



University System of Georgia Petition for Classification of Students for Tuition Purposes

INSTRUCTIONS

University System of Georgia students are responsible for registering under the proper tuition classification. Students who have been classified as out-of-state for tuition purposes and believe they are entitled to be classified in-state for tuition purposes may petition the institution for a change of status. For more information about the classification of students for tuition purposes, see Board of Regents Policy Manual, section 403.02 Classification of Students for Tuition Purposes (<http://www.usg.edu/regents/policymanual/400.phtml>). For petition filing dates, consult with the Tuition Classification Officer at the institution to which you have applied for admission.

Who should file this petition?

This petition should be submitted **only** if you have already been notified that you have been classified as out-of-state for tuition purposes and you think that further information could alter that decision.

You must demonstrate that you, your parent, your spouse or your court appointed guardian (if you are a minor) is a legal resident of Georgia. You may establish this claim by providing documentation to support the definition established by the Board of Regents. **Please note that establishing in-state status for tuition purposes as defined by the Board of Regents is different than residency for purposes of such things as voting, having a GA license/tag etc., and requires more than establishing eligibility to vote, securing a driver's license, and/or paying taxes.**

Who has the best claim for in-state status for tuition purposes?

You, your parent, your spouse or your court-appointed guardian should meet **ALL** the following criteria:

- The person has always resided in Georgia or can demonstrate that they currently reside in Georgia and residence in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to an out-of-state classification and include such things as: financial support from a person who is a resident of another state or country, payment of income taxes to another state, registering a vehicle or securing a driver's license in another state or country.
- The person has lived in Georgia for the 12 consecutive months immediately preceding the start date for the term and their 12-month durational requirement has not included time attending any higher educational institution in Georgia on a full-time basis.
- The person can demonstrate that they moved to Georgia for purposes other than attending any educational institution in the State of Georgia.
- The person can demonstrate economic self-sufficiency and has contributed to the state by paying meaningful taxes.
- The person is a U.S. citizen, Resident Alien or is in a visa status permitting indefinite or permanent residence in the United States.

List of Documents which may be necessary:

1. A letter/statement from your employer(s) verifying any employment during the last 12 months. The letter/statement should indicate dates of employment and whether you had full or part-time employment. The letter/statement should be on company letterhead or be notarized.
2. A copy of the lease or deed for your residence(s) during the past 12 months, receipts from the payment of property taxes. **If the lease or deed is not in your name, please also** provide a notarized statement from the person who is on the lease stating that you do/did in fact live with him/her and for how long you have/had continuously resided with this person. **REQUIRED**
3. A Certified copy of your last Georgia income tax return from the Georgia Department of Revenue and a statement of intent to file current year tax (January –April, please include copies of past years W-2's). A copy of your parent's, guardian's or spouse's income tax return. If your parents, guardian, or spouse are Georgia residents, please also include a certified copy of their last Georgia income tax return. **REQUIRED**

4. Homestead exemption documents.
5. Verification of voter registration. (not sufficient by itself)
6. A valid vehicle registration for the State of Georgia. (not sufficient by itself)
7. A valid Georgia Driver's License. (not sufficient by itself)
8. Verify or provide copies of home of military record, military orders in Georgia, military I.D., and LES.
9. Copies of guardianship paperwork. (court orders)
10. If basing residency claim on marriage to a Georgia resident, a copy of your marriage certificate.
11. A copy of your permanent resident alien card (both sides), and/or documentation of any other visa status. If your permanent resident status or visa has been in place for less than 12 months, prior to the semester in question, please document your prior visa status.
12. A copy of your birth certificate or other legal documentation.
13. A copy of business or professional license(s) in Georgia.
14. Documentation of family, social, civic, or governmental ties in the State of Georgia which evidence intent to remain permanently.
15. Any other documentation that you may feel is relevant to your status.

Petitions for Classification of Tuition should be submitted to the Admissions Office prior to the first day of classes for the term for which the student seeks to pay fees as an in-state student. Requests for tuition waivers must be received in the appropriate office no later than the last day to pay fees for the term for which the out-of-state tuition is to be waived. *Petitions or requests for waivers submitted after that date will not be considered for the term.*



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Please complete and return this Petition along with pertinent documentation to the institution to which you have made application. It is strongly suggested that you keep either an electronic or paper copy of the completed form for your records.

PERSONAL INFORMATION

Name _____ Student ID# _____ Term _____
first middle last

Present Address _____
street city state zip

Permanent Address _____
street city state zip

NON-US CITIZENS ONLY

Country of Citizenship _____ VISA Type _____

Email Address _____ Telephone _____

Place of Birth _____ Date of Birth _____

Personal Statement

I have lived continuously in Georgia since _____
month day year

I currently reside in _____ county, Georgia.

Circle or Check Yes/No

I have a driver's license Yes No If yes, in which state was it issued? _____

I own a motor vehicle Yes No If yes, in which state is it registered? _____

I am registered to vote Yes No If yes, in which state are you registered? _____

**I am seeking classification of tuition status under the following category:
(check A-H below)**

- A. I am an independent student who has established and maintained a domicile in the State of Georgia for a period of at least 12 consecutive months immediately preceding the first day of classes for the term I plan to enroll.
- B. I am a dependent whose parent(s) have established and maintained domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term **and** I graduated from a Georgia high school

