



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](mailto: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 1-5 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 – October 31**  
**Spring – March 31**  
**Summer – June 30**

- 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.

<b>BASIS FOR CONSIDERATION</b>	<b>SUGGESTED SUPPORTING DOCUMENTATION</b>
<input type="checkbox"/> <b>A.</b> 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 employment verification 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"/> 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>B.</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 employment verification 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"/> <b>C.</b> 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"> <li>✓ Parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> <li>✓ 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)</li> <li>✓ 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.</li> <li>✓ (If not a U.S. citizen) documentation of parent/guardian's immigration status</li> </ul>
<input type="checkbox"/> <b>D.</b> 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"> <li>✓ Employment verification in Oklahoma</li> <li>✓ Most recent Federal Income Tax Return form 1040</li> <li>✓ 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)</li> <li>✓ Documentation of self-support while living in Oklahoma</li> </ul>
<input type="checkbox"/> <b>E.</b> 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"> <li>✓ Most recent Federal Income Tax Return form 1040</li> <li>✓ 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)</li> <li>✓ 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; OR other proof of full-time employment in Oklahoma</li> <li>✓</li> </ul>
<input type="checkbox"/> <b>F.</b> 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.	<ul style="list-style-type: none"> <li>✓ Copy of marriage license</li> <li>✓ Spouse's Oklahoma State Income Tax Return form 511</li> <li>✓ Verification of spouse's employment in Oklahoma</li> <li>✓ Copy of current Oklahoma mortgage statement or lease agreement spanning at least 12 months</li> </ul>
<input type="checkbox"/> <b>G.</b> 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"> <li>✓ Copy of member's current orders or letter from Oklahoma commanding officer verifying member's full-time active status in Oklahoma</li> <li>✓ If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> </ul>
<input type="checkbox"/> <b>H.</b> 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"> <li>✓ Copy of enlistment document</li> <li>✓ Copy of member's current orders</li> <li>✓ Most current military leave and earnings statement</li> <li>✓ If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> </ul>
<input type="checkbox"/> <b>I.</b> 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"> <li>✓ Letter of intent to establish residence in the state of Oklahoma</li> <li>✓ Certificate of Eligibility with entitlement and using Chapter 30 GI Bill (Active Duty) or Chapter 33 Post 9/11 GI Bill (Dependent Transfer of Entitlement) benefits</li> <li>✓ If spouse, a copy of marriage license</li> <li>✓ If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> </ul>
<input type="checkbox"/> <b>J.</b> I have been, or am the dependent of an Individual who has been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service, less than five (5) years before the date of enrollment in the course(s) concerned, and Oklahoma is my home of record. I will not be using Chapter 30 or 33 benefits.	<ul style="list-style-type: none"> <li>✓ Copy of DD Form 214 Certificate of Release or Discharge</li> <li>✓ If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> </ul>
<input type="checkbox"/> <b>K.</b> I have been, or am the dependent of an individual who has been discharged or released from a period of not fewer than ninety (90) days of active, uniformed service, regardless of my home of record, and I intend to use Chapter 30 or 33 benefits.	<ul style="list-style-type: none"> <li>✓ Certificate of Eligibility with entitlement for Chapter 30 Montgomery GI Bill (Active Duty), Chapter 33 Post 9/11 GI Bill (Veteran) or Chapter 33 Post 9/11 GI Bill (Dependent Transfer of Entitlement)</li> <li>✓ Copy of DD Form 214 Certificate of Release or Discharge</li> <li>✓ Letter of intent to establish Oklahoma as state of residency</li> <li>✓ If a dependent, parent/guardian's most recent Federal Income Tax Return form 1040 or legal documentation of custody or guardianship</li> </ul>

<input type="checkbox"/> <b>L.</b> I am a recipient of The Marine Gunnery Sergeant John David Fry Scholarship and am using it as a GI Bill benefit.	<input checked="" type="checkbox"/> Certificate of Eligibility with entitlement for the Fry Scholarship <input checked="" type="checkbox"/> Letter of Intent to establish Oklahoma as state of residency
<input type="checkbox"/> <b>M.</b> I am a recipient of Chapter 31, Vocational Rehabilitation with intent to establish residence in the state of Oklahoma as well as reside in the state while enrolled.	<input checked="" type="checkbox"/> Letter of intent to establish Oklahoma as state of residency <input checked="" type="checkbox"/> VA Form 28-1905
<input type="checkbox"/> <b>N.</b> 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 enlistment document <input checked="" type="checkbox"/> Copy of Reserve member's current orders <input checked="" type="checkbox"/> Most recent Federal Income Tax Return form 1040
<input type="checkbox"/> <b>O.</b> 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"/> <b>P.</b> 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"/> 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 or lease agreement spanning at least 12 months) <input checked="" type="checkbox"/> Documentation that demonstrates convincing evidence to remain beyond completion of education (an example is a binding contract for employment in-state 1-2 years after graduation)

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### SECTION 3 – High School Information

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

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

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### 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			

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## SECTION 7 – Domiciliary Indicators

Questions in this section should be completed by the student if independent, or if dependent, by the parents or guardians.

Answering 'Yes' to any one or more of the following questions will not guarantee in-state residency for tuition purposes, but will be taken into consideration with other sections of the petition.

- Are you registered to vote in Oklahoma?  YES  No
- Do you own a motor vehicle registered in Oklahoma?  YES  No
- Do you have a vehicle operator's license for Oklahoma?  YES  No
- Do you own residential real estate property in Oklahoma?  YES  No
- Do you maintain a home in a state other than Oklahoma?  YES  No

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## SECTION 8 – 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

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## SECTION 9 – 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.

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## SECTION 10 – 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. I further understand that in-state reclassification for an approved petition is not granted on a retroactive basis.

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Student's Signature (First, Middle, Last)

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Date completed

**ADMINISTRATIVE USE ONLY**

Approved

Rationale \_\_\_\_\_

Denied

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_