

PETITION FOR IN-STATE STATUS

**INSTRUCTIONS:**

1. Petition decisions are based on Oklahoma State Regents Policy. See the [In-State vs. Out-of-State Status website](#) for more information.
2. *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.*
3. Answer all questions on pages 1 through 3 of this form, and attach supporting documentation as indicated in Section 2 of this form. All documentation is subject to verification.
4. 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**

5. 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 (FIRST, MIDDLE, LAST)	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):			
<input type="checkbox"/> U.S. CITIZEN	<input type="checkbox"/> PERMANENT RESIDENT	<input type="checkbox"/> 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
<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.	- Parent/guardian's Federal Income Tax Return form 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 - (If not a U.S. citizen) documentation of parent/guardian's immigration status <u>OR</u> 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.	- 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) - (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 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 (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 a U.S. citizen) documentation of parent/guardian's immigration status
<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 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 - (If not a U.S. citizen) documentation of immigration status

<input type="checkbox"/> <b>E.</b> 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.)	<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 or lease agreement spanning at least 12 months)</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>- (If not a U.S. citizen) documentation of immigration status</li> </ul>
<input type="checkbox"/> <b>F.</b> I married an individual who has already established Oklahoma domicile and is recognized as in-state for tuition purposes.	<ul style="list-style-type: none"> <li>- Copy of marriage license</li> <li>- Spouse's Oklahoma State Income Tax Return form 511 OR other proof of spouse's in-state status</li> <li>- Copy of current Oklahoma mortgage statement or lease agreement</li> <li>- (If not a U.S. citizen) documentation of spouse's immigration status</li> </ul>
<input type="checkbox"/> <b>G.</b> 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.	<ul style="list-style-type: none"> <li>- Copy of Armed Forces members current orders or letter from Oklahoma commanding officer verifying member's full-time active duty status in OK.</li> <li>- Most recent military leave and earnings statement</li> </ul>
<input type="checkbox"/> <b>H.</b> 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.	<ul style="list-style-type: none"> <li>- Military documentation of Oklahoma home of record and full-time active duty service of more than thirty days</li> <li>- Parent's or self/spouse most recent federal income tax return form 1040</li> </ul>
<input type="checkbox"/> <b>I.</b> Within the past five years, I was (or I am the dependent of an individual who was) discharged or released 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 Oklahoma.	<ul style="list-style-type: none"> <li>- Proof of current residence in Oklahoma (mortgage statement or lease agreement; Oklahoma State Income Tax Return form 511</li> <li>- Copy of DD214 with discharge date</li> <li>- Copy of VA Certificate of Eligibility showing Chapter 30 or 33 benefit eligibility</li> <li>- Letter of intent to establish residence in the state of Oklahoma</li> </ul>
<input type="checkbox"/> <b>J.</b> By virtue of my relationship with an individual on U.S. military active duty, I am entitled to receive transferred Chapter 30 or 33 VA educ. benefits, and I currently reside in OK and intend to establish residence in OK.	<ul style="list-style-type: none"> <li>- Proof of current residence in Oklahoma (mort. statement, lease, housing contract)</li> <li>- Copy of Armed Forces member's current orders or letter from commanding officer verifying active duty</li> <li>- Copy of VA Certificate of Eligibility showing Chapter 30 or 33 benefit eligibility</li> <li>- Letter of intent to establish residence in the state of Oklahoma</li> </ul>
<input type="checkbox"/> <b>K.</b> 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.**

\_\_\_\_\_ Claimed as dependent on fed tax return?  Yes  No

Parent/Legal Guardian Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

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

Parent/Legal Guardian Address \_\_\_\_\_

\_\_\_\_\_ Claimed as dependent on fed tax return?  Yes  No

Parent/Legal Guardian Name \_\_\_\_\_ Relationship to student \_\_\_\_\_

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

Parent/Legal Guardian 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: \_\_\_\_\_ 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 (Example: self, parent, etc.)	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 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

**FOR ADMINISTRATIVE USE ONLY**

Approved for In-State Status

Reviewed by: \_\_\_\_\_

Comments \_\_\_\_\_

Approved for Out-of-State Tuition Waiver

Reviewed date: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ waiver type

\_\_\_\_\_ waiver expires

Petition Denied