

University of Oklahoma Health Sciences Center

**Petition for In-State Residency  
For Tuition Purposes**

*Administered by the Office of Admissions and Records*



**Petition Deadlines**

Fall 2017 – September 1, 2017

Spring 2018 – January 29, 2018

Summer 2018 – June 08, 2018

University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
1105 N. Stonewall Avenue  
Library, Room 121  
Oklahoma City, OK 73117-1221

Phone: 405.271.2359

E-mail: [Admissions@ouhsc.edu](mailto:Admissions@ouhsc.edu)

# OUHSC In-State/Out-of-State Tuition Policy



## Overview

The University of Oklahoma is a state-supported institution of higher education supported by legislative funds derived from State of Oklahoma tax revenue. As a state, tax-supported institution, the University gives preference in tuition pricing to residents of the State of Oklahoma.

The University's definition of the term "resident" may be different from the definitions developed by other, non-university agencies. The University does not recognize declarations of resident status made by other agencies. Therefore, a person who is an Oklahoma resident for tax or voting purposes is not necessarily a resident for University of Oklahoma Health Sciences Center tuition purposes.

## Basic Definition of Resident Status

Resident status is granted to financially independent adults who are U.S. Citizens or lawful permanent residents (approved green card holders) permanently residing in Oklahoma who have been physically and continuously present in the State of Oklahoma for at least one calendar year prior to the first day of class attendance at any Oklahoma institution of higher education; and who, during the one-year period, resided in Oklahoma for some reason other than primarily to attend classes at a post-secondary educational institution.

Resident status for tuition purposes is based on the location of the student's permanent domicile. Domicile has two components: residence and intent to remain indefinitely. A person can have more than one residence, but only one domicile.

Attendance at an educational institution, albeit a continuous and long-term experience, is interpreted as temporary residence. Therefore a student neither gains nor loses resident status solely by such attendance.

## In-State/Out-of-State Classification

The University has been authorized to make determinations for in-state/out-of-state classifications for its individual students, either at the time of initial enrollment, or as the result of a petition for reclassification. The Office of Admissions and Records is designated to make these determinations for the University. Contact the Office of Admissions and Records, 1105 N. Stonewall Ave., LIB-121, Oklahoma City, OK 73117-1221 or (405)271-2359 with questions pertaining to the policy or petition form.

## OSRHE Policy

Each residency petition is judged on its own merit using the guidelines and regulations established by the Oklahoma State Regents for Higher Education (OSRHE). The information contained in this document is an abbreviated overview of the policy only. The policy in its entirety can be viewed online on the OSRHE website.

## Supporting Evidence or Documentation

Actions such as the following may help to support an application for resident tuition status insofar as they apply to the Basic Definition of Resident Status: maintaining a permanent home/domicile in Oklahoma for at least 12 months prior to the first day of class attendance at any Oklahoma institution of higher education; Oklahoma automobile registration and driver's license; evidencing in some convincing way intent to remain in Oklahoma indefinitely after graduation (in other than a graduate student capacity); owning property and paying state property taxes, voter registration. **All of these things will be taken into consideration, but are not, in and of themselves, sufficient to establish residency.**



# OUHSC In-State/Out-of-State Tuition Policy



## **Supporting Evidence or Documentation *continued***

The issue of intent to remain in Oklahoma after completing one's education is important in reclassifying financially independent adult students. Each individual must present his or her own special set of circumstances, along with documentation, to support the contention that he or she intends to remain in Oklahoma after graduation or ceasing to enroll as a student. Verification of full-time contractual employment after graduation is an example of documentable intent to remain in-state. This is not the only means to establish intent. All materials and circumstances presented by the student will be considered, but the evidence must clearly and convincingly reflect a student's intent to remain in Oklahoma.

## **Active Duty Military, Stationed in Oklahoma**

A member of the U.S. Military and Uniformed Services (Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service) who provides evidence that he or she is full-time on active duty stationed in Oklahoma is immediately eligible for in-state status without meeting other domiciliary requirements listed in the policy. Eligibility extends to the member's spouse and dependent children.

Further, when a member of the U.S. Military or Uniformed Services is transferred out-of-state, the member (along with his or her spouse and dependent children) is eligible to retain his or her in-state classification as long as he or she remains continuously enrolled. "Full-Time Active Duty," for the purposes of this policy, are members of the uniformed services who are on active duty for a period of more than 30 days (means active duty under a call or order that does not specify a period of 30 days or less). Personnel and their spouses and dependent children may be classified upon admission as in-state as long as they are continuously enrolled. Uniformed Services does not include members of the National Guard on full-time duty.

