Petition for In-State Tuition Classification Check Sheet

Conditions that apply can be found in the Establishing New Mexico or Eligibility for Reduced Tuition Rates or In-State Tuition 2014 brochure (numbers 1-4 on the Financial Requirements) supplied with the Petition of In-State Tuition Classification.

PRIMARY: The following are Core Requirements. All categories are required if applicable.

⇒ Only individuals who are financially independent may establish residency regardless of age (refer to #1 of brochure).
⇒ Sign a written declaration of intent to establish residency (refer to #2 of brochure).
⇒ You need to be at least 18 years of age
  ⇒ Younger than 18 years please see below
⇒ Proof of 12 months consecutive New Mexico Residency (refer to #3 of brochure)
⇒ If you are a non-citizen, proof that you are a permanent resident is needed, if applicable.
  (Non citizens with a non-immigrant visa are NOT eligible for in-state tuition. For information on eligibility, see the international office.)
⇒ If you are under 23 years of age, a copy of your parent(s)/guardian(s) previous year 1040 is needed.
  If you are under 19 years of age AND a dependant then the following applies (also see minor section of Brochure):
  ⇒ Proof of your parents(s)/guardian(s) established living arrangements (permanent NM address)
  ⇒ Proof of your Parent(s)/guardian(s) employment or retirement (pay stub, act.)
  ⇒ Proof of dependency on parent(s)/guardian(s) tax returns (previous years 1040)

SECONDARY: The following are Overt Acts. Evidence of two Overt Acts is required.
⇒ New Mexico Driver’s License (Refer to section #4, point 1 in brochure; CONDITIONS APPLY)
⇒ A New Mexico transcript confirming attendance within the past 12 months (refer to #4, bullet point 2).
⇒ Proof of New Mexico Income Taxes paid during the previous year. A copy of your New Mexico PIT (Personal Income Tax) form will have this information.
⇒ Evidence of Employment in New Mexico – A paycheck pay-stub will have this information.
⇒ New Mexico Motor Vehicle Registration
⇒ New Mexico Voters Registration Card
⇒ Proof of Residential New Mexico Property Ownership
⇒ A transcript from an online high school showing a NM address (refer to #4, bullet point 3 in brochure).
⇒ Proof of Rental Agreement within New Mexico – can only be used if was not used for proof in the primary section.
⇒ Utility bills, or bills of some type (Refer to #4, bullet point 10 – some conditions apply)
⇒ Other evidence which reasonably supports intent to establish and maintain residency (Refer to #4, bullet point 11)
What if I am a minor?

Persons under the age of 18 are considered minors under the law. A minor’s residence is presumed to be the same as his/her parents’ or legal guardian’s. The residence decision for students under 18 is based upon the legal residence of the parents or legal guardian. In the event that a non-custodial parent is a legal resident of New Mexico, the minor student will be classified as a resident.

You must be at least 19 years old to establish residency apart from your parents or guardians. With the sole exception of automatic legal emancipation upon marriage, a minor is presumed to share his parents’ or legal guardian’s residence, unless the minor presents to the appropriate institutional official written evidence sufficient to justify (as a conclusion of law) a finding of the minor’s emancipation.

Frequently Asked Questions

1. How is the residency status determined for my parent or guardian when my classification depends upon my parent or guardians residence? The residency status of a parent or guardian is determined according to the same requirements outlined for individuals in this brochure.

2. Are there any programs I might be participating in that have special restrictions concerning residency eligibility? Yes. Students participating in tuition reciprocity, WRGP or WICHE student exchange programs are ineligible to establish residency. Students may not begin to establish residency until after discontinuing any of these programs.

3. What if I am not a U.S. citizen? Immigrants, refugees, and international students, who are lawfully in the U.S., have obtained permanent status from the Department of Homeland Security (DHS), or non-citizens serving active duty in the armed forces of the U.S. may establish residency for tuition purposes. Any non-citizen entering an institution of higher education on a non-immigrant visa (i.e. student, diplomatic, visitor, or visiting scholar), including spouses and dependents, are classified as non-residents.

