

In-State Residency Petition

Clear photocopies of all requested documentation must be submitted with **petition by the end of the third week of the classes for semester in question**. For complete information regarding Ohio Administrative Code Residency Rule 3333-1-10 go to <http://codes.ohio.gov/oac/3333-1-10>.

Please print:

First Name _____ Last Name _____

Student ID N00 _____ Date of Birth ____/____/____

Phone Number () _____ - _____ E-mail Address _____

The check semester this application is made for: Fall 20 ____ Spring 20 ____ Summer 20 ____

Reason you moved to Ohio _____

Current Place of Residence:

Street _____ City _____ State _____ Zip-code _____

List all places and dates of residence for the past three years:

Street Address/City/State Zip	Time Period (MM/YY through MM/YY)
_____	_____
_____	_____
_____	_____

Marital Status: Single Married (MM/YY) ____/____

If married, does your spouse live in Ohio? No Yes If yes, give dates From ____ to ____

Does your spouse work full-time in Ohio? No Yes

Number of dependents (including self) _____

Are you a citizen of the United States? Yes No If no, see Appendix A, "International Students" and please choose one of the following that applies to you:

Permanent Resident (MM/DD/YY) ____/____/____ Registration Number _____

Asylee VISA (Specify) _____ (Attach a copy of visa to this form)

I, the undersigned, do affirm that the information supplied herein is true and complete.

Signature _____ Date _____

It is your responsibility to withdraw from your classes during the 100% refund period, if you choose not to attend. Refund deadlines are published in the calendars/schedule link at www.northweststate.edu. Application and documentation must be received by the Registrar's Office by the end of the third week of classes for semester in question.

Follow the steps on the following pages beginning with Step 1 to find out if you qualify. Once you reach the word STOP, do not continue and follow directions given.

There are many questions you will be directed to skip and leave blank.

Step 1

<p>1 On whom are you financially dependent? Who provides at least 51% of your financial Support? (Please select only one.)</p>	<p><input type="checkbox"/> Self. Go to question 2. <input type="checkbox"/> Parents or legal guardian. Go to question 3. <input type="checkbox"/> Spouse. Go to question 3. <input type="checkbox"/> Other. Name _____ Relationship _____ Go to question 3.</p>
<p>2 Are you currently on active duty or a veteran of the United States military?</p>	<p><input type="checkbox"/> Yes. Go to question 4. <input type="checkbox"/> No. Go to question 8.</p>
<p>3 Is the person checked in Question One on active Duty or a veteran of the United States military?</p>	<p><input type="checkbox"/> Yes. Go to question 4. <input type="checkbox"/> No. Go to question 10.</p>
<p>4 Is the person checked in Question One a member of the Ohio National Guard?</p>	<p><input type="checkbox"/> Yes. STOP. You may qualify for the E-8 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 6.</p>
<p>5 Is the person checked in Question One a member On active military duty both stationed and residing In Ohio?</p>	<p><input type="checkbox"/> Yes. STOP. You may qualify for the E-3 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 6.</p>
<p>6 Is the person checked in Question One a current Ohio resident serving in the military?</p>	<p><input type="checkbox"/> Yes. STOP. You may qualify for the E-2 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 7.</p>
<p>7 Is the person checked in Question One a veteran and residing in Ohio on the first day of the quarter for which you are applying for in-state residency and either served one or more years on active duty and was honorably discharged or received a medical discharge due to military duty or a veteran who has been declared missing in action or a prisoner of war?</p>	<p><input type="checkbox"/> Yes. STOP. You may qualify for the C-4 rule. (See Appendix A for required documentation.) <input type="checkbox"/> No. Based on the answers you provided above, military status is unclear. Please review your answers for questions 1-6.</p>
<p>8 Will you be a part-time or full-time student? (Part-time is defined as an undergraduate student Taking less than 12 credit hours per semester and for a graduate student taking less than 8 credit hours per semester. Full-time is an undergraduate student taking at least 12 credit hours per semester and a graduate student taking at least 8 credit hours per semester.)</p>	<p><input type="checkbox"/> Part-time. STOP. You may qualify for the E-1 exception. Complete section 17 and see Appendix A for required documentation <input type="checkbox"/> Full-time. Go to question 9.</p>