## **Veterans Access, Choice, and Accountability Act**

Section 702 of the Veterans Access, Choice, and Accountability Act of 2014 requires schools to bill eligible individuals using Chapter 30 Montgomery GI Bill or Chapter 33 Post 9/11 GI Bill at the in-state tuition rate if they meet the requirements of the law, even when they are defined by the school as out-of-state residents for tuition purposes. The bill went into effect July 1, 2015. To be eligible for the Choice Act, students must meet the requirements of the law and submit the petition for in-state residency. Requirements are outlined in the petition form.

## **Petition Instructions**

Complete the Petition for In-State Residency using the online form at [www.ouhsc.edu/admissions](http://www.ouhsc.edu/admissions) and submit it along with supporting documentation to the address below. The deadlines are listed on the first page of this document. Petitions received after the deadline will be reviewed for the succeeding term. It is the student's responsibility to provide documentation to support a petition for in-state tuition classification. Petitions that are not supported by sufficient documentation will be denied.

University of Oklahoma Health Sciences Center  
Office of Admissions and Records  
1105 N Stonewall Ave., LIB-121  
Oklahoma City, OK 73117-1221

In-state reclassification for an approved petition is not granted on a retroactive basis. Students who are receiving scholarships, loans, grants, or other financial aid, may contact the Student Financial Services Office to question how reclassification may affect their financial aid.



## Petition for In-State Residency

### INSTRUCTIONS

1. Answer all questions on pages 1-4 of this form.
2. Attach supporting documentation outlined within the form.
3. Mail petition and supporting documentation to the OUHSC Office Admissions and Records.
4. Allow 2-3 weeks for processing and evaluation of the petition. Failure to include sufficient documentation at the time of submission will result in a denied decision. All documentation is subject to verification by the University.

### SECTION I – Student Identification

Student Name (First, Middle, Last)		OUHSC ID
Current Address (Street)	City, State, Zip	Years at this address
Permanent Address (Street)	City, State, Zip	Years at this address
Moved to Oklahoma FROM (Location and Date)	Phone number	E-mail Address
Citizenship Status (check one): <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other Foreign National           Visa type _____		

### SECTION 2 – Reclassification Rationale

Check the box below that best fit your circumstances; attach supporting documentation.

<b>BASIS FOR CONSIDERATION</b>	<b>SUGGESTED SUPPORTING DOCUMENTATION</b>
<input type="checkbox"/> I graduated from an Oklahoma high school and resided in Oklahoma with a parent or legal guardian for at least two years prior to graduation from high school, and have not established domicile in another state.	<input checked="" type="checkbox"/> Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship <input checked="" type="checkbox"/> Parent/guardian's Oklahoma State Income Tax Return form 511 <input checked="" type="checkbox"/> Official Oklahoma high school transcript <input checked="" type="checkbox"/> (If not a U.S. citizen) documentation of parent/guardian's immigration status or completed and notarized Affidavit of Intent
<input type="checkbox"/> I am a dependent person and my parent or legal guardian (who is a U.S. citizen or lawful permanent resident) has lived continuously in Oklahoma for at least 12 months, and has established domicile in Oklahoma.	<input checked="" type="checkbox"/> Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship <input checked="" type="checkbox"/> Proof of parent/guardian's Oklahoma domicile (ex: most recent Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement, home warranty deed, or lease agreement spanning at least 12 months) <input checked="" type="checkbox"/> (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/> I am a dependent person and my parent or legal guardian has come to Oklahoma to work full-time or practice a profession on a full-time basis.	<input checked="" type="checkbox"/> Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship <input checked="" type="checkbox"/> Proof of parent/guardian's Oklahoma domicile (ex: most recent Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement, home warranty deed, or lease agreement spanning at least 12 months) <input checked="" type="checkbox"/> Current letter from parent/guardian's employer on company letterhead that is dated, signed by a company official. The information should include date of hire, title of position, and verifies full-time status. <input checked="" type="checkbox"/> (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/> I am an independent person, am a U.S. citizen or lawful permanent resident, have lived continuously in Oklahoma for at least 12 consecutive months (not attending a higher education institution), and have established domicile in Oklahoma.	<input checked="" type="checkbox"/> Employment verification in Oklahoma <input checked="" type="checkbox"/> Most recent Federal Income Tax Return form 1040 <input checked="" type="checkbox"/> Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement, home warranty deed, or lease agreement spanning at least 12 months) <input checked="" type="checkbox"/> Documentation of self-support while living in Oklahoma



