



Submit to:
 Admissions and Registrar's Office
 Library Administration Building Room 109
 PO Box 3843, Miami, OK 74354
 Phone: 918-540-6210 Fax: 918-542-9759

Petition for In-State Status

INSTRUCTIONS:

1. Answer all questions on pages 1 through 4 of this form, and attach supporting documentation as indicated in Section 2 of this form. All documentation is subject to verification.
2. Submit this completed form and **all supporting documentation** to the Office of Admissions. It is recommended that all documentation is submitted before the first day for the semester. Deadlines for submitting documentation related to in-state reclassification in a given semester are as follows:

Fall – October 31
Spring – March 31
Summer – June 30
3. Please allow 2-3 weeks for processing and evaluation of your petition. Failure to include all supporting documentation will delay processing.

Section 1 – STUDENT IDENTIFICATION

Student's Name (Last, First, Middle)	Student ID Number	Term for Request
_____	_____	_____
Permanent Address (Street, City, State, & Zip)		Years at this Address
_____		_____
Current Address (Street, City, State, & Zip)		Years at this Address
_____		_____
Date Arrived in Oklahoma	Contact Phone Number	
_____	_____	
Are you a US Citizen?	If no, are you a permanent resident of the US?	Date VISA issued?
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	_____
PLEASE ATTACH A PHOTOCOPY OF YOUR VISA (FRONT AND BACK)		

Section 2 – RECLASSIFICATION RATIONALE

RECLASSIFICATION RATIONALE DESCRIPTION	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.	-Parent/guardian's employment verification in Oklahoma -Parent/guardian's Federal Income Tax Return form 1040 OR legal documentation of custody or guardianship -Parent/guardian's Oklahoma State Income Tax Return form 511 -(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.	-Parent/guardian's employment verification in Oklahoma -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 from 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) -(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 has come to Oklahoma to work full-time or practice a profession on a full-time basis.	-Parent/guardian’s most recent Federal Income Tax Return from 1040 OR legal documentation of custody or guardianship -Proof of parent/guardian’s Oklahoma domicile (Oklahoma mortgage statement 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, indicates date of hire, and clarifies full-time employment status -(If not 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 continuous months (not attending a higher education institution), and have established domicile in Oklahoma.	-Employment verification in Oklahoma -Most recent Federal Income Tax Return form 1040 -Proof of Oklahoma domicile (Oklahoma State Income Tax Return from 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) -Documentation of self-support while living in Oklahoma -(If not a U.S. citizen) documentation of immigration status
<input type="checkbox"/> E. I am an independent person and have come to Oklahoma to work full-time or to practice on a full-time basis.	-Most recent Federal Income Tax Return from 1040 -Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511p; Oklahoma mortgage statement or lease agreement spanning at least 12 months) -Current letter from employer on company letterhead that is dated, signed by company official, indicates date of hire, and clarifies full-time employment status; OR other proof of full-time employment in Oklahoma) -(If not a U.S. citizen) documentation immigration status
<input type="checkbox"/> F. I am married to an individual who has already established Oklahoma domicile and is recognized as in-state.	-Copy of marriage license -Spouse’s Oklahoma State Income Tax Return form 511 OR other proof of spouse’s in-state status -(If not a U.S. citizen) documentation of spouse’s immigration status
<input type="checkbox"/> G. I am (or am the dependent of an individual) on full-time, active duty military orders with the U.S. Armed Forces stationed in Oklahoma.	-Copy of Armed Forces member’s current orders or letter from Oklahoma commanding officer verifying member’s full-time active duty status in Oklahoma -Most recent military leave and earnings statement
<input type="checkbox"/> H. Other (please attach a separate document that explains your circumstances, and include supporting documentation).	

Section 3 – HIGH SCHOOL GRADUATION

Name of High School	High School State	High School Graduation Date
_____	_____	_____

Section 4 – PARENT/LEGAL GUARDIAN INFORMATION

Were you claimed as a dependent on anyone else’s federal income tax return for at least the last year? YES NO

If no, skip to section 5. If yes, please complete all information in this section.

