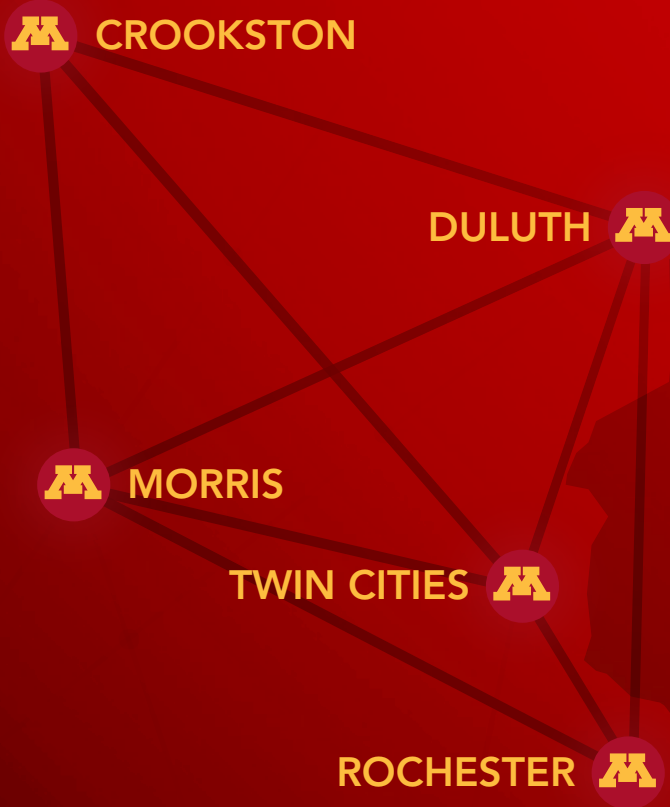




UNIVERSITY OF MINNESOTA  
**Driven to Discover**<sup>SM</sup>

# Residency, Reciprocity and Tuition Exemption Handbook

*Effective July 2019*



## Why Review Residency, Reciprocity and Tuition Exemptions?

The University of Minnesota is a state land grant institution supported by legislative funds derived from state of Minnesota tax revenue. As a state tax-supported institution, the University (with some exceptions) gives preference in admission and tuition to residents of the state of Minnesota—that is, to students whose circumstances meet the **University’s Basic Definition of Resident Status** below.

The University must establish the residency status of each of its students when they are first admitted. A student’s residency status determines not just the appropriate tuition rate, but also the student’s eligibility for certain financial aid programs (e.g., the Minnesota State Grant Program for undergraduate students).

### Tuition Exemptions

- Some nonresident students may qualify for exemption from the nonresident portion of tuition even if they do not qualify for resident status according to the definition below. These students, though not technically Minnesota residents by University definition, may be eligible to pay resident rates because they meet certain other qualifications for special tuition exemptions. Most such exemptions are administered by the student’s college of enrollment or employing department (not by the Resident Classification Office), and recipients need not apply for resident status.

This student guide strives to provide a nontechnical explanation of residency. However, if questions of interpretation arise as a result of the attempt to make the residency process easy to understand, the University of Minnesota will make the final residency decision.



### Keep In Mind:

- The University of Minnesota definition of the term “resident” may be different from the definitions developed by other, non-University, agencies.
- The University does not recognize declarations of resident status made by other agencies. A person who is a Minnesota resident for tax or voting purposes, for example, is not necessarily a resident for University of Minnesota tuition and admission purposes.
- The University’s definition of resident status applies both to payment of tuition and admission to University of Minnesota colleges.

## University Residence Regulations and Review Procedures



### Basic Definition of Resident Status

The University of Minnesota defines a resident as those who:

- Are permanently residing in Minnesota.
- Have been continuously present in the state of Minnesota for at least one calendar year prior to the first day of class attendance at the University.
  - During that one year period, the student must not have attended any other Minnesota post-secondary educational institutions.



### Interpretations

The University of Minnesota reserves the right to interpret the basic definition of resident status as it applies to individual students.

