

Residency Reclassification Pre-Screening Form

Submit this pre-screening form with your completed residency questionnaire and copies of all supporting documents. Turn in your completed packet to the Office of the Registrar.

NAME: _____

STUDENT ID# _____

 COMPLETED RESIDENCY QUESTIONNAIRE

Found at the Registrar's Office or online at www.mus.edu/Prepare/College/Montana_Residency_Requirements.asp.
Tax Exemption Affidavit required for petitioners/students aged 24 and under.

 COPY OF MONTANA DRIVER'S LICENSE OR STATE ID

ISSUE DATE _____

If you lost or replaced your license or ID, contact the Department for Motor Vehicles for documentation of original issue date.

 COPY OF MONTANA VOTER REGISTRATION

ISSUE DATE _____

The preferred document to confirm this is a copy of your Certificate of Voter Registration that shows the date your registered to vote. This can be obtained from the County Election Office of the County you registered to vote in. The Missoula County Elections Office can be reached at 406.258.4751 or at their office. If you submit a copy of your voter card or screenshot of the Elections website, you may be asked to provide this document.

 COPY OF MONTANA VEHICLE REGISTRATION

ISSUE DATE _____

If your vehicle registration was renewed in the last 12-months, it is advised you submit a copy of your previous registration, or a copy of your renewal receipt, in addition to a copy of your current registration.

 COPY OF MONTANA STATE RESIDENT INCOME TAX RETURN **COPY OF MOST RECENT PAY STUB WITH YEAR-TO-DATE EARNINGS**

If you have worked multiple jobs during the most recent calendar year, please provide paystubs with YTD earnings for all positions.

 PROOF OF PRINCIPAL HOME OWNERSHIP IN MONTANA

PURCHASE DATE _____

Not required if you do not own a home.

LIST ANY OTHER DOCUMENTATION:

Residency Reclassification Information

At the University of Montana – Missoula, the Registrar's Office handles residency reclassifications for all continuing or returning students. New students should contact the appropriate admissions office (Undergraduate Admissions, Graduate School, School of Law, or Physical Therapy) regarding their initial classification.

The Montana University System classifies all students as either in-state or out-of-state upon admission. This classification affects admissions decisions and fee determinations. The basic rules for making the classification are found in the [Board of Regents' Policy 940.1](#). It is each student's responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be a cause for granting any exceptions to them. A copy of the policy is available from the Admissions Office or the Registrar's Office. Each residency determination is based on the unique set of facts found in each individual's case.

Please note, out-of-state students admitted to a professional degree program (law, pharmacy, or physical therapy program at UM) must meet additional requirements as stated in the BOR 940.1. Please refer to the BOR 940.1 and/or contact the Law School if you are seeking reclassification for the current term.

To be eligible for in-state status, a person must meet a 12-month durational residency test. Certain, narrowly defined exceptions are outlined in section I. of the Board of Regents policy. Most continuing students do not qualify for these exceptions, but if you believe you do, please contact the Registrar's Office right away for more information.

During the 12-month durational residency test, you will have to demonstrate a bona fide intent to become a Montana resident. The twelve months must be continuous and completed by the 15th instructional day to qualify for that term. Mere presence in Montana or enrollment at a Montana University System school will not start this period. To establish Montana domicile, a person must establish legal ties to Montana as set forth below. These acts must be completed, issued, or dated at least 12 consecutive months before the term for which the person seeks in-state status. Failure to fulfill all three requirements is disqualifying:

1. For individuals who **own or operate** a vehicle in Montana, registering a motor vehicle in Montana;
2. For someone with a valid out-of-state driver's license, getting a Montana driver's license. If an individual does not drive or possess an out-of-state driver's license, the individual must obtain a Montana Identification Card; and
3. Registering to vote in Montana, if previously registered to vote in a former state of residence.

Students cannot meet the domicile test for Montana residency for tuition purposes when:

- attending a non-Montana based school as a resident of the state in which the school is located;
- paying taxes in another state as a resident of that state;
- maintaining an out-of-state driver's license or identification card;
- maintaining a vehicle registration from another state for a vehicle owned or operated in Montana;
- maintaining voter registration in another state; or
- holding a visa or other classification that does not allow refugee, asylee or permanent residence in the U.S. (exceptions might exist for non-U.S. Citizens residing lawfully in the U.S., including but not limited to those here on TN visas).

Your actions during the 12-month waiting period will be used to determine your intent to become a Montana resident. Following are things you need to document during the course of twelve months that will support your claim:

- A. Register to vote in Montana if you are a voter
- B. License a vehicle if you own or operate one in Montana
- C. Obtain a Montana driver's license or Montana state ID
- D. Be physically present in Montana (not out of the state for more than a total of 30 days in the 12-month period)
- E. Not be claimed as a tax exemption by residents of another state
- F. Provide at least 51% of your own financial support during the waiting period. You must document your financial independence from any non-resident, including a parent, guardian, or spouse.
- G. File a Montana individual resident income tax return. This is important for all who claim residency in Montana, regardless of the amount of earnings.
- H. Do not register for more than seven (7) credits per semester (includes summer school) during the 12-month waiting period. Registering for more than 7 credits creates a strong presumption that you are here for education purposes and will likely disqualify you from achieving in-state status.
- I. Do not accept any benefits or participate in programs that require you to be a resident of another state, including (but limited to) non-resident scholarships like LAS/UMAAS, UM Need Grant, WUE, National Student Exchange, etc.

The 12-month period does not run for any period during which you enjoy a status, receive a benefit, exercise a privilege, or maintain legal ties to another state or country. This includes but is not limited to a maintaining a driver's license, vehicle registration, voter registration, or tax liability in another state, participation in the Western Undergraduate Exchange or National Student Exchange, or holding a student visa (type FI or J1).

At the end of your 12-month waiting period, you must submit a completed residency questionnaire with copies of all applicable documents to the Registrar's Office (see pre-screening form). This may be submitted up to 30 days in advance of your starting action's anniversary, but no later than the 5th instructional day of the semester for which residency is sought. For instance, if your starting action was obtaining a Montana driver's license on July 1, you may submit your materials on June 1 the following year.

The deadline to submit materials for review is the fifth day of class for that term. Applications submitted with all required documentation will be reviewed first. Incomplete applications will be delayed.

When a student petitions or meets the requirements after the 15th instructional day, a change in classification, if granted, is not retroactive and will become effective for the next term. Reclassification is not automatic and will not occur unless the individual petitions. **It is the student's responsibility to meet any filing deadlines or requirements that are imposed by the UM - Missoula Registrar's Office.** The appeal process is outlined in the Board of Regents policy.

For more information, please contact Sarah Corbin at residency@mso.umt.edu.

Updated 8/18/2023