9	Have you lived in Ohio consecutively for the Past 12 months?	<input type="checkbox"/> Yes. STOP. You may qualify for the C-2 rule. (Please complete section 17 and see Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 13.
10	Did the person checked in Question One claim You for tax purposes in the previous tax year?	<input type="checkbox"/> Yes. Go to question 11. <input type="checkbox"/> No. STOP. Based on the answers you provided above, you are not eligible for In-State residency. You may be eligible if you are a part-time student under Residency Exception E-1, or wait 12 months and re-apply.
11	Has the person checked in Question One been Living in Ohio consecutively for the past 12 months?	<input type="checkbox"/> Yes. STOP. You may qualify for the C-1 rule. (See Appendix A for required documentation) <input type="checkbox"/> No. Go to question 12.
12	Is the person checked in Question One an Ohio currently residing in and employed on a full-time basis in Ohio?	<input type="checkbox"/> Yes. STOP. You may qualify for the C-3 rule (See Appendix A for required Documentation.) <input type="checkbox"/> No. Go to question 13.
13	Is the person checked in Question One an Ohio resident who has been transferred by the employer beyond the territorial limits of the United States and has satisfied his/her Ohio tax obligation?	<input type="checkbox"/> Yes. STOP. You may qualify for the E-4 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 14.
14	Is the person checked in Question One a migrant Worker who has been employed in the state of Ohio at least four months during the three years Preceding the proposed enrollment?	<input type="checkbox"/> Yes. STOP. You may qualify for the E-5 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 15.
15	Is the person checked in Question One a Community service worker – an Ohio resident who took a position working for the Peace Corps, AmeriCorps or similar program as determined by the Ohio Board of Regents, or an elected or appointed public official who lives outside Ohio for a period of time not exceeding 24 consecutive months returns to Ohio?	<input type="checkbox"/> Yes. STOP. You may qualify for the E-6 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. Go to question 16.
16	Is the person checked in Question One a person who has returned to Ohio, who has taken legal steps to end a marriage and reestablished financial dependence upon a parent or legal guardian who is an Ohio resident?	<input type="checkbox"/> Yes. STOP. You may qualify for the E-7 exception. (See Appendix A for required documentation.) <input type="checkbox"/> No. STOP. Based on the answers you Provided above, you are not eligible for in-state residency. You may be eligible if you are a part-time student under Residency Exception E-1, or wait 12 Months and re-apply.

Section 17

Independent students applying for either Residency Rule C-2 or Residency Exception E-1 who are **not Employed full time** in Ohio must complete this section. Please note, in order to affirm you are independent and self sustaining, your income must be greater than your expenses. All income must be documented. If listing support in the parent/guardian or relatives/friends sections, indicate the contributor's state of residence and length of time lived there.

Annual Income

Annual Expenditures

Student's employment	\$		Fees (Tuition)	\$	
Savings			Books/Supplies		
Scholarships, Grants, and Loans			Rent/Housing		
VA benefits			Utilities		
Social Security			Food & Household Expenses		
Support from Relatives/Friends			Automobile/Transportation Expenses		
Relationship to you			Auto insurance		
State of residency			Other insurance		
Length of time			Credit card(s) & other debt		
State Assistance			Other		
Child/Spousal Support					
Other					
Total	\$		Total	\$	

Office Use ONLY

Approved

Denied

Effective: _____

Signature of Registrar's designee

Date

Term: _____

APPENDIX A: Supporting Documentation for In-State Residency Petition

See your appropriate rule or exception and attach copies of documents to the application.

This list may not be exhaustive, and you may be asked to provide additional paperwork.