#### Students from Other States

- The nonresident classification will not change for a student who moved to Minnesota for the primary purpose of attending a post-secondary institution.
- If a student from another state moves to Minnesota and attends another post-secondary institution within the first calendar year before attending the University, that student will be classified as a nonresident and shall remain a nonresident throughout his or her presence as a student.
- After living in the state of Minnesota for the first year, the classification may change for a student who establishes that his or her primary purpose for moving to Minnesota was for reasons other than to pursue their education. Students will need to present substantial and substantive evidence to demonstrate their purpose for moving to Minnesota. See **Supporting Evidence** section on the next page for more information. Future plans to live in or reside in Minnesota are not grounds for resident classification.

### Spouses and Common Households

- Marital status and common household relationships may support an application for resident status but do not in and of themselves meet the **Basic Definition of Resident Status**.

### Immigrants

- Students who are not United States citizens may be considered for resident status if they hold a valid immigrant status that has been issued by U.S. Citizenship and Immigration Services (USCIS) or the U.S. Department of State.
- Immigrant visa statuses include:
  - Immigrant Visa/Permanent Residence (also known as “lawful permanent residence” or green card holder)
  - Refugee status
  - Asylee status
- Interim documents issued by USCIS will not prove immigrant status.
- Students with the above-listed status must also meet the University’s basic definition of residency. Permanent Resident/Refugee/Asylee status does not automatically grant resident status at the University.

### Minnesota Dream Act

- Students meeting MN Dream Act criteria are eligible for in-state tuition rates at Minnesota public colleges and universities. Minnesota students granted Deferred Action for Childhood Arrivals (DACA) may also be eligible for in-state tuition rates. Undocumented students attending the University of Minnesota campuses in Duluth and the Twin Cities can apply for in-state tuition rates by using the same application used to apply for state financial aid under the MN Dream Act.

In order to be considered, students must apply through the Minnesota Office of Higher Education. More details can be found at <http://www.ohe.state.mn.us/> or by calling 651-642-0567.

### Nonimmigrants

- Nonimmigrants residing in this country or state under a temporary visa that bars them from establishing domicile in the U.S. (visas B, C, D, F, J, K, M, N, NATO, O, P, Q, R, S, and TN) shall be classified as nonresidents.
- Students with these visas who become a permanent resident (or citizen) must still meet the Basic Definition of Resident Status for one year before they are eligible for residency consideration.
- Students with an H visa or H4 visa should contact the University of Minnesota Resident Classification Office on their campus about their resident status. (See campus contact information on page 5.)
- Nonimmigrants holding a valid temporary visa that does not bar them from establishing domicile in the U.S. (visas A, E, G, I or L) may be considered for residency, assuming they otherwise meet the Basic Definition of Resident Status.

### Dependent Students

- Dependent students are those who are receiving 50 percent or more of their total support from parent(s) and/or legal guardian(s) and are claimed as tax dependents on their parents’ or guardians’ federal tax return.
- Dependent students acquire the resident status of their parents or guardians.
- If a Minnesota resident parent or guardian of a dependent student moves his or her residence to another state, the dependent student remains eligible for resident status for at least one year thereafter.

### Separated and Divorced Families

- In the case of separated and divorced families where one parent or guardian meets the Basic Definition of Residency in Minnesota and provides 50 percent or more of the total support for the student, but the student resides in another state, you may be considered a Minnesota resident. Please call the University of Minnesota Residency Classification Office on your campus for more information.

### Temporary Absences

- A Minnesota resident may be absent from the state and retain Minnesota resident status provided he or she is enrolled in a full-time accredited post-secondary institution or is in the diplomatic corps or on active military duty with Minnesota as the home of record and has not established resident status in any other state or District of Columbia.
- Students that leave Minnesota, after graduating from an undergraduate program, for internships, fellowships, foreign teaching service may retain their residency status provided they can demonstrate that the nature of their absence was temporary and related to their future academic pursuits.
- Students also must demonstrate that they are maintaining strong ties with Minnesota. Refer to evidence examples under **Expatriates and Residency**.
- Minnesota residents who leave the state for other reasons may be gone up to one calendar year without jeopardizing their resident status.

