 **Petition for Residency for Tuition Purposes**

**Undergraduate Students Only**

**Directions:** Please print clearly and answer each question. Students should complete all sections applicable to their particular circumstances and attach copies of all requested documentation. **The completed petition with appropriate documentation must be submitted to the Office of the Registrar, West Wing, Knight Hall no later than 5:00 p.m. local time of the first day of classes for the term for which reclassification is being requested, based off of the university’s academic calendar.** New students must apply and be accepted for admission before a residency petition will be reviewed. No decision made which grants tuition status will be retroactive to a prior semester.

The student is solely responsible for providing documentation and completing all applicable sections. If the provided documentation is not dated at least one year prior to the date this petition was submitted, it will not be acceptable to meet the relevant requirement of UW Regulation 8-1.

**SECTION 1: General Information – Student**

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| 1. Name (Last, First, Middle Initial): | | 1. W#: | |
| 1. Address: | | | |
| (4) Phone number: | (5) Email address (UW email preferred): | | |
| (6) Term and year for which you are seeking residency: | (7) Degree and major:  Undergraduate students registered primarily for graduate or professional level classes will be considered as graduate or professional students, respectively. | | |
| (8) Are you a U.S. citizen or permanent resident?  **Yes**  **No** | | | **If you are a permanent resident, attach copy of permanent resident card.** |
| (9) If you are financially dependent on a resident of the State of Wyoming, list their name and relationship to you.  Name:  Relationship:  ***Note:*** This person will need to complete the “Spouse/Guardian of Student Petitioning for Residency Tuition Purposes” form, attach necessary documentation, and have that submitted at the same time as this petition. | | | **If applicable, attach copy of marriage certificate or guardianship documents.** |
| (10) Did you attend a Wyoming high school?  **Yes**  **No**  Name of last high school attended:  (10a) State:    (10b) Graduation Month/Year: | | | |

**SECTION 2: Military**

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| (11) Are you an active Wyoming National Guard member or an active U.S. Armed Forces member stationed in Wyoming, or a dependent of such person?  **Yes**  **No**  ***Note:*** If you are asking to be considered a resident based on the criteria for veterans as described in UW Regulation 8-1 and 38 U.S.C. 3679(c)(2), please contact the Student Financial Aid office prior to completing this petition to determine if the petition is necessary. (If you do not qualify under these regulations, you may petition using this form.) | **If yes, attach documentation.** |

**SECTION 3: Wyoming Community College**

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| (12) If you received an associate’s degree from a Wyoming community college, were awarded resident tuition status by the community college, and subsequently attended the University of Wyoming within one year of leaving the Wyoming community college, provide an official transcript if one has not already been sent to the UW Admissions Office and provide a copy of the letter from the respective office of the community college indicating resident status was awarded on appeal at that community college.  College:  Term awarded resident tuition at that college: | **If applicable, attach an official transcript from the Wyoming community college and a copy of the residency status notification letter from that college indicating your residency status was approved on appeal.  (If this is applicable, you need not complete the rest of this form.)** |
| (13) If you are a legal dependent under the age of 24 of a Wyoming community college graduate, have that person provide an official transcript indicating the degree awarded from that community college and documentation of your legal dependency on that person. Students who meet this requirement shall qualify for tuition at the 150% of resident tuition rate at the University. | **(If this is applicable, you need not complete the rest of this form.)** |

**SECTION 4: Permanent Home/Financial Independence**

Individuals appealing residency based off University Regulation 8-1-III-C-8 must meet the following and provide appropriate documentation to demonstrate financial independence. A student must be financially independent and have no reliance on resources outside of the state of Wyoming for financial support for at least one year preceding the filing of this petition. If this criterion is not met, the student will be classified as a non-resident for tuition purposes.

“Financially Independent” students are defined as individuals who are not financially reliant and are not claimed on their parents’ or legal guardian’s most recent federal or state tax returns and rely on financial resources that they generate or financial resources in the student's name (such as savings, grants and loans). The burden of proof for meeting this definition will be on the students.

To prove financial independence, students must show they financially covered their total expenses for at least the twelve (12) months immediately preceding the date of submitting an application for resident status.

Students’ financial revenue may be generated from a variety of sources including but not limited to their employment earnings and certain kinds of financial aid, loans, non-University of Wyoming scholarships, savings accounts and grants.

Loans from institutions, such as banks and governmental entities, are not considered out-of- state resources. Financial sources must show the student as the sole account holder. Any loans with a co-signer or a guarantor, except federal or state student loan program loans, shall not be used for purposes of proving financial independence. Funds provided by a family member, relative, a trust established or controlled by a family member or relative, or a friend, whether placed into a savings account or other financial holding or account, will indicate that a student is not financially independent.