OFFICE USE	Student Use	C-1 Dependent Student: The spouse or dependent student of a parent/legal guardian who has been a resident of Ohio for at least the 12 consecutive months preceding enrollment.
		<p>If parent or spouse owns primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of the closing statement; • A copy of the property tax bill; • Print out from county auditor’s website <p>If parent or spouse rents primary Ohio residence, please provide:</p> <ul style="list-style-type: none"> • Rental or lease agreement; OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy. <p>If neither of the above is true, please provide:</p> <ul style="list-style-type: none"> • A notarized statement from lease or mortgage holder that includes the student’s name, the address and dates of occupancy.
		A copy of the Ohio driver’s license for the person upon whom you are dependent;
		A copy of the Ohio resident’s most recent Ohio tax return for the person upon whom you are dependent;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency;
		If dependent is spouse of an Ohio resident, please provide a copy of your marriage certificate.
		C-2 Independent Student
		<p>If you own primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of your closing statement; • A copy of your property tax bill; • Print out from county auditor’s website <p>If you rent primary Ohio residence, please provide:</p> <ul style="list-style-type: none"> • Rental or lease agreement; OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy. <p>If neither of the above is true, please provide:</p> <ul style="list-style-type: none"> • A notarized statement from lease or mortgage holder that includes the student’s name, the address and dates of occupancy.
		A copy of your Ohio driver’s license, or a letter explaining why you don’t have one;
		Proof of voter registration in Ohio;
		Year to date pay stub of income earned from employment in Ohio;
		A copy of the most recent Ohio tax return;

OFFICE USE	Student Use	C-3 Dependent Student: The spouse or dependent student of a person who is residing and employed on a full-time basis in Ohio.
		<p>A letter from the employed person’s employer, on company letterhead or notarized, that indicates all of the following:</p> <ul style="list-style-type: none"> • Name of employed person • Date employment began • Must say employment is full-time;
		A copy of your Ohio driver’s license, or a letter explaining why you don’t have one;
		<p>If parent or spouse owns primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of your closing statement; • A copy of your property tax bill; • Print out from county auditor’s website <p>If parent or spouse rents primary Ohio residence, please provide:</p> <ul style="list-style-type: none"> • Rental or lease agreement, OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy. <p>If neither of the above is true, please provide:</p> <ul style="list-style-type: none"> • A notarized statement from lease or mortgage holder that includes the student’s name, the address and dates of occupancy.
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency;
		If dependent is spouse of an Ohio resident, please provide a copy of your marriage certificate.
		C-4 A veteran and the veteran’s spouse and any dependent of a veteran.
		<p>If veteran owns primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of your closing statement; • A copy of your property tax bill; • Print out from county auditor’s website <p>If veteran rents primary Ohio residence, please provide:</p> <ul style="list-style-type: none"> • Rental or lease agreement; OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy. <p>If neither of the above is true, please provide:</p> <ul style="list-style-type: none"> • A notarized statement from lease or mortgage holder that includes the student’s name, the address and dates of occupancy.
		A copy of your Ohio driver’s license, or a letter explaining why you don’t have one;
		A copy of the veteran’s DD Form 214 Member 4;
		If dependent is spouse of an Ohio resident, please provide a copy of your marriage certificate;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency or a military ID;
		Or a copy of the DD Form 1300, if dependent on someone killed in action

		E-1 Student who is living in Ohio and is employed on a full-time (or part-time and self-sustaining basis) and who is pursuing a part-time program of study.
		<p>If you own primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of your closing statement; • A copy of your property tax bill; • Print out from county auditor’s website <p>If you rent primary Ohio residence, please provide one of the following:</p> <ul style="list-style-type: none"> • Rental or lease agreement; OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy. <p>If neither of the above is true, please provide:</p> <ul style="list-style-type: none"> • A notarized statement from lease or mortgage holder that includes the student’s name, the address and dates of occupancy.
		A copy of your Ohio driver’s license, or a letter explaining why you don’t have one;
		A copy of the most recent (year-to-date) pay stub;
		<p>If employed full-time, a letter from your employer on official company letterhead or notarized copy verifying the following:</p> <ul style="list-style-type: none"> • Date employment began • Full-time employment status
		<p>If employed on a part-time and full sustaining basis;</p> <ul style="list-style-type: none"> • Letter from employer verifying the number of hours a week the student is working, and • The rate of pay per hour
		E-2 Ohio Residents serving in the military and their dependents.
		Verification of Ohio as Home of Record. (examples include enlistment papers, DD214, or a letter from the base personnel officer verifying HOR) OR Documentation verifying that Ohio income taxes have been paid during the 12-month period prior to enrollment or copy of most recent Leave and Earnings Statement (LES), which shows Ohio taxes being withheld from military pay; AND
		A copy of your Ohio driver’s license, or a letter explaining why you don’t have one;
		If the student is the spouse of the military person, who is an Ohio resident, a copy of the marriage certificate should be provided;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency;
		E-3 Military service member serving on active duty status in the United States military, who is stationed and residing in Ohio.
		A copy of his/her current military orders verifying that the service member is stationed in Ohio;
		<p>If you own residence, please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of your closing statement; • A copy of your property tax bill; • Print out from county auditor’s website <p>If you rent residence, please provide:</p> <ul style="list-style-type: none"> • Rental or lease agreement, OR • A statement from landlord on letterhead that includes the student’s name, the address and dates of occupancy.

