Petition for Georgia Resident Classification

Who should file this petition? Students who have been classified as out-of-state for tuition purposes who believe that the submission of additional information could alter that decision may submit this petition and supporting documentation to request to be considered for reclassification. This petition should only be submitted by students who have been notified that they have been classified as out-of-state for tuition purposes. Students wishing to file a petition should contact the Office of the Registrar for filing deadlines and procedures.

*Attending college in Georgia does not in itself automatically qualify students for in-state residency.*

Prior to completing this petition, students should carefully review these instructions. For more information about the classification of students for tuition purposes, students should review Section 4.3.2 of the Board of Regents Policy Manual, Classification of Students for Tuition Purposes, found online at [http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/](http://www.usg.edu/policymanual/section4/policy/4.3_student_residency/).

Some students not eligible to be classified as in-state for tuition purposes may be eligible for an out-of-state tuition waiver. For more information about the available out-of-state tuition waivers, students should review Section 7.3.4.1 of the University System of Georgia Board of Regents Policy Manual, Out-of-State Tuition Waivers, found online at [http://www.usg.edu/policymanual/section7/C453/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees](http://www.usg.edu/policymanual/section7/C453/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees). Students wishing to apply for an out-of-state tuition waiver should contact the Office of the Registrar for filing deadlines and procedures.

Who may be eligible for in-state status for tuition purposes? The criteria considered when determining a student’s eligibility for in-state tuition depends on a student’s status as an independent or dependent student. A **dependent student** is an individual under the age of 24 who receives financial support from a parent or U.S. court-appointed legal guardian. An **independent student** is an individual who is not claimed as a dependent on the federal or state income tax returns of a parent or U.S. court-appointed legal guardian, and whose parent or U.S. court-appointed legal guardian has ceased to provide support and rights to that individual’s care, custody, and earnings.

- **An independent student** who has not lived outside of Georgia or who:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
  - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
  - Receives no financial assistance from outside of Georgia;
  - Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and
  - Is a U.S. citizen, lawful permanent resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.

- **A dependent student** whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:
  - Moved to the state for reasons other than attending a post-secondary educational institution;
  - Abandoned all ties to their previous state or country of residence;
  - Has taken appropriate steps to assume the responsibilities of a Georgia resident;
  - Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
  - Receives no financial assistance from outside of Georgia; and
  - Is a U.S. citizen, lawful permanent resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
  - In addition to the above, a dependent student of a **Georgia-domiciled parent** must either:
    - A. Be a graduate of a Georgia high school; or
    - B. Be claimed as a dependent on the state or federal income taxes of the Georgia-domiciled parent.

A **dependent student of a Georgia-domiciled U.S. court-appointed legal guardian** must provide evidence that the guardianship was not appointed to avoid payment of out-of-state tuition.
Section I: Student information
I hereby submit this petition to begin the following term:
- Fall 20_____
- Spring 20_____
- Summer 20_____
Petitioner Category (choose letter code from page 4): _____
Name ___________________________________________
Student ID# _______________________________________
Birth Date _____ / _____ / _____ (mm/dd/yyyy)
First term of enrollment at Armstrong __________________
E-mail ___________________________________________
Phone ___________________________________________
Married?  □ Yes  □ No  If yes:
  Date of marriage ____________________________
  Spouse’s name _____________________________
Have you established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification?  □ Yes  □ No

Section II: Citizenship status
Please check one of the following citizenship categories:
- □ U.S. Citizen
- □ Resident Alien
- □ Non-resident Alien
Students requesting in-state tuition rates will be required to prove lawful presence in the United States. You must include documentation of proof of lawful presence with your waiver application. The following is a list of acceptable documents:
  - A current Driver’s License/ID issued by the State of Georgia after January 1, 2008. A limited term license or a license issued for a period of less than two years is not acceptable.
  - A current military ID (service member only, not dependent).
  - A Certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy provided by the student is not acceptable.
  - A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).
  - A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
  - A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
  - A current U.S. Passport.
  - A current, valid Permanent Resident Card (USCIS form I-151 or I-551)

Section III: Additional Information
Do you have a driver’s license or state-issued ID?  □ Yes  □ No
If yes, in what U.S. state/territory is it issued? ___________________________
Do you drive a vehicle?  □ Yes  □ No
If yes, in what U.S. state/territory is it registered? ___________________________
Are you registered to vote?  □ Yes  □ No
If yes, in what U.S. state/territory are you registered? ___________________________
Did you file state income taxes for the most recent tax year?  □ Yes  □ No  If yes, in what state? ___________________________
Did you file as a resident, nonresident or part-year resident? ___________________________
Did you file federal income taxes for the most recent tax year?  □ Yes  □ No
Please list employer(s) with address and dates in the last 2 years (attach additional sheets if needed):