<input type="checkbox"/> I am an independent person and have come to Oklahoma to work full-time or to practice a profession on a full-time basis.	<input checked="" type="checkbox"/> Most recent Federal Income Tax Return form 1040 <input checked="" type="checkbox"/> Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement, home warranty deed, or lease agreement spanning at least 12 months) <input checked="" type="checkbox"/> Current letter from employer on company letterhead that is dated, signed by a company official, indicates date of hire, and clarifies full-time employment status <input checked="" type="checkbox"/> (If not a U.S. citizen) documentation of immigration status
<input type="checkbox"/> I married an individual who is a U.S. citizen or Permanent Resident (approved green card holder) that has already established Oklahoma domicile and is recognized as in-state for tuition purposes.	<input checked="" type="checkbox"/> Copy of marriage license <input checked="" type="checkbox"/> Spouse's Oklahoma State Income Tax Return form 511 <input checked="" type="checkbox"/> Verification of spouse's employment in Oklahoma <input checked="" type="checkbox"/> Copy of spouse's current Oklahoma mortgage statement or lease agreement spanning at least 12 months
<input type="checkbox"/> I am currently serving full-time, active duty in the U.S. military or uniformed services in Oklahoma; or I am a dependent of an individual who is serving full-time, active duty in the U.S. military or uniformed services in Oklahoma.	<input checked="" type="checkbox"/> Copy of most recent military orders or letter from base education office that verifies member's full-time active duty status in Oklahoma <input checked="" type="checkbox"/> Copy of most recent military leave and earnings statement
<input type="checkbox"/> I am a dependent of an individual serving full-time in the U.S. military or uniformed services whose "home of record" is Oklahoma.	<input checked="" type="checkbox"/> Copy of military orders or DD Form 214 that reflects Oklahoma as "Home of Record."
<input type="checkbox"/> I am (or am the dependent of an individual) within five years of discharge or release from active duty military service of 90 days or more, pursuing a course of education under Chapter 30 or 33 VA educational benefits and am currently residing in the state of Oklahoma.	<input checked="" type="checkbox"/> Letter of intent to establish residence in the state of Oklahoma <input checked="" type="checkbox"/> Copy of DD Form 214 with discharge date <input checked="" type="checkbox"/> Certificate of Eligibility with entitlement for Chapter 30 Montgomery GI Bill or Chapter 33 Post 9/11 GI Bill
<input type="checkbox"/> I do not meet the basic definition of an Oklahoma resident, but I can prove the intent to remain in-state beyond graduation.	<input checked="" type="checkbox"/> Copy of contractual agreement of employment in Oklahoma for period following graduation <input checked="" type="checkbox"/> Other documentation that demonstrates convincing evidence

**SECTION 3 – High School Information**

City, State, and Country of High School \_\_\_\_\_

Date of Graduation \_\_\_\_\_

**SECTION 4 – Parent Information (or legal guardian)**

Were you claimed as a dependent by a parent or legal guardian on tax returns filed last year?  YES  No (If no, skip to section 5)

Parent or Legal Guardian Name(s) \_\_\_\_\_

Current Address (Street) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Years at this address \_\_\_\_\_

Permanent Address (Street) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Years at this address \_\_\_\_\_

Citizenship Status of Parent or Legal Guardian (check one):  U.S. Citizen  Permanent Resident  Other Foreign National

**SECTION 5 – Marital Status**

Are you married?  YES  No (If no, skip to section 6)

Spouse's full name \_\_\_\_\_

Citizenship Status of Spouse (check one):  U.S. Citizen  Permanent Resident  Other Foreign National

How many years has your spouse lived in Oklahoma? \_\_\_\_\_

Did your spouse attend high school in Oklahoma?  Yes  No If yes, year of graduation \_\_\_\_\_

Is your spouse currently attending college in Oklahoma?  Yes  No

Is your spouse employed full-time in Oklahoma?  Yes  No If yes, list employment information for past two years below.

Spouse's Employment Dates		Employer Name	City and State	Hours Worked Per Week
From	To			

Spouse's Education		College or University	City and State	Total Hours
From	To			

**SECTION 6 – Employment Information**

List all of your employers for the past two years in chronological order.

My Employment Dates		Employer Name	City and State	Hours Worked Per Week
From	To			

**SECTION 7 – Intent**

Did you move to Oklahoma primarily to attend school in Oklahoma?  YES  No

Did you move to Oklahoma primarily to work full-time, practice a profession on a full-time basis, or conduct a business full-time?  YES  No

**SECTION 8 – Supporting Statement**

Attach a TYPED statement describing why you believe in-state residency classification should be granted. Include any information not listed in this petition.

---

**SECTION 9 – Signature**

I hereby swear and affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true copies of the original documents requested.

---

Student's Signature (First, Middle, Last)

---

Date completed

**ADMINISTRATIVE USE ONLY**

Approved

Rationale \_\_\_\_\_

Denied

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSRHE Policy Section