		A copy of your Ohio driver's license, or a letter explaining why you don't have one;
		The spouse of the Ohio resident should provide a copy of the marriage certificate;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency or a military ID;
		E-4 Ohio resident who was transferred by the employer beyond the territorial limits of the United States.
		A copy of your Ohio driver's license, or a letter explaining why you don't have one;
		Statement on employer's letterhead indicating the employee was an Ohio resident at the time of transfer
		Signed copy of employee's Ohio tax return for the previous year;
		If the student is the spouse, a copy of the marriage certificate should be provided;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency;
		E-5 Migrant Workers
		A copy of your Ohio driver's license, or a letter explaining why you don't have one;
		Letter from the Ohio Department of Job and Family Services verifying that the Migrant worker has been working in Ohio at least four months during each of the previous three years;
		If the student is the spouse, a copy of the marriage certificate should be provided;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency;
		E-6 Community Service Worker
		A copy of your Ohio driver's license, or a letter explaining why you don't have one;
		Provide a tax form for the year prior to entering the community service organization and a letter from the community service organization verifying your start and end dates in program;
		If the student is the spouse, a copy of the marriage certificate should be provided;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency
		E-7 Marital Hardship
		A copy of your Ohio driver's license, or a letter explaining why you don't have one;
		Copy of court papers verifying that legal action to end the marriage has been taken;
		If student is incurring marital hardship, then provide the following; <ul style="list-style-type: none"> • A copy of the parent's or legal guardian's lease(s) or closing statements(s) for the preceding 12 consecutive months; • The date the student began living there; • A sworn affidavit from the Ohio parent who is now supporting the student, stating the percentage of student's support they are providing is greater than 50%. If student is the dependent of someone incurring marital hardship, then: <ul style="list-style-type: none"> • A copy of the lease(s) or closing statement(s) from the owner of the residence for the preceding 12 consecutive months where the parent or legal guardian is residing; • The date the student began living there; • A sworn affidavit from the person who is now supporting the student, stating the percentage of student's support they are providing is greater than 50%.
		E-8 Ohio National Guard
		A copy of the enlistment papers or an official letter from the personnel officer verifying enlistment in the Ohio National Guard is required;
		If dependent is spouse of an Ohio resident, please provide a copy of your marriage

		certificate;
		If dependent on parent/legal guardian, provide a copy of most recent federal income tax return (1040) of a parent showing dependency or a military ID
		International Students
		<p>A student who is not a U.S. citizen may be considered for Ohio residency for tuition purposes provided he or she meets the criteria established in the Ohio Administrative Code 3333-1-10 and whose legal status is in one of the following categories:</p> <ul style="list-style-type: none"> • Permanent Resident Alien • Political Asylee • Political Refugee <p>Holder of one of the following visas: A, E, G, H, I, L, P, R, TC, TD, or N</p>
		A student who holds a B, F, J, K, or M visa is not eligible for Ohio residency unless the student is married to a bona fide Ohio resident or is the dependent child of a bona fide Ohio resident. To be considered a bona fide Ohio resident, the spouse or parent must meet the residency criteria as established in the residency regulations. The student's financial dependence on spouse or parent must be documented on the most current federal tax return.
		A copy of the student's Visa or Asylee paperwork;
		If student is dependent on spouse or parent/legal guardian, provide a copy of spouse's or parent's/legal guardian's Visa or Asylee paperwork.
Other:		