



University of Oklahoma Health Sciences Center
Office of Admissions and Records

Submit to:
OUHSC Office of Admissions and Records
1105 N Stonewall Avenue, LIB Room 121
Oklahoma City, OK 73117-1221
Phone: 405.271-2359; Fax: 405-271-2480
Email: Admissions@ouhsc.edu

Petition for In-State Residency For Purpose of Tuition

INSTRUCTIONS

- Petition decisions are based on Oklahoma State Regents Policy which is linked through the Office of Admissions and Records website (<http://admissions.ouhsc.edu/ProspectiveStudents/In-StateOut-of-StateTuitionPolicy.aspx>).
- If you are receiving scholarships, loans, grants, or other financial aid, please seek advice from Student Financial Services before submitting this petition to determine how in-state reclassification may affect your aid.
- Answer all questions on pages 1-4 of this form and attach supporting documentation as indicated.
- Mail petition and supporting documentation to the OUHSC Office Admissions and Records. It is recommended that all documentation be submitted before the first day of classes for the semester in question. Deadlines for submitting the petition and related documents are as follows:

Fall 2018 – August 31, 2018
Spring 2019 – January 28, 2019
Summer 2019 – June 7, 2019

- 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"/> Foreign National Visa type _____		

SECTION 2 – Reclassification Rationale

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

BASIS FOR CONSIDERATION

SUGGESTED SUPPORTING DOCUMENTATION

<input type="checkbox"/> A. 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"/> B. 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"/> C. I am a dependent person and my parent or legal guardian (who is a U.S. citizen or lawful permanent resident) has come to Oklahoma to work full-time or practice a profession on a full-time basis.	<ul style="list-style-type: none"> ✓ Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship ✓ 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) ✓ 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. ✓ (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/> D. 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.	<ul style="list-style-type: none"> ✓ Employment verification in Oklahoma ✓ Most recent Federal Income Tax Return form 1040 ✓ 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) ✓ Documentation of self-support while living in Oklahoma
<input type="checkbox"/> E. I am an independent person, am a U.S. citizen or lawful permanent resident, and have come to Oklahoma to work full-time or to practice a profession on a full-time basis.	<ul style="list-style-type: none"> ✓ Most recent Federal Income Tax Return form 1040 ✓ Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement, home warranty deed, or lease agreement spanning at least 12 month) ✓ 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 ✓ (If not a U.S. citizen) documentation of immigration status
<input type="checkbox"/> F. I married an individual who is a U.S. citizen or Permanent Resident (approved green card holder) that has already established Oklahoma domicile and recognized as in-state for tuition purposes.	<ul style="list-style-type: none"> ✓ Copy of marriage license ✓ Spouse's Oklahoma State Income Tax Return form 511 ✓ Verification of spouse's employment in Oklahoma ✓ Copy of spouse's current Oklahoma mortgage statement or lease agreement spanning at least 12 months
<input type="checkbox"/> G. I am (or am the dependent of an individual) on full-time, active duty status of more than thirty (30) days with the uniformed services and stationed in Oklahoma.	<ul style="list-style-type: none"> ✓ Copy of most recent military orders or letter from base education office that verifies member's full-time active duty status in Oklahoma ✓ Copy of most recent military leave and earnings statement
<input type="checkbox"/> H. I am a dependent of an individual currently serving full time in the U.S. military or uniformed services whose "home of record" is Oklahoma.	<ul style="list-style-type: none"> ✓ Copy of military orders ✓ Most current military leave and earnings statement
<input type="checkbox"/> I. I am the spouse/dependent of an individual currently serving as a member of the active uniformed services of the United States on full-time active duty status of more than thirty (30) days and Oklahoma is NOT the home of record. I will be using Chapter 30 or 33 GI Bill benefits.	<ul style="list-style-type: none"> ✓ Letter of intent to establish residence in the state of Oklahoma ✓ Certificate of Eligibility with entitlement for Chapter 30 Montgomery GI Bill or Chapter 33 Post 9/11 GI Bill
<input type="checkbox"/> J. I am (or am the dependent of an individual) that has been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service. Discharge has been less than five (5) years and Oklahoma is my home of record.	<ul style="list-style-type: none"> ✓ Copy of DD Form 214 with Oklahoma as Home of Record and date of discharge.
<input type="checkbox"/> K. I am (or am the dependent of an individual) that has been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service. Discharge has been less than five (5) years and Oklahoma is NOT my home of record.	<ul style="list-style-type: none"> ✓ Letter of intent to establish residence in the state of Oklahoma ✓ Copy of DD Form 214 with date of discharge ✓ Certificate of Eligibility with entitlement for Chapter 30 Montgomery GI Bill or Chapter 33 Post 9/11 GI Bill
<input type="checkbox"/> L. I am a recipient of The Marine Gunnery Sergeant John David Fry Scholarship and am using it as a GI Bill benefit.	<ul style="list-style-type: none"> ✓ Certificate of scholarship

<input type="checkbox"/> M. I am (or am the dependent of) a Military Reserve member that has been on full-time active status for more than thirty (30) days and Oklahoma is the home of record.	<input checked="" type="checkbox"/> Copy of current military orders <input checked="" type="checkbox"/> Letter of verification from commanding officer <input checked="" type="checkbox"/> Most current military leave and earnings statement
<input type="checkbox"/> N. I am fully participating in or received a scholarship from the Air Force, Army, Navy, or Marines ROTC.	<input checked="" type="checkbox"/> Copy of scholarship and <input checked="" type="checkbox"/> Letter of verification from ROTC branch office
<input type="checkbox"/> O. I do not meet the basic definition of an Oklahoma resident, but can prove the intent to remain in-state beyond completion of my education.	<input checked="" type="checkbox"/> Copy of binding contractual employment agreement in Oklahoma for 1-2 year period following completion of education <input checked="" type="checkbox"/> Other documentation that demonstrates convincing evidence to remain

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. I understand that all documentation presented is subjected to verification by the University.

Student's Signature (First, Middle, Last)

Date completed

ADMINISTRATIVE USE ONLY

Approved

Rationale _____

Denied

Officer Name

Date

OSRHE Policy Section
