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 MSU’s Regulations for Qualifying for In-State Tuition 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.

SECTION I - STUDENT INFORMATION

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
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<tbody>
<tr>
<td>CURRENT ADDRESS</td>
<td>APT#</td>
<td></td>
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<tr>
<td>CITY</td>
<td>STATE</td>
<td>ZIP CODE</td>
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HOW LONG HAVE YOU LIVED AT CURRENT ADDRESS? (YEARS/MONTHS)

PERMANENT LEGAL ADDRESS | APT#
| CITY | STATE | ZIP CODE |

STUDENT MSU ID: EMAIL ADDRESS:

DATE OF BIRTH: PHONE NUMBER:

ARE YOU A U.S. CITIZEN? YES ☐ NO ☐

If you are not a Permanent Resident, do you have a VISA? YES* ☐ NO ☐

If NO, are you a Permanent Resident? YES* ☐ NO ☐

*If yes, include a copy of current VISA.

Have you previously applied for in-state classification? YES* ☐ NO ☐

If YES, provide name:

REQUESTING IN-STATE CLASSIFICATION EFFECTIVE BEGINNING WITH WHICH SEMESTER (INDICATE ONLY ONE SEMESTER)

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<tr>
<th>Year</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
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<td>20____</td>
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SECTION II – IN-STATE FEE CLASSIFICATION

REQUESTING IN-STATE CLASSIFICATION STATUS UNDER WHICH MSU REGULATORY PROVISION?

Please refer to MSU’s Regulations for Qualifying for In-State Tuition to determine the applicable category.

www.reg.msu.edu/ROInfo/Notices/Residency.aspx

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)

2. ESTABLISHING ELIGIBILITY THROUGH HIGH SCHOOL ATTENDANCE & GRADUATION

3. OTHER (SPECIFY PROVISION):

MILITARY SERVICE: STUDENT, PARENT OF DEPENDENT STUDENT, SPOUSE

- Serving on active duty in the U.S. Uniformed Services? YES ☐ NO ☐
- Serving in the guard or reserves in one of those reserve components? YES ☐ NO ☐
- Have you received an honorable discharge from the U.S. Uniformed Services or reserve components? YES ☐ NO ☐
- Are you a dependent of a service member? YES ☐ NO ☐
## SECTION III – STATEMENT OF EXPLANATION

PROVIDE A WRITTEN STATEMENT EXPLAINING HOW YOU MEET THE CRITERIA FOR IN-STATE TUITION STATUS UNDER MSU’S REGULATIONS.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Graduation</th>
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## SECTION IV – ACADEMIC HISTORY

- List all high schools, secondary schools, technical schools, and all colleges and universities you have attended or are currently attending.
- Give the dates of attendance at each school and the name of the diplomas, certificates and degrees received from each:

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<tr>
<th>Name of Institution</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Graduation</th>
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<td>From</td>
<td>To</td>
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<td>Degree Name</td>
<td>Date Earned</td>
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## SECTION V – DEPENDENT STUDENT PARENT INFORMATION

- Dependent students applying based on parent/s or legal guardian/s Michigan domicile.
- Dependent student of active-duty military or honorably discharged veteran; or
- As requested by the Office of the Registrar.

### Father’s Name

- Parents Marital Status: [ ] Married [ ] Not Married [ ] Divorced [ ] Legally Separated [ ] Widowed [ ] Other:

- Provide current address where parent physically resides (indicate effective date of address – month/year)

- Father’s Name: [ ]
- Father’s Address: Street
- City
- State
- Zip
- From
- To

### Mother’s Name

- Mother’s Name: [ ]
- Mother’s Address: Street
- City
- State
- Zip
- From
- To

### Father’s Employer

- Name of Employer: [ ]
- Employer’s Full Address: [ ]
- Job Title: [ ]
- Employment Date: From [ ] To [ ]
- Employment Status: [ ] Full-Time [ ] Part-Time

### Mother’s Employer

- Name of Employer: [ ]
- Employer’s Full Address: [ ]
- Job Title: [ ]
- Employment Date: From [ ] To [ ]
- Employment Status: [ ] Full-Time [ ] Part-Time

## SECTION VI – NON-DEPENDENT STUDENT EMPLOYMENT INFORMATION

Please complete this section if application is based on non-dependent’s employment or employment of non-dependent’s spouse or partner.

### Spouse/Partner’s Name:

- Spouse/Partner’s Name: [ ]
- Date of Marriage: [ ]

### Non-Dependent Student’s Employer

- Name of Student’s Employer and Full Address: [ ]

### Spouse/Partner’s Employer

- Name of Spouse’ Employer and Full Address: [ ]

### Job Title

- Job Title: [ ]
- Employment Date: From [ ] To [ ]
- Employment Status: [ ] Full-Time [ ] Part-Time
- Student?: [ ]
- Yes* [ ] No [ ]

*If yes, please provide name 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

- **DEPENDENT STUDENT** – 24 years of age and under; unmarried
  1. **Application**: An Application for Classification to In-State Fee Status.
  2. **Statement of Explanation**: 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.
  4. **Parent(s)/Guardian(s) Photo Identification**: 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.
  6. **Guardianship** – 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. **Employment Verification**: 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. **Federal and State Income Tax Returns**: 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
     b. Schedules C and E, if self-employed.
  10. **Michigan Domicile** - 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. **Statement of Explanation**: 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.
  4. **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. **Marriage Certificate**: A copy of marriage certificate, if based on spouse or partner’s employment.
  7. **Employment Verification**: 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. **Pay Stub**: 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. **Federal and State Income Tax Returns**: 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. **Michigan Domicile**: 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. **Application**: An Application for Classification to In-State Fee Status.
  2. **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.

4. **Birth or Marriage Certificate**: 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).


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**MICHIGAN HIGH SCHOOL ATTENDANCE & GRADUATION**

1. **Application**: An Application for Classification to In-State Fee Status.

2. **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.

4. **High School Transcript(s)**: A copy of student’s high school transcript(s), if not already on file.

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

1. **Application**: An Application for Classification to In-State Fee Status.

2. **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 parents’ driver’s licenses (if dependent student).

5. **Passports**: A copy of student’s and both parents’ passports.

6. **Employment Verification**: 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. **Federal & State Income Tax Returns**: 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. **Michigan Domicile**: A copy of a complete, fully executed property deed, quit claim deed, land contract, mortgage agreement, property title or lease agreement(s) for parents’ permanent Michigan residence.


11. **Out-of-State/Foreign Domicile**: A complete, fully executed copy of proof of home sale (final closing/distribution statement, warranty deed or termination of lease agreement where parents are current residing.

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**ABSENCES FROM MICHIGAN – MOVED OUT OF MICHIGAN AFTER COMPLETION OF STUDENTS SOPHOMORE YEAR**

1. **Application**: An Application for Classification to In-State Fee Status.

2. **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. **Michigan Income Tax Returns**: A copy of Michigan 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.

6. **Michigan Domicile**: A copy of a complete, fully executed 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. **High School Transcripts**: A copy of Michigan high school transcripts.

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

1. **Application**: An Application for Classification to In-State Fee Status.

2. **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.

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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

Under Article 5.01 of the University’s General Student Regulations, “No student shall knowingly provide false information to any office, agency, or individual acting on behalf of the University.” A violation of this regulation may result in a complaint against you that will be adjudicated in the University’s internal judicial system.

I hereby certify that the information contained in this request is true and correct to the best of my knowledge.

Student’s Signature

X ________________________________ Date