

APPLICATION PROCESS for In-State Classification



Classification for Fee-Paying Purposes

The primary factors in determining in-state classification for fee-paying purposes are 1.) intent and 2.) domicile. Your application will be reviewed to determine two things: we need to know why you moved to Tennessee (intent) and whether or not you have established a permanent residence in Tennessee (domicile). Your application must pass both the intent and the domicile review in order for you to be classified in-state.

Frequently Asked Questions about Classification

1. What do you need to know about my intent and why is it important?

Tennessee Board of Regents (TBR) policy states that a person cannot qualify for in-state fees if he or she came to Tennessee for the primary purpose of attending college. For example, if you moved to Tennessee and immediately enrolled at MTSU as a full-time student, you are presumed to have moved to Tennessee for the primary purpose of attending college and you will not be eligible for in-state fees. The presumption is a student cannot acquire domicile in this state while enrolled as a full-time student.

2. What do you need to know about my domicile?

First, we will need to know if you are considered as a dependent of your parents. You will be considered a dependent if your parents claimed you as an exemption on their most recent tax return or if you have received significant financial support from your parents in the past year. If you are a dependent, then you will be classified according to your parents' domicile. For instance, if you are a dependent and your parents live in Michigan, you will be classified as out-of-state for fee-paying purposes. If you are 18 years of age or older and your parents have not claimed you as a dependent and they are no longer under any legal obligation to support you, you may qualify to be considered emancipated. Emancipated students must provide proof of their Tennessee domicile. This proof must establish that you did not move to Tennessee for the purpose of attending college and that you are making Tennessee your permanent home.

3. How can I qualify to pay in-state fees at Middle Tennessee State University?

In general, you must be able to prove that you live in the state of Tennessee year-round and intend to make it your home for the foreseeable future, regardless of your academic status. You must be able to prove both your intent and domicile by completing our Undergraduate Application for In-State Classification for Fee-Paying Purposes and providing the appropriate documentation. Our trained in-state classification officers will review your application and render a decision based on the information you have provided.

4. What if I own a home in Tennessee?

Tennessee homeowners will be classified as in-state provided they are emancipated and produce documentation of ownership.

5. What if I was transferred by my job to Tennessee?

Or what if my parent or spouse was transferred?

In most cases, if you can prove you were transferred from one full-time position with a company to another, you will be classified as in-state. The job must be full-time and must be with the same company. In most cases, the same holds true if your parent or spouse was transferred.

6. What if my spouse is already classified as in-state?

The spouse of a student already classified as in-state will also be classified as in-state upon completing the classification application and submitting appropriate documentation.

7. What if I am in the military or was recently discharged from the armed services?

If you can produce a copy of your orders proving a reassignment to Tennessee or provide us a copy of your DD214 with Tennessee listed as your mailing address after separation, you will be classified as in-state.

8. What if I am an international student?

First you must establish intent to live permanently in the state of Tennessee. In other words, you must prove that you did not come to Tennessee for the primary purpose of attending college. Therefore, students in the United States on temporary visas, including F-1 and H-3 visas, will not be able to meet the standard of proving Tennessee domicile since they are not legally permitted to make the United States, or Tennessee, their permanent home. Undocumented aliens cannot establish domicile in Tennessee regardless of their length of stay in the state.

9. What if I am claimed by my parents as a dependent?

If you are claimed as a dependent by your parents on their federal income tax return and they are residents of another state, you CANNOT be classified as in-state for fee-paying purposes. However, if your parents are divorced and one parent lives in Tennessee, you may be eligible for in-state classification regardless of who claims you on an income tax return.

10. What if none of the above applies to me?

You may want to consider our full-time/part-time program to reduce your tuition costs. Students who work a full-time job (or a combination of part-time jobs totaling 40 hours or more a week) and are registered for 11 credit hours or less a semester qualify for this two-semester tuition-reduction program. After completing the application and submitting signed letters from each employer on letterhead documenting start date, hours worked per week, and the likelihood the job will continue throughout the semester, students enrolled in this program will receive in-state rates for at least two consecutive semesters. At the end of the two semesters, the student is then eligible to apply for permanent in-state classification. The same rules and regulations apply to students who have completed the full-time/part-time program as for in-state classification.