Parent/Legal Guardian Name	Relationship to Student
_____	_____

Claimed as dependent on fed tax return? YES NO

Parent/Legal Guardian Address (Street, City, State, & Zip)	Years at this address
_____	_____

Parent/Legal Guardian Name _____

Relationship to Student _____

Claimed as dependent on fed tax return? YES NO

Parent/Legal Guardian Address (Street, City, State, & Zip) _____

Years at this address _____

My parent(s)/legal guardian(s) are in the United States as: U.S. CITIZEN PERMANENT RESIDENT OTHER FOREIGN NATIONAL

Section 5 – MARITAL STATUS

Are you married? Yes No

If no, skip to Section 6. If yes, please complete all information in this section.

If yes, please provide spouse’s full name: _____

My spouse is in the U.S. as: U.S. CITIZEN PERMANENT RESIDENT OTHER FOREIGN NANTIONAL

Has your spouse established in-state status in Oklahoma?

YES NO

If yes, how long has your spouse lived in Oklahoma? _____

Is your spouse employed full-time in Oklahoma?

YES NO

If yes, please enter spouse’s employment information in Section 6.

Section 6 – EMPLOYMENT

IF STUDENT IS A DEPENDENT, LIST EMPLOYMENT OF STUDENT’S PARENT(S)/GUARDIAN(S)

List all employers for the past two years in chronological order (includes employment for you, your spouse, and your parent(s)/guardian(s), as appropriate). Attach a letter from your employer(s) for the past two years verifying dates of employment and full- or part-time status.

EMPLOYMENT DATES		EMPLOYER NAME	CITY AND STATE	HOURS WORKED PER WEEK
FROM	TO			

List other sources of self-support/income: _____

Section 7 – INTENT

Did you come to Oklahoma primarily to attend school at an institution of higher education? YES NO

Did you come to Oklahoma primarily to work full-time, practice a profession, or conduct a full-time business? YES NO

Section 8 – DOMICILIARY INDICATORS

IF STUDENT IS A DEPENDENT, STUDENT’S PARENT(S)/GUARDIAN(S) SHOULD RESPOND TO THESE QUESTIONS

Answering “Yes” to any of the following questions will not guarantee reclassification to pay in-state tuition.

Are you registered to vote in Oklahoma? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF REGISTRATION (MO., YR) _____		ATTACH A PHOTOCOPY OF YOUR LATEST OKLAHOMA VOTER’S REGISTRATION CARD. (Show front and back of card)
Do you own a motor vehicle? <input type="checkbox"/> YES <input type="checkbox"/> NO	IN WHAT STATE IS IT REGISTERED? _____	DATE OF REGISTRATION _____	ATTACH A PHOTOCOPY OF YOUR LATEST MOTOR VEHICLE REGISTRATION
Do you have a current motor vehicle operator’s license? <input type="checkbox"/> YES <input type="checkbox"/> NO	IN WHAT STATE WAS THE LICENSE ISSUED? _____	DATE OF ISSUE _____	ATTACH A PHOTOCOPY OF YOUR MOTOR VEHICLE OPERATOR’S LICENSE AND EVIDENCE OF THE DATE OF ISSUE
Do you own residential real property in Oklahoma? <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE OF PURCHASE (MO., & YR) _____	ADDRESS OF PROPERTY _____	ATTACH PHOTOCOPY OF TITLE TO PROPERTY
Do you maintain a home(s) in another state? <input type="checkbox"/> YES <input type="checkbox"/> NO	LIST STATE(S) _____		

Section 9 – PETITIONER’S STATEMENT (ATTACH TYPED STATEMENT IF NECESSARY)

Please provide a written statement that covers the primary reason for your move to Oklahoma and any other information, not already requested through this petition, that you believe to be relevant to your request for in-state tuition classification.

Student’s Signature: _____ Date: _____

FOR ADMINISTRATIVE USE ONLY		
<input type="checkbox"/> Requested additional information(BN)	Reviewed by: _____	Comments: _____
<input type="checkbox"/> Approved for In-State Status(BO)	Reviewed date: _____	_____
<input type="checkbox"/> Petition Denied(BP)		_____