



OFFICE OF THE REGISTRAR

322 Student Union
Stillwater, Oklahoma 74078-1013
405-744-6876 | [O registrar@okstate.edu](mailto:registrar@okstate.edu)

PETITION FOR IN-STATE STATUS

INSTRUCTIONS:

- Petition decisions are based on Oklahoma State Regents Policy. See the In-State vs. Out-of-State Status website for more information.
- If you are receiving scholarships or financial aid based on an out-of-state classification, please seek advice from the Office of Scholarships and Financial Aid before submitting this petition on how an in-state reclassification may affect your aid.*
- Answer all questions on this form and attach supporting documentation as indicated in Section 2 of this form. All documentation is subject to verification.
- Submit this completed form and all supporting documentation to the Office of the Registrar, Undergraduate Admissions, or the OSU-Tulsa Enrollment Services office. It is recommended that all documentation is submitted before the first day of classes for the semester in question. 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

- Please allow 2-3 weeks for processing and evaluation of your petition. **Failure to include all supporting documentation will delay processing.** Petitions will be considered for current or future semesters; petitions are not considered retroactively. Decisions will be conveyed to students via their OSU email address or the mailing address provided on this form.

SECTION 1 - STUDENT IDENTIFICATION

Student Name (Last, First, Middle)

Student ID

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

I am in the United States as (check one):

☐ U.S. Citizen

☐ Permanent Resident

☐ Other Foreign National

SECTION 2 - RECLASSIFICATION RATIONALE

Check the box/boxes below that best fit your circumstances, and attach all documentation that applies. Additional documentation that further supports your in-state status is welcome and encouraged. In general, the status should be in place prior to the first day of the semester.

	RECLASSIFICATION RATIONALE DESCRIPTION	SUGGESTED SUPPORTING DOCUMENTATION
	A. I graduated from an Oklahoma high school and resided in Oklahoma with a parent or legal guardian (who is a U.S. citizen or lawful permanent resident) for at least two years prior to graduation from high school, and have not established domicile in another state.	- Parent/guardian's Federal Income Tax Return from 1040 <u>OR</u> legal documentation of custody or guardianship - Parent/guardian's Oklahoma State Income Tax Return form 511 - Official Oklahoma high school transcript
	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 most recent Federal Income Tax Return form 1040 <u>OR</u> 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 or lease agreement spanning at least 12 months)

	RECLASSIFICATION RATIONALE DESCRIPTION	SUGGESTED SUPPORTING DOCUMENTATION
	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 form 1040 <u>OR</u> 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 or lease agreement spanning at least 12 months) - 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
	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 on more than a half-time basis), and have established domicile in Oklahoma.	- Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - Documentation of self-support while living in Oklahoma
	E. I am an independent person and have come to Oklahoma to work full-time or to practice a profession on a full-time basis. (Full-time employment must precede enrollment.)	- Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - 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
	F. I married an individual who has already established Oklahoma domicile and is recognized as in-state for tuition purposes.	- Copy of marriage license - Spouse's Oklahoma State Income Tax Return form 511 <u>OR</u> other proof of spouse's in-state status - Copy of current Oklahoma mortgage statement or lease agreement
	G. I am (or am the spouse/dependent child of an individual) on full-time, active duty military orders with the U.S. Armed Forces stationed in Oklahoma.	- Copy of Armed Forces members current orders or letter from Oklahoma commanding officer verifying member's full-time active duty status in OK - Most recent military leave and earnings statement
	H. I am a spouse or dependent child of a member of the military or military reserve on full-time active duty whose "home of record" is Oklahoma.	- Military documentation of Oklahoma home of record and full-time active duty service of more than 30 days - Parent's or self/spouse's most recent federal income tax return form 1040
	I. I was (or am the dependent of an individual who was) discharged or released from active duty military service of 90 days or more within the last 10 years and am currently residing in Oklahoma and intend to establish residence in Oklahoma. The veteran's home of record is Oklahoma.	- Proof of current residence in Oklahoma (mortgage statement or lease agreement; Oklahoma State Income Tax Return form 511) - Copy of DD214 with discharge date and Oklahoma home of record - Letter of intent to establish residence in the state of Oklahoma
	J. I was (or am the dependent of an individual who was) discharged or released from active duty military services of 90 days or more, pursuing a course of education under Chapter 30, 31, 33, or 35 VA education benefits, and am currently residing in Oklahoma and intend to establish residence in Oklahoma.	- Proof of current residence in Oklahoma (mortgage statement or lease agreement; Oklahoma state income tax return form 511) - Copy of DD214 verifying discharge - Copy of VA Certificate of Eligibility showing Chapter 30, 31, 33, or 35 benefit eligibility - Letter of intent to establish residence in the state of Oklahoma
	K. By virtue of my relationship with an individual on U.S. military active duty, I am entitled to receive transferred Chapter 30, 31, 33, or 35 VA educational benefits, and I currently reside in Oklahoma and intend to establish residence in OK.	- Proof of current residence in Oklahoma (mortgage statement, lease, housing contract) - Copy of Armed Forces member's current orders or letter from commanding officer verifying active duty - Copy of VA Certificate of Eligibility showing Chapter 30, 31, 33, or 35 benefit eligibility - Letter of intent to establish residence in the state of Oklahoma
	L. I am (or am the spouse/dependent of an individual who is) a veteran of the Uniformed Services who was stationed in Oklahoma for more than one year in the previous ten years and I currently reside in Oklahoma with an intent to establish residence in the state of Oklahoma.	- Proof of student's current residence in Oklahoma (mortgage statement/lease agreement/housing contract) - Copy of veteran's DD214 - Military documentation of veteran's full time active duty station in Oklahoma for more than 12 months in the last 10 years. - Parent's or self/spouse's most recent federal income tax return form 1040

