



Documentation Checklist

Establishing Residency for In-State Tuition Classification

Eligibility Requirements:

1. Only individuals who are financially independent may establish residency, regardless of age.
2. Only individuals who are U.S. citizens or U.S. permanent residents.

Deadline: The Petition of In-State Tuition Classification and all supporting documentation must be submitted by the first Friday of the requested semester.

Student Information

Legal name: Last: _____ **First:** _____ **Middle:** _____

ENMU ID number: _____ **ENMU email:** _____

Requested Semester/Year: Fall 20____ Spring 20____ Summer 20____

1. Required Documentation for Students Under the Age of 23

Students age 23 or older, proceed to next step.

Copy of parent/guardian 1040 or 1040A U.S. income-tax from the previous year.

2. Required Documentation - All Students

Proof of physical residency in the state of New Mexico for 12 consecutive months. Student must provide **one** of the following and include a sample of utility bills showing the applicant name and a New Mexico address.

Proof of residential property ownership in New Mexico (Copy of deed or settlement statement for property).

Lease/rental agreement within New Mexico.

3. Evidence of New Mexico Residency

Student must provide **two** of the following:

Proof of payment of New Mexico state income-tax for the previous year.

Evidence of employment within the state of New Mexico.

A New Mexico driver's license or ID card with an original date of issue or a renewal date issued prior to the first day of the semester.

New Mexico vehicle registration.

Voter registration in New Mexico.

4. Form Routing

Upon completion, the Petition for In-State Tuition Classification and all supporting documentation can be emailed to either enrollment.services@enmu.edu for undergraduates or graduate.school@enmu.edu for graduate students.

Incomplete records will not be processed.

Official Use Only

Approved Denied Reason for denial: _____

Effective Semester Approved: _____ Date: _____

Processed by: _____

PETITION FOR IN-STATE TUITION CLASSIFICATION

STATE OF NEW MEXICO



ALL REQUIREMENTS MUST
BE MET BY THE FIRST DAY
OF CLASSES

DEADLINE FOR
SUBMISSION OF PETITION

FOR THE _____

TERM: 20 _____

FOR OFFICE USE ONLY

Approved Denied Effective: Fall Spring Summer 20 _____

Reviewed by _____ Date _____

Notes _____

Instructions: Please answer all questions using N/A (Not Applicable) for those questions which do not apply to your situation. If you need additional writing space, please attach pages indicating the subject of each attachment. Submit the petition to the appropriate office well in advance of the term for which the request is being made.

PLEASE PRINT OR TYPE

PETITIONER NAME: _____ SSN OR ID #: _____

DATE OF BIRTH: _____ TELEPHONE: _____

List all addresses where you (student) have resided in the last 24 months. Give inclusive month/year for each residence including current residence, the reason you resided at that residence. (For example, parent's home, school, employment, etc.)

| | | |
|---|------|----|
| Present Address _____ | From | To |
| City _____ State _____ Zip _____ Reason _____ | / | / |
| Previous Address _____ | From | To |
| City _____ State _____ Zip _____ Reason _____ | / | / |
| Previous Address _____ | From | To |
| City _____ State _____ Zip _____ Reason _____ | / | / |

| | | |
|-----|----|--|
| | | 1. What state do you consider your permanent home? |
| YES | NO | 2. Do you intend to (or have you) establish (ed) New Mexico residency If yes, student must relinquish residency in all other states. |
| YES | NO | 3. Have you been absent from New Mexico for more than a month in the previous year? |
| YES | NO | 4. Are you married to a New Mexico resident? |
| YES | NO | 5. Are you currently enrolled, or have you attended a higher education institution in the last two years? If yes, complete below: |

| | | INSTITUTION | CITY/STATE | Classified as a resident? | |
|------|----|-------------|------------|---------------------------|----|
| FROM | TO | | | YES | NO |
| / | / | | | | |
| FROM | TO | | | YES | NO |
| / | / | | | | |
| FROM | TO | | | YES | NO |
| / | / | | | | |

| | | |
|-----|----|---|
| YES | NO | 6a. Did you graduate from a New Mexico high school? If yes, please list high school and graduation date: High School: _____ Date: ____/____/____ |
| YES | NO | 6b. Did you attend for at least year? |

