

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 _____

Voter confirmation cards or screenshots from the Montana Secretary of State's My Voter Page website are acceptable. However, if registering to vote was your earliest starting action, contact the Missoula County Elections Office at 406.258.4751 to obtain a certificate with your registration date.

COPY OF MONTANA VEHICLE REGISTRATION

ISSUE DATE _____

COPY OF MONTANA STATE RESIDENT INCOME TAX RETURN

COPY OF MOST RECENT PAY STUB WITH YEAR-TO-DATE EARNINGS

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 at UM), are not eligible for reclassification and shall remain classified as an out-of-state student for the duration of enrollment in the professional program. A student classified as out-of-state who maintains their initial classification was in error may only seek reclassification prior to the start of their initial term of enrollment or matriculation into the program.

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. The 12-month period does not start until an act indicative of intent to establish residency is taken and all legal ties with other states are severed. Multiple acts may be necessary to begin the 12-month period. The following acts serve to start the 12-month period:

1. A Montana driver's license is acquired
2. A Montana voter registration is acquired
3. A motor vehicle owned or operated by the person seeking in-state status is registered in Montana
4. A principal residence in Montana is purchased
5. An [Affidavit of Intent to Establish Residency](#) may be filed with the Registrar's Office. Only used if items 1-4 have not been established with prior states.

Your actions during the 12-month waiting period will be used to determine whether you are in the state as a bona fide resident or merely for educational purposes. After you take a qualifying starting action (above), the following are some of the 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 (406) 243-5600 or residency@mso.umt.edu.