	RECLASSIFICATION RATIONALE DESCRIPTION	SUGGESTED SUPPORTING DOCUMENTATION
	M. I am (or am the spouse/dependent of an individual who is) a current member of the Uniformed Services who was stationed in Oklahoma for more than one year in the previous ten years and I currently reside in Oklahoma with an intent to establish residence in the state of Oklahoma.	- Proof of student's current residence in Oklahoma (mortgage statement/ lease agreement/housing contract) - Military documentation of current or former member's full-time active duty station in Oklahoma for more than 12 months in the last 10 years - Parent's or self/spouse's most recent federal income tax return form 1040
	N. I am a current member of the Oklahoma National Guard.	- Proof that one is currently an active member in the Oklahoma National Guard (Copy of current orders or letter from one's Command verifying one is currently active Oklahoma National Guard)
	O. I am a student who meets the criteria for Special Student Relief (SSR) established by the US Department of Homeland Security; or have been given Temporary Protected Status (TPS) by the US Citizenship and Immigration Services.	- Official letter from OSU's Designated School Official verifying support of SSR or TPS eligibility
	P. I am a Foreign Service Officer employed by the US Department of State and have a home residency of Oklahoma.	- US State Department of State documentation verifying employment as a Foreign Service Officer and home residency of Oklahoma
	Q. I am a student who is a citizen of the Freely Associated States:	- Proof of citizenship in the Freely Associated States (Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau)
	R. 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 federal tax return? ☐ Yes ☐ No

Parent/Legal Guardian Address _____ Years at this Address _____

Parent/Legal Guardian Name _____ Relationship to Student _____ Claimed as dependent on federal tax return? ☐ Yes ☐ No

Parent/Legal Guardian Address _____ Years at this Address _____

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: _____ Date of marriage: _____

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

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 2 years in chronological order (includes employment for you, your spouse, and your parent/guardian, as appropriate):

RELATIONSHIP (ex., self, parent, etc)	EMPLOYMENT DATES FROM TO	EMPLOYER NAME	CITY AND STATE	HOURS WORKED PER WEEK

List other sources of self-support/income: _____

SECTION 7 - INTENT

Did you come to Oklahoma primarily to attend school at an institution for 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 - 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 provided on this petition that you believe is relevant to your request for in-state reclassification.

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.

Signature of Petitioning Student

Date

Signature of Parent/Legal Guardian (If Applicable)

Date

☐ Approved for In-State Status ☐ Approved for Out-of-State Tuition Waiver Waiver Type _____ Waiver Expires _____ ☐ Petition Denied	FOR ADMINISTRATIVE USE ONLY Reviewed By: _____ Reviewed Date: _____ Comments _____ _____ _____ REVISED 12/6/2024
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