



University Student Records Office
Documentation Checklist
Establishing Residency for In-State Tuition Classification

Eligibility Requirements:

1. Only individuals who are financially independent may establish residency, regardless of age.
2. Only individuals who are U.S. citizens or U.S. permanent residents.

Deadline: The Petition for In-State Tuition Classification and all supporting documentation must be submitted to the University Student Records Office by the Census Date of the semester.

Student Information			
Aggie ID Number:	Last Name, First Name, Middle Initial:		
Effective Semester/ Year	Fall 20 _____	Spring 20 _____	Summer 20 _____
			NMSU Email Address:

1. Required Documentation for Students Under the Age of 23 (Students age 23 or older, proceed to next step)

Copy of parent/guardian 1040 or 1040A U.S. income-tax from the previous year.

2. Required Documentation – All Students

Proof of physical residency in the state of New Mexico for 12 consecutive months.

Proof of residential property ownership in New Mexico (Copy of deed or settlement statement for property)

Lease/rental agreement within New Mexico

3. Evidence of any two (2) of the following – All Students

- A New Mexico high school transcript issued in the past year confirming attendance at a NM public or private high school within the past 12 months
- A transcript from an online high school showing a New Mexico address confirming attendance within the last 12 months
- A New Mexico driver’s license or ID card with an original date of issue or a renewal date issued prior to the first day of the semester
- Proof of payment of New Mexico state income tax for the previous year
- Evidence of employment within the state of New Mexico
- New Mexico vehicle registration
- Voter registration in New Mexico
- Utility bills showing the applicant name and a New Mexico address

4. Form Routing

Upon completion, the Petition for In-State Tuition Classification and all supporting documentation can be delivered to the University Student Records Office in person, fax to 575-646-1579, or e-mail to records@nmsu.edu. Incomplete records will not be processed.

Official Use Only

<input type="checkbox"/> Approved	Effective Semester Approved	Date
<input type="checkbox"/> Denied	Reason for Deny	Processed by:

PETITION FOR IN-STATE TUITION CLASSIFICATION

STATE OF NEW MEXICO



ALL REQUIREMENTS MUST
BE MET BY THE FIRST DAY
OF CLASSES

DEADLINE FOR
SUBMISSION OF PETITION

FOR THE _____

TERM: 20 _____

FOR OFFICE USE ONLY

Approved Denied Effective: Fall Spring Summer 20 _____

Reviewed by _____ Date _____

Notes _____

Instructions: Please answer all questions using N/A (Not Applicable) for those questions which do not apply to your situation. If you need additional writing space, please attach pages indicating the subject of each attachment. Submit the petition to the appropriate office well in advance of the term for which the request is being made.

PLEASE PRINT OR TYPE

PETITIONER NAME: _____ AGGIE ID #: _____

DATE OF BIRTH: _____ TELEPHONE: _____

List all addresses where you (student) have resided in the last 12 months. Give inclusive month/year for each residence including current residence, the reason you resided at that residence. (For example, parent's home, school, employment, etc.)

Present Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/
Previous Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/
Previous Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/

		1. What state do you consider your permanent home?
YES	NO	2. Do you intend to (or have you) establish (ed) New Mexico residency If yes, student must relinquish residency in all other states.
YES	NO	3. Have you been absent from New Mexico for more than a month in the previous year?
YES	NO	4. Are you married to a New Mexico resident?
YES	NO	5. Are you currently enrolled, or have you attended a higher education institution in the last two years? If yes, complete below:

		INSTITUTION	CITY/STATE	Classified as a resident?	
FROM	TO			YES	NO
/	/				
FROM	TO			YES	NO
/	/				
FROM	TO			YES	NO
/	/				

YES	NO	6a. Did you graduate from a New Mexico high school? If yes, please list high school and graduation date: High School: _____ Date: ____/____/____
YES	NO	6b. Did you attend for at least year?