Students must document employment or self-employment for at least 20 hours per week continuously for at least the past year or the equivalent number of work hours over the past year. Work-study that is part of a UW financial aid package does not fulfill this requirement.

1. Please attach appropriate documentation of employment for the last year (e.g. paycheck stubs with relevant month- or year-to-date hours worked values).
2. Please complete all information in the box below.

To prove financial independence, students must show they financially covered their total expenses for at least the year prior to submitting an application for resident status.

Income from the immediate 12 months preceding submitting the application

Please note all appropriate financial revenue, from list above, providing documentation of each, such as IRS W2 income forms or paystubs indicating year-to-date earnings, relevant pages from loan documents, printout of the “Account Summary” through your WyoRecords account, etc.

Employment income $

Loans                                     $

Scholarships                           $

Grants                                      $

Other (please describe)        $

**Total                             $**

Expenses from the immediate 12 months preceding submitting the application

Please note the total amount and type of expenses which you paid for from the income listed above and include any pertinent documentation:

Tuition and fees:                          $

Housing:                                  $

(This amount should include utilities.)

Gas: $

Food:       $

Car payment: $

Cell phone/internet: $

Miscellaneous:    $

**Total                                   $**

**SECTION 4 (continued): In addition to financial independence students must meet 4 of the following additional criteria in order to demonstrate a permanent home in Wyoming – provide as much as is appropriate**

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| (3) Have you abandoned any former home and cut all ties with your former state for at least one year immediately preceding the filing of this petition?  **Yes**  **No** | |
| 1. Do you own a home in Wyoming?  **Yes**  **No**   Provide documentation that you have over 50% ownership interest, that it is the owner’s primary residence, and that ownership has been dated at least one year immediately preceding filing for residency tuition. | **Attach relevant document(s).** |
| (5) Continual presence in Wyoming  **Yes**  **No**  You will need to provide documents conclusively indicating that any former home has been abandoned, that you have cut all ties with your former state for at least one year immediately preceding the date of this petition, and that you have been continually present in Wyoming for one year immediately preceding the date of this petition. Acceptable documents include, but are not limited to, the following:   * Rental/lease agreements with the student’s name (only the pages showing dates, names, and signatures are necessary). * Utility bills in the student’s name (e.g. electricity, cable, natural gas, water). If utilities are provided by the rental/lease agreement, agreement must clearly indicate as much. | **Attach relevant documents from list to the left.** |
| (6) Vehicle registration  **Yes**  **No**  If you have a vehicle registered in Wyoming in your name alone, a copy of the vehicle registration should be provided. Attach a copy of vehicle registration showing registration date of at least one year prior to the date of filing for residency tuition. | **Attach a copy of vehicle registration clearly showing registration date of at least one year prior to the date of filing for residency tuition.** |
| (7) Federal income tax  If you filed federal income tax the previous year, an official IRS tax transcript should be provided as documentation. If you have not yet filed federal income tax forms for the previous year, an official IRS transcript of the year immediately preceding the previous year should be provided as documentation.  Filed Federal income tax returns?  **Yes**  **No** | **Attach official IRS tax transcript.**  **Copies of federal income tax returns will *not* be accepted as documentation.** |
| (8) Driver’s license  Do you have a valid State of Wyoming driver’s license or identification card clearly showing issued date of at least one year prior to the date of filing for residency tuition?  **Yes**   **No** | **Attach a copy of WY driver’s license or identification card clearly showing issued date of at least one year prior to the date of filing for residency tuition.** |
| (9) Voter registration  **Yes**  **No**  If you are registered to vote in Wyoming, a copy of your voter registration clearly showing a registration/application date of at least one year prior to the date of filing for residency tuition should be provided. | **Attach copy of voter registration card clearly showing a registration/application date of at least one year prior to the date of filing for residency tuition.** |

**Students should make a copy of their petition and included documentation**

***prior* to submitting it to the Office of the Registrar.**

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| **NOTARIZATION:**  **The student submitting this petition must sign this section in the presence of a notary. This petition cannot be acted upon until notarized.**  **Print student’s name:**  **State of**  **County of**  The undersigned person, being first duly sworn, deposes and says:  I hereby swear/affirm that the answers given in this petition are accurate and complete, and that all documents included are true and correct copies of the original documents requested.  I am aware that any false or misleading statements on this petition may result in the University revoking in-state status, assessing retroactive tuition and fees, and/or taking disciplinary action.  I also understand that I am financially and academically responsible for all classes for which I have registered or will register in the future, regardless of the outcome of this petition process.    Signature of Student:  Subscribed and sworn to (or affirmed) before me this day of , 20 .  **S**  **E** Notary Public:  **A** My commission expires:  **L** |