

# RESIDENCY APPLICATION PROCESS

## Undergraduate Students

(Detach this page of instructions for your records.)

1. Please fill out the residency application and return it, along with the supporting documentation required under each section that applies to your individual residency claim, to the **Undergraduate Admissions Office, 208 Cope Administration Building, MTSU, Murfreesboro, TN 37132**. You may bring your application materials to our office or mail them to the above address. Simply completing the Application for Tennessee Residency for Fee-Paying Purposes is not sufficient proof of your residency in Tennessee—documentation is not only crucial, it is required. Failure to provide documentation with your application will delay the review process while we contact you regarding the items needed and wait for them to arrive. All credentials become the property of the University and cannot be forwarded or returned.

**NOTE:** Graduate students should obtain a Graduate Residency Application from the College of Graduate Studies, Sam H. Ingram Building 121A. **Non-U.S. citizens may use the attached application form and return it to the Admissions Office or mail to, 208 Cope Administration Building.**

2. After your completed application and documentation are received, the residency classification officer in the Admissions Office will review the information within the context of the Tennessee Board of Regents regulations for residency classification (see below). Once a decision has been made, you will receive a letter (usually within 7-10 days) notifying you of your residency classification for fee-payment.

If your classification is Out-of-State, you will be given information on how to appeal. However, a student must first apply for residency and subsequently be denied In-State status prior to attempting an appeal.

3. **Priority date for residency applications: Fall, August 1; Spring, December 1; Summer, May 1.** Due to the high volume of activity in our office immediately prior to and during registration, we cannot guarantee that applications received or completed after the priority date will be processed prior to the fee-payment deadline. Late applications will be processed in a first-come, first-served manner. If this application is submitted after the last day of registration the application will be considered for the next term (refer to paragraph 8).

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### Tennessee Board of Regents Regulations for Classifying Students In-State or Out-of-State for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes

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**Paragraph 1. Intent.** It is the intent that the public institutions of higher education in the state of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admission purposes.

**Paragraph 2. Definitions.** Wherever used in these regulations:

1. “Public higher educational institution” shall mean a university or community college supported by appropriations made by the legislature of this state.
2. “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this state, provided that absence from the state for short periods of time shall not affect the establishment of a residence.
3. “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.
4. “Emancipated person” shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person

and who no longer are under any legal obligation to support or maintain such deemed “emancipated person.”

5. “Parent” shall mean a person’s father or mother. If there is a nonparental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.
6. “Continuous enrollment” shall mean enrollment at a public higher educational institution or institution of this state as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such intersessions beyond the normal academic year in order that his or her enrollment be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

*continued*

### Paragraph 3. Rules for Determination of Status.

1. Every person having his or her domicile in this state shall be classified "in-state" for fee and tuition purposes and for admission purposes.
2. Every person not having his or her domicile in this state shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of his or her parent. Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.
4. The spouse of a student classified as "in-state" shall also be classified "in-state."

### Paragraph 4. Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition.

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the state, remove from the state. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
2. An unemancipated person whose parent is not domiciled in this state but is a member of the armed forces and stationed in this state or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
3. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
4. A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri, and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
5. A person, who is not domiciled in Tennessee, but has a *bona fide* place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30-mile radius (as determined by THEC) of a city containing a two-year TBR institution, shall be classified out-of-state, but admitted without tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See TCA 49-8-102)
6. Part-time students who are not domiciled in this state but who are employed full-time in the state, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
7. Military personnel and their spouses stationed in the state of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.
8. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition. (See TCA 49-4-704)

9. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at that same institution without being required to pay out-of-state tuition, as long as he or she completes at least one (1) course for credit each twelve- (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
10. Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.
11. Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.

**Paragraph 5. Honors Programs.** Each institution will establish policies regarding out-of-state tuition scholarships for students selected for admissions into formal honors programs at the institution.

**Paragraph 6. Presumption.** Unless the contrary appears from clear and convincing evidence, *it shall be presumed that an emancipated person does not acquire domicile in this state while enrolled as a full-time student at any public or private higher educational institution in this state*, as such status is defined by such institution.