7. List all employers, addresses and dates of employment in the previous year. Use additional pages if necessary.

		EMPLOYER	City	State	FT/PT
FROM / /	TO / /				
FROM / /	TO / /				

FROM / /	TO / /				
FROM / /	TO / /				

YES	NO	<p>8. Did your parents or legal guardian claim you as a dependent on federal tax returns in the immediate preceding tax year?</p> <p>If yes, who: Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/></p> <p>If you were under the age of 23 in the most recent tax year, a copy of your parents' 1040, 1040A, 1040EZ tax form is required. If parents filed separately, submit a copy of both parents' returns.</p>
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		<p>9. If you are less than 19 years of age or answered yes to question 8, please provide the following information:</p> <p>A. Parent/Guardian Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>B. If parents' addresses differ, explain: _____</p>
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YES	NO	<p>10. Are you registered to vote in New Mexico? If so, provide Voter Registration Number: _____</p> <p>If no, what state are you registered to vote? _____</p>
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YES	NO	<p>11. Did you file a New Mexico income tax return for the previous year?</p> <p>If no, in what state did you file your taxes? _____</p>
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		<p>12. Your driver's license number: _____ State: _____ Expires: _____</p>
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YES	NO	<p>13. Do you have a New Mexico State issued ID card? If yes, ID Number: _____ Expiration Date: _____</p>
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YES	NO	<p>14. Do you own residential property in New Mexico? If yes, location: _____</p>
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YES	NO	<p>15. Do you have utilities in your name? If yes, which: _____</p>
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YES	NO	<p>16. Do you own a motor vehicle? If yes, license number: _____ State: _____</p>
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		<p>17. List any other information which may be pertinent to your classification as a New Mexico resident for tuition purposes:</p> <p>_____</p> <p>_____</p>
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YES	NO	<p>18. In the previous year, were you participating in the Texas, Arizona or Colorado tuition reciprocity program?</p>
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YES	NO	<p>19. Are you participating in the Western Undergraduate Exchange Program?</p>
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YES	NO	<p>20. Have you been receiving financial assistance from any state other than New Mexico?</p> <p>If yes, complete the following: Name of granting agency: _____</p> <p>State: _____ Date Received: _____</p>
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YES	NO	<p>21. Have you separated from the U.S. Armed Forces in the previous two years?</p> <p>A. Home of record on original entry papers: _____</p> <p>B. Home of record on State of Legal Residence Certificate (DD 2058): _____</p>
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YES	NO	<p>22. Are you a citizen of the United States? If no, applicant must complete this section:</p> <p>Country of Citizenship: _____</p> <p>Date of entry into the United States: _____</p> <p>Type of Visa: _____</p> <p>Permanent Resident Alien Registration Number: _____</p>
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<p>I certify that the above is true and correct to the best of my knowledge. I am aware that the Institution may cancel my admission or registration for any false or misleading statement on this petition and assess retroactive tuition and fees.</p>	
<p>Petitioner Signature _____</p>	<p>Date _____</p>

What if I am a minor?

Persons under the age of 18 are considered minors under the law. A minor's residence is presumed to be the same as his/her parents' or legal guardian's. The residence decision for students under 18 is based upon the legal residence of the parents or legal guardian. In the event that a non-custodial parent is a legal resident of New Mexico, the minor student will be classified as a resident.

You must be at least 19 years old to establish residency apart from your parents or guardians. With the sole exception of automatic legal emancipation upon marriage, a minor is presumed to share his parents' or legal guardian's residence, unless the minor presents to the appropriate institution official written evidence sufficient to justify (as a conclusion of law) a finding of the minor's emancipation.

Frequently Asked Questions

- 1. How is the residency status determined for my parent or guardian when my classification depends upon my parent or guardians residence?**
The residency status of a parent or guardian is determined according to the same requirements outlined for individuals in this brochure.
- 2. Are there any programs I might be participating in that have special restrictions concerning residency eligibility?** Yes. Students participating in tuition reciprocity, WRGP or WICHE student exchange programs are ineligible to establish residency. Students may not begin to establish residency until after discontinuing any of these programs.
- 3. What if I am not a U.S. citizen?** Immigrants, refugees, and international students, who are lawfully in the U.S., have obtained permanent status from the Department of Homeland Security (DHS), or non-citizens serving active duty in the armed forces of the U.S may establish residency for tuition purposes. Any non-citizen entering an institution of higher education on a non-immigrant visa

(i.e. student, diplomatic, visitor, or visiting scholar), including spouses and dependents, are classified as non-residents.

- 4. Must all these requirements be met before the semester starts in order to qualify for resident tuition that semester?** Yes. Petitions for resident status will not be approved unless all requirements are met before the first day of classes for that term. Until you are officially classified as a resident, you must proceed as a non-resident. Tuition and fees must be paid on time at the non-resident rates.
- 5. If I fail to petition and I am charged non-resident tuition after I am eligible for a change of status, can I receive a refund of the difference between non-resident and resident tuition retroactive to the date I was eligible?** No. It is the student's responsibility to petition for a change of resident status. By not petitioning, you waive your right to recover the difference.
- 6. Can I lose my classification as a resident and be reclassified as a non-resident?** Yes. You can lose your status in the following two ways: 1) acting to establish legal residence in another state or 2) the institution finds that resident status was granted on the basis of false or misleading information.

For more information or interpretation, contact the New Mexico Higher Education Department or the admissions office or registrar's office at your institution.