<table>
<thead>
<tr>
<th>Dates (month/year)</th>
<th>Employer</th>
<th>City</th>
<th>State</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>From ______ To ______</td>
<td>______________________</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>From ______ To ______</td>
<td>______________________</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If you are under 24, please answer the following questions:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Were you claimed as a dependent on the state or federal income tax returns of your parent(s) or U.S. court-appointed legal guardian filed for the most recent tax filing year?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Did your parent(s) or U.S. court-appointed legal guardian provide you with any financial support in the last year?</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

If yes to either of the above questions, the following must be answered:

Has the parent or U.S. court-appointed legal guardian who claimed you as a dependent on their most recent state or federal income tax return established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification?  ☐ Yes  ☐ No

Name of your Georgia-domiciled parent or U.S. court-appointed legal guardian: __________________________________________

Relationship: __________________________

If the individual listed above is your U.S. court-appointed legal guardian, date guardianship was appointed:

__/__/____ (mm/dd/yyyy)

Has your parent or U.S. court-appointed legal guardian ever lived in another country or in any U.S. state/territory other than Georgia?

☐ Yes  ☐ No

If yes, date when residency was established in Georgia? : ________/______/____ (mm/dd/yyyy)

What was their reason for moving to Georgia? ____________________________________________________________

Do they have a driver’s license or state-issued ID?  ☐ Yes  ☐ No

If yes, in what U.S. state/territory is it issued? __________________________

Do they drive a vehicle?  ☐ Yes  ☐ No

If yes, in what U.S. state/territory is it registered? ________________

Are they registered to vote?  ☐ Yes  ☐ No

If yes, in what U.S. state/territory are they registered? __________________________

Did they file state income taxes for the most recent tax year?  ☐ Yes  ☐ No

If yes, in what state? ________________

Did they file as a resident, nonresident or part-year resident? __________________________________________________

Did they file federal income taxes for the most recent tax year?  ☐ Yes  ☐ No

Please list employer(s) with address and dates in the last 2 years (attach additional sheets if needed):

<table>
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**Oath and Affirmation**

I understand that any material false statement made knowingly and willingly by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than $1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

I authorize the university to review or examine any and all documents and records, including my confidential financial aid documents and related data, which may assist in clarifying my residence. If incorrect classification results from false or concealed facts, I may be charged tuition past due and unpaid at the out-of-state rate. Until these charges are paid, I will not be allowed to receive transcripts or graduate from Armstrong State University. I further understand that I am responsible for reporting any resident status changes to the resident official of Armstrong.

Student Signature ____________________________________________________ Date:__/__/____ (mm/dd/yyyy)