**Paragraph 7. Evidence to be Considered for Establishment of Domicile.** If a person asserts that he or she has established domicile in this state he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he or she seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

**Paragraph 8. Appeal.** The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state." Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

**Paragraph 9. Effective Date for Reclassification.** If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought. ***However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.***

**Paragraph 10. Effective Date.** These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the State Board of Regents, and having been approved by the Governor, become effective July 1, 1983, or upon their becoming effective pursuant to the provisions of TCA Section 4-5-101 et seq. as amended.

*Adopted by the State Board of Regents in sessions held on the following dates: 12/13/74, 2/21/75, 3/21/86, 9/16/88, 6/29/90, 6/24/94, 3/30/01, 12/7/01, 12/5/03, 6/30/06.*

# UNDERGRADUATE APPLICATION

## for Tennessee Residency for Fee-Paying Purposes

**Deadlines: Fall–August 1, Spring–December 1, Summer–May 1**

### Directions:

- Please read the Tennessee Board of Regents regulations attached to this application and all of the questions carefully before completing the application. You may leave blank the questions that are not relevant to your situation. Space is provided on the last page for you to elaborate further on your reasons for seeking in-state classification for fee-paying purposes. The more complete an explanation you provide, the more efficiently a decision will be rendered. PLEASE PRINT LEGIBLY.
- Provide documentation as indicated to support your claim to be a Tennessee resident. Failure to provide requested documentation will delay the review process while we contact you regarding the items needed and wait for them to arrive. MAKE A COPY OF THIS APPLICATION FOR YOUR PERSONAL RECORDS.
- Return the completed application to the **Admissions Office, Middle Tennessee State University, Murfreesboro, TN 37132**. All non-U.S. citizens and permanent residents should submit this form to the International Programs and Services Office, 208 Cope Administration Building. IT IS ADVISABLE TO FILE THIS APPLICATION AT LEAST ONE MONTH PRIOR TO YOUR ENROLLMENT.

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ OR MTSU ID M# \_\_\_\_\_

Residency application for  Fall  Spring  Summer 20\_\_\_\_ Home phone number (\_\_\_\_) \_\_\_\_\_

Status:  Full-time student  Part-time student Work phone number (\_\_\_\_) \_\_\_\_\_

Primary e-mail address \_\_\_\_\_ Cell phone number (\_\_\_\_) \_\_\_\_\_

### A. GENERAL INFORMATION

1. Full legal name \_\_\_\_\_  
Last First Middle Maiden Surname
2. a. Sex:  Male  Female b. Marital Status:  Single  Married  Divorced
3. **Present** mailing address \_\_\_\_\_  
Street/Number City State Zip  
a. Length of time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months b.  Own  Rent  Other \_\_\_\_\_  
(Documentation: photocopy of deed, lease, or other public record)  
c. If you have resided at the above address less than one year, provide your previous address:  
\_\_\_\_\_  
Street/Number City State Zip  
Length of time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months d.  Own  Rent  Other \_\_\_\_\_  
(Documentation: photocopy of deed, lease, or other public record)
4. **Permanent** mailing address \_\_\_\_\_  
Street/Number City State Zip  
a. Length of time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months b.  Own  Rent  Other \_\_\_\_\_  
(Documentation: photocopy of deed, lease, or other public record)  
c. Name and relationship (if any) of owner if other than yourself \_\_\_\_\_
5. Date and place of birth \_\_\_\_\_  
Date City County State Country
6. Have you resided in Tennessee continuously since birth?  Yes  No
7. If you answered **No** to question 6, state when and why you moved to Tennessee \_\_\_\_\_

8. Do you now attend or have you previously been enrolled at Middle Tennessee State University?  Yes  No  
If **Yes**, give dates: From \_\_\_\_\_ to \_\_\_\_\_  
Have you attended another institution?  Yes  No  
If **Yes**, give name of institution and dates attended \_\_\_\_\_

9. Are you a citizen of the U.S.?  Yes  No If **No**, permanent resident  or visa type \_\_\_\_\_  
(Documentation: photocopy of the proof of visa)

10. Are you registered to vote in Tennessee?  Yes  No If **No**, in which state are you registered? \_\_\_\_\_  
(Documentation: photocopy of voter's registration)

