

**Residency Requirements - Appeal for In-State Tuition**

Print Student Name \_\_\_\_\_ Student CWID# \_\_\_\_\_

Cell Phone \_\_\_\_\_ Home Number \_\_\_\_\_

Appeal for Montclair State University beginning: Term \_\_\_\_\_ Year \_\_\_\_\_

I am:  an undergraduate student  a graduate student

Montclair State University determines state residency for tuition purposes according to New Jersey Administrative Code 9A:5-1.1-1.2, which requires that a student must be legally domiciled in the state of New Jersey for at least twelve (12) months immediately prior to enrollment in order to be charged in-state tuition. All those domiciled outside of the state are charged out-of-state tuition.

Some financial aid is awarded based on state eligibility requirements, including a determination of residency-

Students must request a change of status by completing an affidavit, this form and submitting all necessary documentation to the Office of Student Accounts by the end of the add drop as published on the academic calendar. If approved, it will apply to the current and/or next term possible. Retroactive assessments are not performed.

International students studying under a nonimmigrant status may be eligible to pay resident tuition upon receipt of your US permanent-resident card and evidence of your compliance with the NJ definition of "domicile". Any other nonimmigrant alien (H-1, E-1, etc., status) will be classified as a nonresident for the assessment of tuition.

Residence established solely for the purpose of attending a NJ College or University does not constitute domicile for tuition purposes. Dependent students are presumed to be domiciled in the state in which their parents(s) or legal guardian(s) is domiciled.

**A student must present evidence of his/her domicile to qualify for resident tuition rates. Such evidence must include:**

- NJ driver's license, motor vehicle registration or voter registration card or
- Permanent residents must provide their green card showing permanent residency status issued one year prior to the term in which they are requesting the lower tuition rate.

**A minimum of three (3) from the list below:**

- A copy of his/her New Jersey resident Income tax return (please block out any identifying numbers such as SS#)
- A copy of the parent(s) or legal guardian(s)' most recent NJ income tax return
- Evidence of ownership or a long-term lease on a permanent residence for a period of one year
- A sworn, notarized statement from the student and/or his /her parent (s) or legal guardian declaring domicile in NJ for a period of one year
- Any proof of employment in the state for a period of one year

**This documentation must be submitted to Student Accounts Office located in Red Hawk Central. When the documents are received and reviewed, a decision will be made and emailed to their MSU address as to the students' residence status; additional documentation may be required upon request by Student Accounts. If you have any further questions, you can e-mail: [studentaccou@montclair.edu](mailto:studentaccou@montclair.edu).**

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date