**New Mexico Higher Education Department
2044 Galisteo St. Suite 4, Santa Fe, NM 87505-2100**

Phone: 505-476-8400

Fax: 505-476-8454

Student Helpline: 1-800-279-9777

Fin.aid@state.nm.us

<http://hed.state.nm.us>



Establishing New Mexico Residency, Eligibility for Reduced Tuition Rates or In-State Tuition



State of New Mexico
Higher Education Department

Published 2015

To qualify for New Mexico residency for tuition purposes you must:

This brochure has been provided to assist you in understanding residency law for tuition purposes, as defined by the New Mexico Higher Education Department, [NMSA 1978, Section 21-1-4].

Residency for tuition purposes is determined at the time of admission.

If you are a non-resident you may apply for residency by obtaining a "Petition for Resident Tuition Classification" from the appropriate institutional office. The form should be completed and returned to the institution, along with appropriate documentation listed in this brochure. A change in residency classification is never automatic and it is always the student's responsibility to initiate the process.

Once a petition has been submitted, the petition is reviewed and a decision is made as quickly as possible.

If you are denied residency, you may amend your petition with additional information in support of your cause. If the amended petition is denied, you may appeal to the institution's board of appeals for residency.

While requirements for residency must be completed before the first day of classes or the institutions census date, the deadline for a petition for residency is the institutions census date. A petition received after this date will not be considered. Check with your institution for deadlines.

The full residency for tuition purposes policy is available at www.hed.state.nm.us or contact your institution for more information.

All persons, regardless of immigration status, who have attended a secondary educational institution in New Mexico for at least one year and who have either graduated from a New Mexico high school or received a high school equivalency credential (such as GED) in New Mexico shall be eligible for resident tuition rates and state funded financial aid.

Financial Independence Requirement

1. Only individuals who are financially independent may establish residency regardless of age. A student cannot be approved for residency who is financially dependent upon the parents or legal guardian who are non-residents of NM. Dependency will be based on the previous tax year for residency purposes. If you are under the age of 23 at the time of application for residency, a copy of your parents' or guardians' 1040 or 1040A U.S. income tax form for the previous tax year may be required. If you are shown to be a dependent on this tax form, you will not be considered financially independent. (See Minor section for more information.)
2. Sign a written declaration of intent to relinquish residency in any other state and establish residency in NM.

AND

3. Physically reside in the state for 12 consecutive months immediately preceding the term for which classification is requested. NOTE: A student must be at least 19 years old to complete the 12 month requirement. (See Minors section)

AND

4. Have evidence of any two of the following:
 - If you are financially dependent, a copy of the parents' or guardians' previous year income tax information showing you as a dependent and the parents' address as New Mexico (See Financial Independence Requirement Section);
 - A New Mexico high school transcript issued in the past year confirming attendance at a NM public or private high school within the past 12 months;
 - A transcript from an online high school showing a New Mexico address confirming attendance within the last 12 months;
 - A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the first day of the term or semester;
 - Proof of payment of New Mexico state income tax for the previous year;
 - Evidence of employment within the state of New Mexico;
 - New Mexico vehicle registration;
 - Voter registration in New Mexico;
 - Proof of residential property ownership in New Mexico;
 - A rental agreement within New Mexico;
 - Utility bills showing the applicant name and a New Mexico address;

- Other evidence which would reasonably support the individual's intent to establish and maintain New Mexico residency.

The following individuals may also receive a waiver of non-resident tuition and are not required to complete the 12 month duration requirement. Sufficient documentation will be required for each:

- An individual married to a legal resident of NM.
- Spouse and dependent children of a person who has moved to NM and has obtained permanent full-time employment.
- Non-resident members of the U.S. armed forces, and their spouse and dependent children stationed on active duty in NM.
- Active participating members of the New Mexico National Guard and their spouse and dependents.
- A spouse or child of a veteran of the armed forces, provided the spouse or child is eligible for benefits pursuant to the federal Post 9/11 Veterans Educational Assistance Act of 2008 or any other federal law authorizing educational benefits for a veteran and the dependents of a veteran.
- Active service members of the U.S. armed forces who were legal residents of New Mexico prior to entering service may retain their NM residency.
- Individuals, their spouses and dependents who move to NM for retirement purposes.
- Members of an Indian nation, tribe or pueblo located wholly or partially in NM, regardless of residence.
- Part-time students enrolled for six hours or less during a regular semester.
- During summer sessions, non-resident tuition may be waived according to the institution's tuition policy.
- Texas residents who reside within a 135 mile radius of an institution.
- Colorado and Arizona residents tuition reciprocity participants selected by eligible institutions based on criteria set by each eligible institution.
- Any student receiving a state-funded athletic scholarship from a NM public postsecondary institution.
- Graduate assistants employed at least one-fourth time (10 hours weekly).