### Extended Absences

- Absences lasting longer than one year will result in the loss of resident status unless there are extenuating circumstances or extraordinary efforts have been made to maintain Minnesota residency during the absence.
- Students under contract with federal agencies—e.g., VISTA and Peace Corps—and students affiliated with missionary organizations must return to Minnesota every two years and fulfill appropriate criteria listed under **Supporting Evidence** later in this document.

### Expatriates and Residency

Individuals that live outside of the country must demonstrate that they continue to maintain strong physical ties with the State of Minnesota. Evidence can include but is not limited to:

- Maintaining property in Minnesota
- Frequent travel to Minnesota
- Issued a Temporary Job Assignment / Orders
- Issued a Temporary visa in foreign country
- Payment of Minnesota Income Tax
- Voting by absentee Minnesota ballot



## How To Request Evaluation For Resident Classification

Residency status is initially determined at the time of admission to the University based on the information you provided in your admission application. Out-of-state history, including transfer coursework, graduation from a non-Minnesota high school, and out-of-state work experience, may result in an initial finding of nonresident status.

The **Resident Classification Evaluation Request form** can be found at the end of this document, or you can request a copy from the Residency Classification Office on your campus. The University encourages you to submit a Resident Classification Evaluation Request form if you believe that you meet minimum residency requirements. (See **Basic Definition of Resident Status** on page 1.)



### Deadlines

- You must submit the **Resident Classification Evaluation Request form** no later than May 1 of the same academic year in which you seek resident status.

*Example: If you are seeking to be reclassified as a resident, in the 2019-2020 school year, you have until May 1, 2020 to complete the Classification Form.*

- Resident status will be applied retroactively only to the current academic year in which you make the request.
- If you are a financial aid recipient, your financial aid may need to be adjusted.
- If you are granted residency retroactively, you may be eligible for a refund of the nonresident portion of tuition you have paid, retroactive to the first semester of eligibility, up to a maximum of one academic year's tuition.



### Supporting Evidence

Documents such as the following may help to support an application for resident status to the extent that they apply to the **Basic Definition of Resident Status**. These are documents that can help demonstrate residency as part of the overall residency review process. No one document will guarantee residency status.

Where applicable, please provide copies of the following documents with your Residency Reclassification Form. This is not an exhaustive list. If you have other documentation you feel helps demonstrate your residency, please also submit that with your evaluation request form.

- Letter from your supporting parent or guardian declaring their relationship to you, indicating how long the parent or guardian has lived in Minnesota, stating whether they are providing 50 percent or more of your total support and is claiming you as a federal tax dependent, and indicating whether they own property or rents property in Minnesota
- Copy of your Minnesota driver's license or state I.D.
- Copy of your last Minnesota tax return
- Letter from your employer or sponsor with dates of employment and hours worked
- Copy of a property tax statement for property owned in Minnesota
- Copy of your first lease agreement in Minnesota
- Copy of closing documents on previous, non Minnesota, residence
- Copy of your DD 214 from the Department of Defense
- Copy of your military dependent I.D.
- Copy of your Minnesota voter's registration
- Copies of both sides of your visa (see list of approved visa's on 2 page)
- Copies of necessary legal documents pertaining to guardianship
- Copy of I-485 or I-140 (H/H4 students)
- Copy of divorce material related to custody and support.



## Reciprocity

The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. If you are a resident of any of these states or province and are enrolled in an approved program, you may qualify for reciprocity tuition at the University, which is comparable to resident tuition. **Non-degree students and certificate programs and not eligible for reciprocity benefits.**

## APPLYING FOR RESIDENCY

**Tuition reciprocity is not automatic.** You need to apply and qualify for reciprocity through the higher education office in your state. Contact your State Reciprocity Office for application and eligibility information. See page 5 for contact information.

Reciprocity Rules							
	Undergraduate	Doctor of Veterinary Medicine (DVM)	Doctor of Dental Surgery (DDS)	Doctor of Medicine (MD)	Doctor of Pharmacy (PharmD)	Juris Doctorate (JD)	Non-degree, certificate
<i>Are students from the states below eligible for reciprocity tuition rates?</i>							
Wisconsin	Yes	No	No	No	Yes	Yes	No
North Dakota	Yes	No	No	No	No	No	No
South Dakota	Yes	Yes	Yes	Yes	Yes	Yes	No
Manitoba	Yes	No	No	No	No	Yes	No

Timely application is important. You should apply for reciprocity prior to your first semester of enrollment at the University. If you do not apply in a timely manner, you may be ineligible or may have to defer eligibility until a later semester.



