

# Application for Reclassification of Residence Status

No application will be accepted prior to university admission.

**Application due date is 30 days prior to the first day of the application term, or, in the event of late admission, by the last day of late registration.**

Student Name \_\_\_\_\_  
Last First Middle Initial

Student Identification Number: G00-\_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Place and Date of Birth \_\_\_\_\_

Permanent \_\_\_\_\_  
Address Number Street City State Zip Code

Michigan County of Residence \_\_\_\_\_ Cell phone \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Name of Spouse (if student is married) \_\_\_\_\_

Name of Parent or Legal Guardian (if student is 24 years or younger) \_\_\_\_\_

Address (if different from student's) \_\_\_\_\_

Spouse/Parent/Guardian Employer \_\_\_\_\_

**Citizenship:** Are you a citizen of the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, complete the following: Type of Visa \_\_\_\_\_ Expiration Date \_\_\_\_\_

Please, note: per University policy as recorded in the Undergraduate catalog: *"the only aliens eligible for consideration for classification as a resident are those who are on a visa other than a student visa (F1)"*.

Do you have Permanent U.S. Residency (green card)? \_\_\_\_\_

**Enrollment Status:** Original Term of Admission \_\_\_\_\_  
Fall-Winter-Summer Year

Current level: Undergraduate \_\_\_\_\_ Masters \_\_\_\_\_ Doctoral \_\_\_\_\_ Other \_\_\_\_\_  
(Ex: Post-bachelor, etc.)

Application for reclassification beginning what term? \_\_\_\_\_  
Fall-Winter-Summer Year

**I hereby certify that I am a bona fide domiciliary of the State of Michigan and that all information presented in connection with this application is true and correct to the best of my knowledge.**

\_\_\_\_\_  
Signature of Applicant Date

*Please see the reverse side of this application for information on required documentation.*

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**For Office Use Only:** Authorized Resident \_\_\_\_\_ BANNER Code \_\_\_\_\_  
Initials & Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Effective term \_\_\_\_\_ Date \_\_\_\_\_  
Initials Initials Fall-Winter-Summer Year

**COPIES:** UG Admissions – Graduate Admissions – Student Business Services – Financial Aid /Student Financial Svcs.

Other \_\_\_\_\_

# RESIDENCY RECLASSIFICATION PROCEDURES

## FOR ADMISSION AND TUITION PURPOSES

(Application form on reverse side)

### 1. Student Responsibilities and the Residency Application Process

All students have the responsibility to apply for admission under the proper residency classification. If a student indicates Michigan resident status on the admissions application and the undergraduate or graduate admissions office questions that status, the student will be classified as a nonresident and notified of the need to file an Application for Reclassification of Residence Status with the Residency Reclassification Appeals Office. The fact that a student's claim to residency for University purposes is questioned does not necessarily mean that he or she will be ineligible for resident status; it simply means that the student's circumstances must be documented and reviewed. Failure on the part of admissions staff to question a student's claim to resident eligibility does not relieve the student of the responsibility to apply and register under the proper residency classification. Furthermore, the University may audit enrolled or prospective students at any time with regard to eligibility for resident classification and may reclassify students who are registered under an improper residency classification.

The presence of any of these factors will result in an initial classification as a non-resident:

- The individual is living out-of-state at the time of application to the University.
- The individual has attended or graduated from an out-of-state high school (applies if the individual is 24 years of age or younger).
- The individual has attended or graduated from an out-of-state high school and has been involved in educational pursuits for the majority of time since graduation from high school.
- The individual has had out-of-state employment or domicile within the last three years.

### 2. Necessary Documentation for the Residency Reclassification Application

When applying for reclassification, the following documentation must be included:

- A completed application.
- A written, signed statement explaining why Michigan is one's permanent, true home.
- A letter from the employer of the student *or* family member providing the major support for the student that verifies the following:
  - Full-time, permanent status
  - Position title
  - When the Michigan employment began (start date)
  - For non-citizens of the US, the status of any application for permanent residency
- Documentation of the Michigan home residence (lease or home purchase agreement).
  - A copy of the student's marriage certificate will be required when the student's name does not appear on the residence document and the student is applying on the basis of dependence on a spouse who can demonstrate permanent Michigan residence.
- Veterans must submit a copy of the DD-214 "Certificate of Release of Discharge from Active Duty"
- For international students, a copy of the student's visa or green card
  - For international students applying as dependents of a spouse or parent who can demonstrate permanent Michigan residence, a copy of the visa or green card of the spouse or family member is also required.
  - Please, note: per University policy as recorded in the Undergraduate catalog: *"the only aliens eligible for consideration for classification as a resident are those who are on a visa other than a student visa (F1)"*.
- Applicants also are responsible for providing any other documentation that may be required by the University to support their claim to resident eligibility.

### 3. Misrepresentation and Falsification of Information

Applicants or students who provide false or misleading information or who intentionally omit relevant information in any document relevant to residency eligibility may be subject to legal or disciplinary measures, including revocation of admission or expulsion. Students improperly classified as residents based on this type of information will have their residency classification changed and may be retroactively charged nonresident tuition for the period of time they were improperly classified.

**Residency Reclassification**  
**MoNique K. Price**  
**101A O'Dowd Hall**  
**Oakland University**  
**Rochester, MI 48309-4490**  
**Phone: (248) 370-3455      FAX: (248) 370-3461**