. This application and documentation must be submitted to the Office of Admissions no later than the second week of the fall or spring semester or no later than the third day of the summer session for which you are applying for residency.

wp.missouristate.edu (email) Hass Darr Hall Room 113 417-255-7955 (phone) 417-255-7956 (fax)

Section 1: Your demographic information

Name _____ Student ID number _____

Current address _____ City _____

State _____ Zip _____ County _____ Month and Year Moved _____

Previous address _____ City _____

State _____ Zip _____ County _____

Date of birth _____ Marital status: Single Married

Telephone number _____ Email address _____

Are you a US citizen? Yes No If no, are you a permanent resident? Yes No

If yes, you must attach a copy of the front and back of your alien registration receipt card. If no, please contact the Office of Admissions before completing the remainder of this form.

Semester for which you are requesting classification as a MO resident: Fall Spring Summer Year _____

Section 2: Your status. Please check the category below that applies to you. Check only one.

Adult student. Check this category only if you will be 21 years of age or older at the beginning of the semester for which you are applying for residency.

Emancipated minor student. Check this category only if you will be under 21 years of age when the semester for which you are applying for residency begins and you have become emancipated from your parents or guardian through marriage, formal court action, abandonment, or positive action of alienation on your part. You must provide documentation of your eligibility for this classification (e.g., court order, marriage license).

Unemancipated minor student. Check this category if you are under 21 and not married and either of your parents claim you as a dependent for income tax purposes or provide you with substantial financial support.

Section 3: The basis on which you believe you qualify for classification as a Missouri resident.

You will qualify for classification as a Missouri resident if:

1. You are an adult or emancipated minor and either you or your spouse (if you are married) meets one of the following criteria.
2. You are an unemancipated minor and either of your parents or guardians meets one of the following criteria.

Section 4: Please check the criteria under which you, your spouse, or your parents will qualify. Check only one.

Criterion 1: Residence within the State of Missouri for 12 consecutive months prior to the start of the semester for which you are applying for residency and sufficient proof of intent to make the State of Missouri a permanent home for an indefinite period. Note: You typically will not qualify under this criterion if your primary purpose for being in Missouri is to attend Missouri State University-West Plains or another college or university. If you, your spouse, or your parents (if you are an unemancipated minor) meet either of the following criteria, we suggest that you apply on the basis of one of those criteria as they are more easily documented.

Documentation required for Criterion 1 (all of the documentation listed below must be provided):

- Proof of residence within Missouri during the past 12 months (e.g., proof of purchase or lease of your place of residence).
- Proof of employment in Missouri (e.g., a letter from your employer verifying your dates of employment) or other proof of your reliance upon sources within Missouri for your financial support.
- Copy of Missouri driver's license, Missouri voter registration, and Missouri automobile registration.
- Copy of Missouri income tax return (attach only a copy of the first and last page) and receipt for payment of Missouri property tax.
- Any additional documentation you wish to provide to support your claim for residency.

Criterion 2: Presence within the State of Missouri for purposes of retirement, full-time employment, professional practice, or to conduct a business full time. To qualify under this criterion, you must document that you, your spouse, or your parent(s) (if you are an unemancipated minor) are currently residing in Missouri for one of these purposes. For example, living in Missouri with the intention of seeking full-time employment is not sufficient.

Documentation required for Criterion 2 (all of the documentation listed below must be provided):

- Proof of residence in Missouri for full-time employment in the form of a letter from your employer verifying full-time status and the effective date of employment; **or**
- Proof of residence in Missouri for purposes of retirement (e.g., a letter from your former employer verifying your retirement); **or**
- Proof of your residence in Missouri for the purpose of professional practice or to conduct a business full time (e.g., a business license or professional license in your name).
- Copy of Missouri driver's license, Missouri voter registration, and Missouri automobile registration.
- Any additional documentation you wish to provide to support your claim for residency.

Criterion 3: Military personnel who are stationed within the State of Missouri pursuant to military orders or military personnel who are stationed elsewhere but for whom Missouri is the home of record.

Please also check one of the following to indicate who meets the criterion you checked. Check only one.

- I am an adult or emancipated minor, and I meet the criterion checked above. (You must provide the documentation listed in Section 4 for yourself.)
- I am married, and my spouse meets the criterion checked above. (Check only if your spouse meets the criterion and you do not.) You must provide the documentation listed in Section 4 for your spouse and not for yourself. You must also provide a copy of your marriage license.
- I am an unemancipated minor and my parent(s) meet the criterion checked above. You must provide the documentation listed in Section 4 for your parents and not for yourself.

Documentation required for Criterion 3:

- Copy of military orders assigning you to Missouri, including location and dates of assignment; **or**
- Copy of military documentation showing that Missouri is your home of record.

If you believe you should be classified as a Missouri resident but do not meet any of the criteria listed above, you are encouraged to provide a detailed letter of explanation and thorough documentation.

Section 5: Signature:

I affirm/attest that the information and documentation I am providing is true and accurate to the best of my knowledge. I understand that submitting falsified information may result in my suspension from the University with loss of fees.

Student Signature _____ Date _____

Signature of parent(s) (required for unemancipated minors) _____ Date _____