## Nonresident Tuition Waivers

Members of all qualifying groups below must file a **Resident Classification Evaluation Request Form** in the Resident Classification Office on your campus.



**Submit a Residency Classification Evaluation Request Form for the following nonresident tuition waivers:**

- **Permanent U.S. Residents of Migrant Background Employed in Seasonal Agricultural Labor in Minnesota.** Permanent residents of the U.S. who (and/ or whose parents or legal guardians) are of migrant background and who have been employed in seasonal agricultural labor in Minnesota for a cumulative period of not less than one year in the past five years are eligible to pay resident tuition.
- **Full-time Faculty Members at Accredited Minnesota Colleges.** Full-time faculty members at accredited Minnesota colleges qualify for resident tuition. To receive benefits, you must submit verification of employment from your home college to the residency office on your campus.
- **Accredited Foreign Diplomatic Officials.** If you are an accredited foreign diplomatic official or immediate family member, submit embassy documentation to the Resident Classification Office.
- **Students Enrolled in East Asian Languages from Associated Colleges of Hamline, Augsburg, Macalester, St. Thomas, St. Catherine.** To qualify, you must submit documentation from your home college to the Resident Classification Office.
- **Graduates of Minnesota High Schools.** U.S. citizens or permanent resident green card holders or eligible visa holders (see p. 1) who have graduated from Minnesota high schools within two calendar years prior to the first day of class attendance at the University of Minnesota are eligible to pay resident tuition.
- **Students Whose Tuition is Paid by the State of Minnesota.** If your tuition is paid by the State of Minnesota, you are eligible to pay resident tuition. To qualify, you must submit verification of employment and documentation from the state of Minnesota to the Resident Classification Office.
- **Military Personnel on Active Duty in Minnesota.** U.S. military personnel serving on active duty assignment in Minnesota may pay resident tuition. Military Personnel and immediate family members must submit the Residency Reclassification Form and present duty orders and/or military dependent I.D. to the Residency Classification Office in order to qualify for the exemption.



## Other Tuition Benefits Resource Offices

### American Indian Students Attending Morris

Information on this benefit can be found at:  
<https://policy.umn.edu/morris/amindianwaiver>

### Employment, Demographic, Service Related or Family Related Tuition Benefits

Students who meet certain criteria may be eligible for free or resident-rate tuition that are not administered by the Resident Classification Office. More information on these benefits can be found at [https://z.umn.edu/grants\\_waivers](https://z.umn.edu/grants_waivers). Additional questions related to these benefits should be referred to One Stop Student Services.

### Veterans and Active Military

For information regarding Veteran educational benefits, please contact University Veterans Services.

**Online:** <https://onestop.umn.edu/veterans>

**Phone:** 612-625-8076

**Email:** [veterans@umn.edu](mailto:veterans@umn.edu)

### Waivers for Graduate and Professional Students

Information regarding employment benefits can be found at: <https://humanresources.umn.edu/find-job/graduateemployment>

## Contact Information

### University of Minnesota Offices

#### CROOKSTON CAMPUS

##### Admissions Information

107 Owen Hall  
218-281-6510 or 1-800-232-6466, ext. 8548

#### DULUTH CAMPUS

##### Admissions Information

25 Solon Campus Center  
218-726-7171 or 1-800-232-1339

#### MORRIS CAMPUS

##### Admissions Information

105 Behmler Hall  
320-589-2211, ext. 6003, or 1-800-992-8863

#### ROCHESTER CAMPUS

##### Admissions Information

111 South Broadway, Suite 300  
Rochester, MN 55904  
1-877-280-4699 or 507-280-2820

#### TWIN CITIES CAMPUS

##### Resident Classification Office

200 Fraser Hall, Minneapolis, 612-625-6330  
[z.umn.edu/residency](http://z.umn.edu/residency)

##### One Stop Student Services Center

Three campus locations:  
- 333 Bruininks Hall - East Bank  
- 130 West Bank skyway - West Bank  
- 130 Coffey Hall - St. Paul Campus  
612-624-1111 or 1-800-400-8636  
[onestop@umn.edu](mailto:onestop@umn.edu)  
<http://onestop.umn.edu>