4. Must all these requirements be met before the semester starts in order to qualify for resident tuition that semester? Yes. Petitions for resident status will not be approved unless all requirements are met before the first day of classes for that term. Until you are officially classified as a resident, you must proceed as a non-resident. Tuition and fees must be paid on time at the non-resident rates.

5. If I fail to petition and I am charged non-resident tuition after I am eligible for a change of status, can I receive a refund of the difference between non-resident and resident tuition retroactive to the date I was eligible? No. It is the student’s responsibility to petition for a change of resident status. By not petitioning, you waive your right to recover the difference.

6. Can I lose my classification as a resident and be reclassified as a non-resident? Yes. You can lose your status in the following two ways: 1) acting to establish legal residence in another state or 2) the institution finds that resident status was granted on the basis of false or misleading information.

For more information or interpretation, contact the New Mexico Higher Education Department or the admissions office or registrar’s office at your institution.

New Mexico Higher Education Department
2048 Galisteo, Santa Fe, NM 87505-2100
Phone: 505-476-8400
Fax: 505-476-8454
Student Helpline: 1-800-279-9777
Fin.aid@state.nm.us
http://hed.state.nm.us

Establishing New Mexico Residency, Eligibility for Reduced Tuition Rates or In-State Tuition

State of New Mexico Higher Education Department
Published 2014
For New Mexico Residency for Tuition Purposes You must:

1. Be a native resident of New Mexico.
2. Have lived in New Mexico for at least the 12 months immediately preceding the academic year for which you seek admission to the University of New Mexico.
3. Be a New Mexico high school senior or graduate.
4. Have completed the 12th grade in an accredited high school located in New Mexico.
5. Be a member of an accredited high school located in New Mexico.
6. Have taken and passed the required New Mexico High School Exit Examination.
7. Have received a New Mexico Regents Diploma or equivalent.
8. Have received a New Mexico Regents Diploma Plus or equivalent.
9. Have taken and passed the New Mexico High School Exit Examination.
10. Have completed the 12th grade in an accredited high school located in New Mexico.
11. Have received a New Mexico Regents Diploma or equivalent.
12. Have received a New Mexico Regents Diploma Plus or equivalent.
13. Have taken and passed the New Mexico High School Exit Examination.
14. Be a member of an accredited high school located in New Mexico.
15. Have completed the 12th grade in an accredited high school located in New Mexico.
16. Have received a New Mexico Regents Diploma or equivalent.
17. Have received a New Mexico Regents Diploma Plus or equivalent.
18. Have taken and passed the New Mexico High School Exit Examination.
19. Be a member of an accredited high school located in New Mexico.
20. Have completed the 12th grade in an accredited high school located in New Mexico.
21. Have received a New Mexico Regents Diploma or equivalent.
22. Have received a New Mexico Regents Diploma Plus or equivalent.
23. Have taken and passed the New Mexico High School Exit Examination.
24. Be a member of an accredited high school located in New Mexico.
25. Have completed the 12th grade in an accredited high school located in New Mexico.
26. Have received a New Mexico Regents Diploma or equivalent.
27. Have received a New Mexico Regents Diploma Plus or equivalent.
28. Have taken and passed the New Mexico High School Exit Examination.
29. Be a member of an accredited high school located in New Mexico.
30. Have completed the 12th grade in an accredited high school located in New Mexico.
31. Have received a New Mexico Regents Diploma or equivalent.
32. Have received a New Mexico Regents Diploma Plus or equivalent.
33. Have taken and passed the New Mexico High School Exit Examination.
**PETITION FOR IN-STATE TUITION CLASSIFICATION**

STATE OF NEW MEXICO

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**FOR OFFICE USE ONLY**

Approved □  Denied □  Effective:  Fall □  Spring □  Summer □  20____

Reviewed by ___________________________  Date ____________

Notes ____________________________________

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Instructions: Please answer all questions using N/A (Not Applicable) for those questions which do not apply to your situation. If you need additional writing space, please attach pages indicating the subject of each attachment. Submit the petition to the appropriate office well in advance of the term for which the request is being made.