*Armstrong State University reserves the right to request any additional documentation that may be needed to clarify originally submitted documents. This documentation may include relevant income not covered in tax documents. Other documentation may include, but is not limited to, pay stubs, financial aid paperwork, bank savings statements, or canceled checks from outside sources.*
<table>
<thead>
<tr>
<th>Cat.</th>
<th>DESCRIPTION OF PETITIONER</th>
<th>REQUIRED DOCUMENTS (Other documents may be requested)</th>
</tr>
</thead>
</table>
| A    | Independent               | • A clear and complete signed statement indicating your purpose for moving to Georgia and intentions on remaining in Georgia*  
       |                            | • Documentation from your employer(s) verifying any employment during the last 12 months. The statement should be on company letterhead and indicate dates of employment and full or part-time status.  
       |                            | • Copy of your lease or warranty deed covering the past 12 months. If the lease is not in your name, also include a signed statement from the owner/lessee with the beginning and ending date you resided at that address and documentation showing your residence (for example bills or other mail received at that address)  
       |                            | • Copy of your most recent state income tax return. IRS tax transcripts cannot be accepted in lieu of the state tax return.  
       |                            | • Copy of most recent federal tax return  
       |                            | • Copy of Georgia driver’s license  
       |                            | • Other supporting documentation may include: Copy of most recent W-2, pay stubs, property tax statements, valid Georgia vehicle registration, Georgia voter registration, bills (for example utility bills, insurance bills, etc.)  
       | 1. I have not been claimed as a dependent on the most recent income tax return of my parent or U.S. court-appointed legal guardian.  
       | 2. I moved to Georgia for purposes other than attending an educational institution.  
       | 3. I have established and maintained residence in Georgia for a minimum of 12 months prior to the first term of enrollment.  
       | 4. Independent students under the age of 24: I have been financially self-sustaining. | • Independent students under the age of 24: Copy of most recent federal income tax return of your parent or U.S. court-appointed legal guardian  
       |                                | • Non-US citizens: Copy of both sides of your permanent resident card or documentation of other visa status. If your permanent resident status or visa has been in place for fewer than 12 months, document prior visa status and provide copies of I-797C. |
| B    | Dependent                 | • A clear and complete signed statement indicating your purpose for moving to Georgia and intentions on remaining in Georgia*  
       |                            | • Documentation from parent or U.S. court-appointed legal guardian’s employer(s) verifying any employment during the last 12 months. The statement should be on company letterhead and indicate dates of employment and full or part-time status.  
       |                            | • Copy of lease or warranty deed covering residence of parent or U.S. court-appointed legal guardian for 12 months prior to enrollment. If lease is not in their name, also include a signed statement from the owner/lessee with the beginning and ending date they resided at that address and documentation showing their residence (for example bills or other mail received at that address)  
       |                            | • Copy of parent or U.S. court-appointed legal guardian’s most recent state income tax return. IRS tax transcripts cannot be accepted in lieu of the state tax return.  
       |                            | • Copy of parent or U.S. court-appointed legal guardian’s most recent federal income tax return verifying student’s dependent status for tax purposes.  
       |                            | • Copy of parent or U.S. court-appointed legal guardian’s Georgia driver’s license or state-issued ID  
       |                            | • Other supporting documentation may include: Copy of most recent W-2, pay stubs, property tax statements, valid Georgia vehicle registration, Georgia voter registration, bills (for example utility bills, insurance bills, etc.)  
       | 1. I am under the age of 24.  
       | 2. I have been claimed as a dependent on the most recent income tax return of my parent or U.S. court-appointed legal guardian.  
       | 3. My parent or U.S. court-appointed legal guardian has established and maintained residence in Georgia for a minimum of 12 months prior to the first term of enrollment. | • Non-US citizens: Copy of both sides of your and your parent or U.S. court-appointed legal guardian’s permanent resident card or documentation of other visa status. If permanent resident status or visa has been in place for fewer than 12 months, document prior visa status and provide copies of I-797C. |
| C    | Active Duty Military/ GA Home of Record | • A clear and complete signed statement indicating your purpose for moving to Georgia and intentions on remaining in Georgia*  
       |                            | • Copy of your most recent state income tax return  
       |                            | • Copies of LES indicating Georgia as state of legal residence for tax purposes covering past 12 months (first and last month only)  
       |                            | • Copy of Georgia Driver’s License issued after 01/01/08**  
       | I am in the US military. LES shows Georgia as state of legal residence for tax purposes, and I paid Georgia taxes for the 12 months prior to first term of enrollment. | |
| D    | Dependent of Active Duty Military/ GA Home of Record | • A clear and complete signed statement indicating your purpose for moving to Georgia and intentions on remaining in Georgia*  
       |                            | • Copy of most recent Georgia income tax return of parent or U.S. court-appointed legal guardian  
       |                            | • Copies of LES indicating Georgia as state of legal residence for tax purposes covering the past 12 months (first and last month only)  
       |                            | • Copy of most recent federal income tax return of parent or U.S. court-appointed legal guardian verifying student’s dependent status for tax purposes  
       |                            | • Copy of parent or U.S. court-appointed legal guardian’s license or state-issued ID  
       | My parent or U.S. court-appointed legal guardian is in the US military. LES shows Georgia as state of legal residence for tax purposes, and my parent or U.S. court-appointed legal guardian paid Georgia taxes for the 12 months prior to the first term of enrollment. | |

* The statement of intent should reflect your current circumstances only. Future changes to these circumstances will not result in retroactive tuition charges.

This petition and all required documents should be submitted by the following dates to be processed before the tuition payment deadline for that term:

- **August 1 for Fall semester; December 1 for Spring semester; May 1 for Summer semester**

The deadline to submit a petition is the end of the 5th week of the fall and spring semester and the end of the 1st week of the summer semester. All documentation must be received before the deadline for consideration for the current term. Petitions will not be considered and are not retroactive for prior terms.

Please submit your petition and all required documents in one complete package.