### State Reciprocity Offices

#### Minnesota Higher Education Services Office

1450 Energy Park Drive, Suite 350  
St. Paul, Minnesota 55108-5527  
651-355-0613  
1-800-657-3866 (toll free)  
[www.getreadyforcollege.org](http://www.getreadyforcollege.org)

#### State of Wisconsin Higher Educational Aids Board

P.O. Box 7885  
Madison, Wisconsin 53707  
608-267-2209  
<http://heab.state.wi.us>

#### South Dakota Board of Regents

Reciprocity Program  
Box 2201  
Brookings, South Dakota 57007  
605-688-4497  
<http://www.sdbor.edu/>

#### North Dakota Board of Higher Education

State Capitol Building  
600 E. Boulevard Avenue, Dept. 215  
Bismarck, North Dakota 58505-0154  
701-328-4113  
<https://ndus.edu/>

#### Manitoba Residency Classification Office

Office of the Registrar, University of Minnesota  
200 Fraser Hall  
106 Pleasant St SE, Minneapolis, MN 55455  
[z.umn.edu/residency](http://z.umn.edu/residency)



# RESIDENT CLASSIFICATION



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## EVALUATION REQUEST FORM

Other than your name, address, college, and campus, all the information requested on this form is defined as private data under state and/or federal law. In general, private data may not be released to others without your consent or a subpoena or court order. The information you submit on this form will be used to correctly identify you in relation to other students and to determine whether you qualify for resident status. Disclosure of this information is **voluntary**. *Please note: This is not a reciprocity application. Reciprocity applications are available through your home state.*

There is no consequence for failing to provide your Social Security number. **If, however, you fail to provide any of the other requested information, including appropriate supporting documents, your Evaluation Request may be returned without action. Please fill out requested information on both sides of form.** If you have questions, please contact the Resident Classification Office on your campus.

Name  Student ID number   
last first middle

Social Security number  Birthdate   
month day year

Permanent address   
number and street city/state/zip

Term and year you wish resident status to be effective:  Fall  Spring  Summer I  Summer II 2 \_\_\_\_ Email

College or program  Campus

Country of citizenship  Visa type   
(if you are not a U.S. citizen) attach visa documentation.

Date you last moved or returned to Minnesota   
month day year

Reason for moving to Minnesota

Support received from relatives, parents, or spouse

Percent of total support	Relationship to you	Their state of residence	Are you claimed on their federal income tax return?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you receive support from a Minnesota resident, you must attach a written statement from each individual stating how long they have lived in Minnesota, the nature of their relationship to you, and the percent of support provided.

Have you filed a Minnesota's State Tax Return?  
 Yes  No

If yes, for what years?

Do you have a driver's license?  
 Yes  No

If yes, state of issue? License number Date issued

Do you own a motor vehicle?  
 Yes  No

If yes, state of registration Registration number

(Complete reverse side.)

**You must provide the following information; add an extra sheet if needed.**

Please list the high schools and colleges you have attended (and whether attendance was full-time or part-time) and credits earned.

Dates	High school/college attended	Full-time/part-time	Credit earned	City, state

Please list any military service and home of record. Also, please attach DD214.

Dates	Military service	Home of record

Please list any Minnesota employers and number of hours worked weekly.

Dates	Employer	City, state	Hours per week

Please list any information you feel is important to your application for resident status. This may include an explanation of why you moved to Minnesota, extenuating circumstances affecting your residency, or any other information that you feel should be taken into consideration.

***I certify that the information given is true, correct, and complete to the best of my knowledge. I understand that falsification of information may result in disciplinary action.***

Applicant signature	Date
<input type="text"/>	<input type="text"/>

Current mailing address

Phone number: Home:  Work:

*for college use only*

Administrative action on petition

Official signature	Date
<input type="text"/>	<input type="text"/>