7. List all employers, addresses and dates of employment in the previous year. Use additional pages if necessary.

| | | EMPLOYER | City | State | FT/PT |
|-----------|---------|----------|------|-------|-------|
| FROM / | TO / | | | | |
| FROM / | TO / | | | | |

| | | | | | |
|-----------|---------|--|--|--|--|
| FROM / | TO / | | | | |
| FROM / | TO / | | | | |

| | | |
|-----|----|--|
| YES | NO | <p>8. Did your parents or legal guardian claim you as a dependent on federal tax returns in the immediate preceding tax year?</p> <p>If yes, who: Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/></p> <p>If you were under the age of 23 in the most recent tax year, a copy of your parents' 1040, 1040A, 1040EZ tax form is required. If parents filed separately, submit a copy of both parents' returns.</p> |
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| | | <p>9. If you are less than 19 years of age or answered yes to question 8, please provide the following information:</p> <p>A. Parent/Guardian Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>B. If parents' addresses differ, explain: _____</p> |
|--|--|---|

| | | |
|-----|----|---|
| YES | NO | <p>10. Are you registered to vote in New Mexico? If so, provide Voter Registration Number: _____</p> <p>If no, what state are you registered to vote? _____</p> |
|-----|----|---|

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| YES | NO | <p>11. Did you file a New Mexico income tax return for the previous year?</p> <p>If no, in what state did you file your taxes? _____</p> |
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|--|--|--|
| | | <p>12. Your driver's license number: _____ State: _____ Expires: _____</p> |
|--|--|--|

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| YES | NO | <p>13. Do you have a New Mexico State issued ID card? If yes, ID Number: _____ Expiration Date: _____</p> |
|-----|----|---|

| | | |
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| YES | NO | <p>14. Do you own residential property in New Mexico? If yes, location: _____</p> |
|-----|----|---|

| | | |
|-----|----|---|
| YES | NO | <p>15. Do you have utilities in your name? If yes, which: _____</p> |
|-----|----|---|

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|-----|----|---|
| YES | NO | <p>16. Do you own a motor vehicle? If yes, license number: _____ State: _____</p> |
|-----|----|---|

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| | | <p>17. List any other information which may be pertinent to your classification as a New Mexico resident for tuition purposes:</p> <p>_____</p> <p>_____</p> |
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| YES | NO | <p>18. In the previous year, were you participating in the Texas, Arizona or Colorado tuition reciprocity program?</p> |
|-----|----|--|

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| YES | NO | <p>19. Are you participating in the Western Undergraduate Exchange Program?</p> <p>Are you participating in the Western Graduate Exchange Program ?</p> |
|-----|----|---|

| | | |
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| YES | NO | <p>20. Have you been receiving financial assistance from any state other than New Mexico?</p> <p>If yes, complete the following: Name of granting agency: _____</p> <p>State: _____ Date Received: _____</p> |
|-----|----|--|

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|-----|----|--|
| YES | NO | <p>21. Have you separated from the U.S. Armed Forces in the previous two years?</p> <p>A. Home of record on original entry papers: _____</p> <p>B. Home of record on State of Legal Residence Certificate (DD 2058): _____</p> |
|-----|----|--|

| | | |
|-----|----|---|
| YES | NO | <p>22. Are you a citizen of the United States? If no, applicant must complete this section:</p> <p>Country of Citizenship: _____</p> <p>Date of entry into the United States: _____</p> <p>Type of Visa: _____</p> <p>Permanent Resident Alien Registration Number: _____</p> |
|-----|----|---|

| | |
|--|-------------------|
| <p>I certify that the above is true and correct to the best of my knowledge. I am aware that the Institution may cancel my admission or registration for any false or misleading statement on this petition and assess retroactive tuition and fees.</p> | |
| <p>Petitioner Signature _____</p> | <p>Date _____</p> |