## B. AUTOMOBILE

11. Do you have a driver's license?  Yes  No If **Yes**, what state issued the license? \_\_\_\_\_  
(Documentation: photocopy of license)

12. Driver's license number \_\_\_\_\_

13. Do you own an automobile?  Yes  No  
If **Yes**, in what state is your automobile registered? \_\_\_\_\_ Expiration date \_\_\_\_\_  
(Documentation: photocopy of auto registration)

## C. PARENT INFORMATION

14. Did either parent or guardian claim you as a dependent on his/her most recent income tax return?  
 Yes If **Yes**, his/her name \_\_\_\_\_ What year? \_\_\_\_\_  
(Documentation: photocopy of address and dependent sections of tax form)

No If you answered **No**, skip to section D, "Employment."

15. Father's name \_\_\_\_\_  
Last First Middle

16. Father's address \_\_\_\_\_  
Street/Number City State Zip

17. Mother's name \_\_\_\_\_  
Last First Middle

18. Mother's address \_\_\_\_\_  
(If different than father's) Street/Number City State Zip

19. Are your parents divorced?  Yes  No

20. Do you have a **legally** appointed guardian?  Yes  No  
If **Yes**, guardian's name \_\_\_\_\_  
Last First Middle

Guardian's address \_\_\_\_\_  
Street/Number City State Zip

## D. EMPLOYMENT

21. Are you presently employed?  Yes  No  
a. If **Yes**,  part-time  full-time (at least 35 hour per week) b. Total number of hours worked each week \_\_\_\_\_

Employer's name \_\_\_\_\_ Phone no. \_\_\_\_\_

Employer's location (city and state) \_\_\_\_\_ Starting date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Documentation: original copy of letter from employer(s) on official stationery which verifies the above information)

**E. MILITARY**

22. Have you served or do you presently serve as an active member of the U.S. Military?  Yes  No

23. Date of entry \_\_\_\_/\_\_\_\_/\_\_\_\_ 24. Date of separation from active duty \_\_\_\_/\_\_\_\_/\_\_\_\_

25. If currently on active duty, what is your legal state of residence as maintained by your branch of service? \_\_\_\_\_  
(Documentation: letter from personnel officer stating home of record)

26. Address given at time of discharge from the military (mailing address on DD-214):

\_\_\_\_\_  
Street/number City State Zip  
(Documentation: photocopy of Form DD214)

**F. SPOUSE INFORMATION**

27. Spouse's name \_\_\_\_\_  
Last First Middle  
(Documentation: photocopy of marriage certificate)

28. Date of marriage \_\_\_\_/\_\_\_\_/\_\_\_\_ 29. Place of marriage \_\_\_\_\_  
City State

30. Spouse's Social Security number \_\_\_\_\_

31. Is your spouse currently enrolled at MTSU?  Yes  No

32. Has your spouse lived in Tennessee continuously since birth?  Yes  No  
If **No**, when did spouse establish his/her most recent residence in Tennessee? Month \_\_\_\_ Year \_\_\_\_

33. Is spouse a citizen of the U.S.?  Yes  No If No, spouse is a permanent resident  or visa type \_\_\_\_\_

34. Is your spouse employed full-time?  Yes  No  
If **Yes**, how long has he/she been in present position? \_\_\_\_ Years \_\_\_\_ Months

35. Name and address of spouse's employer \_\_\_\_\_  
Employer Name City State

**G. EXPLANATION OF RESIDENCY REQUEST**

What is the basis for your claim to be a resident for fee-paying purposes while attending Middle Tennessee State University? **Using the Tennessee Board of Regents regulations attached to this application, please specify which regulation applies to your specific situation. Attach additional paper if needed.**

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**This application will not be processed unless dated and signed.**

My signature below is to certify to the correctness and completeness of the information supplied. It further indicates that I understand that the University may contact any of the persons referred to above for the purpose of obtaining additional pertinent information; and that I further understand that any false information provided in the foregoing statements will disqualify me from being considered a resident of Tennessee and that I may be required to withdraw from the University.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature of applicant \_\_\_\_\_





**MIDDLE  
TENNESSEE**  

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**STATE UNIVERSITY**

A Tennessee Board of Regents University

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