**PLEASE PRINT OR TYPE**

PETITIONER NAME: ______________________ SSN OR ID #: ______________________

DATE OF BIRTH: ________________________ TELEPHONE: ________________________

List all addresses where you (student) have resided in the last 24 months. Give inclusive month/year for each residence including current residence, the reason you resided at that residence. (For example, parent's home, school, employment, etc.)

<table>
<thead>
<tr>
<th>Present Address</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
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1. What state do you consider your permanent home?

YES □ NO □

2. Do you intend to (or have you) establish (ed) New Mexico residency
   If yes, student must relinquish residency in all other states.

YES □ NO □

3. Have you been absent from New Mexico for more than a month in the previous year?

YES □ NO □

4. Are you married to a New Mexico resident?

YES □ NO □

5. Are you currently enrolled, or have you attended a higher education institution in the last two years?
   If yes, complete below:

**INSTITUTION**

<table>
<thead>
<tr>
<th>CITY/STATE</th>
<th>Classified as a resident?</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>TO</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
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<tr>
<td>YES</td>
<td>NO</td>
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<tr>
<td>FROM</td>
<td>TO</td>
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<tr>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>FROM</td>
<td>TO</td>
</tr>
</tbody>
</table>

6a. Did you graduate from a New Mexico high school? If yes, please list high school and graduation date:
   High School: ______________________  Date: ____________

YES □ NO □

6b. Did you attend for at least one year?

YES □ NO □
7. List all employers, addresses and dates of employment in the previous year. Use additional pages if necessary.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>City</th>
<th>State</th>
<th>FT/PT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM/TO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FROM/TO</td>
<td></td>
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</tr>
</tbody>
</table>

8. Did your parents or legal guardian claim you as a dependent on federal tax returns in the immediate preceding tax year?
   - If yes, who: Parents [ ] Mother [ ] Father [ ] Guardian [ ]
   - If you were under the age of 23 in the most recent tax year, a copy of your parents' 1040, 1040A, 1040EZ tax form is required.
   - If parents filed separately, submit a copy of both parents' returns.

9. If you are less than 19 years of age or answered yes to question 8, please provide the following information:
   A. Parent/Guardian Name: ____________________________
      Address: _______________________________________
      City/State/Zip: _________________________________
   B. If parents' addresses differ, explain:

10. Are you registered to vote in New Mexico? If so, provide Voter Registration Number: ____________________________
    If no, what state are you registered to vote? ____________________________

11. Did you file a New Mexico income tax return for the previous year?
    If no, in what state did you file your taxes? ____________________________

12. Your driver's license number: ____________________________
    State: ____________________________
    Expires: ____________________________

13. Do you have a New Mexico State issued ID card? If yes, ID Number: ____________________________
    Expiration Date: ____________________________

14. Do you own residential property in New Mexico? If yes, location: ____________________________

15. Do you have utilities in your name? If yes, which: ____________________________

16. Do you own a motor vehicle? If yes, license number: ____________________________
    State: ____________________________

17. List any other information which may be pertinent to your classification as a New Mexico resident for tuition purposes:
    ____________________________

18. In the previous year, were you participating in the Texas, Arizona or Colorado tuition reciprocity program?

19. Are you participating in the Western Undergraduate Exchange Program?

20. Have you been receiving financial assistance from any state other than New Mexico?
    - If yes, complete the following: Name of granting agency: ____________________________
      State: ____________________________
      Date Received: ____________________________

21. Have you separated from the U.S. Armed Forces in the previous two years?
    - A. Home of record on original entry papers: ____________________________
    - B. Home of record on State of Legal Residence Certificate (DD 2058): ____________________________

22. Are you a citizen of the United States? If no, applicant must complete this section:
    - Country of Citizenship: ____________________________
    - Date of entry into the United States: ____________________________
    - Type of Visa: ____________________________
    - Permanent Resident Alien Registration Number: ____________________________

I certify that the above is true and correct to the best of my knowledge. I am aware that the Institution may cancel my admission or registration for any false or misleading statement on this petition and assess retroactive tuition and fees.

Petitioner Signature ____________________________ Date ____________________________