While this document is intended to provide as much information as possible about Middle Tennessee State University's policy on classification for fee paying purposes, it is neither comprehensive nor inclusive. Please review the *Tennessee Board of Regents Regulations for Classifying Students In-State or Out-of-State for the Purpose of Paying College or University Fees and Tuition for Admission Purposes* (included with the application) before completing the MTSU Undergraduate Application for In-State Classification. Completing the application does not, however, guarantee in-state status. Your application and accompanying pertinent documentation must be reviewed by the Admissions Classification Committee.



Tennessee's Best

Application Process

In-State Classification for Undergraduate Students

1. Please fill out the undergraduate application for in-state classification for fee-paying purposes and return it, along with the supporting documentation required under each section that applies to your individual residency claim, to the **Undergraduate Admissions Office, 209 Cope Administration Building, MTSU, Murfreesboro, TN 37132**. You may bring your application materials to our office or mail them to the above address. Simply completing this application is not sufficient proof of your residency in Tennessee—documentation is not only crucial, it is required. Failure to provide documentation with your application will delay the review process while we contact you regarding the items needed and wait for them to arrive. All credentials become the property of the University and cannot be forwarded or returned.

NOTE: Graduate students should obtain a Graduate Residency Application from the College of Graduate Studies, Sam H. Ingram Building 121A. **Non-U.S. citizens may use the attached application form and return it to the Admissions Office or mail to, 209 Cope Administration Building.**

2. After your completed application and documentation are received, the in-state classification officer in the Admissions Office will review the information within the context of the Tennessee Board of Regents regulations for in-state classification (see below). Once a decision has been made, you will receive an e-mail (usually within 7-10 days) notifying you of your classification for fee-payment.

If your classification is out-of-state, you will be given information on how to appeal. However, a student must first apply for in-state classification and subsequently be denied in-state status prior to attempting an appeal.

3. **Priority date for residency applications: Fall, August 1; Spring, December 1; Summer, May 1.** Due to the high volume of activity in our office immediately prior to and during registration, we cannot guarantee that applications received or completed after the priority date will be processed prior to the fee-payment deadline. Late applications will be processed in a first-come, first-served manner. If this application is submitted after the last day of registration the application will be considered for the next term (refer to paragraph 9).

Tennessee Board of Regents Regulations for Classifying Students In-State or Out-of-State for the Purpose of Paying College or University Fees and Tuition and for Admission Purposes Policy No. 3:05:01:00

Paragraph 1. Intent. It is the intent that the public institutions of higher education in the state of Tennessee shall apply uniform rules, as described in these regulations and not otherwise, in determining whether students shall be classified “in-state” or “out-of-state” for fees and tuition purposes and for admission purposes.

Paragraph 2. Definitions. Wherever used in these regulations:

1. “Public higher educational institution” shall mean a university or community college supported by appropriations made by the legislature of this state.
2. “Residence” shall mean continuous physical presence and maintenance of a dwelling place within this state, provided that absence from the state for short periods of time shall not affect the establishment of a residence.
3. “Domicile” shall mean a person’s true, fixed, and permanent home and place of habitation; it is the place where he or she intends to remain, and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere. Undocumented aliens cannot establish domicile in Tennessee, regardless of length of residence in Tennessee.
4. “Emancipated person” shall mean a person who has attained the age of eighteen years, and whose parents have entirely surrendered the right to the care, custody, and earnings of such person

and who no longer are under any legal obligation to support or maintain such deemed “emancipated person.”

5. “Parent” shall mean a person’s father or mother. If there is a nonparental guardian or legal custodian of an unemancipated person, then “parent” shall mean such guardian or legal custodian; provided, that there are not circumstances indicating that such guardianship or custodianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.
6. “Continuous enrollment” shall mean enrollment at a public higher educational institution or institution of this state as a full-time student, as such term is defined by the governing body of said public higher educational institution or institutions, for a normal academic year or years or the appropriate portion or portions thereof since the beginning of the period for which continuous enrollment is claimed. Such person need not enroll in summer sessions or other such intersessions beyond the normal academic year in order that his or her enrollment be deemed continuous notwithstanding lapses in enrollment occasioned solely by the scheduling of the commencement and/or termination of the academic years, or appropriate portion thereof, of the public higher educational institutions in which such person enrolls.

continued

Paragraph 3. Rules for Determination of Status.

1. Every person having his or her domicile in this state shall be classified "in-state" for fee and tuition purposes and for admission purposes.
2. Every person not having his or her domicile in this state shall be classified "out-of-state" for said purposes.
3. The domicile of an unemancipated person is that of his or her parent. Unemancipated students of divorced parents shall be classified "in-state" when one parent, regardless of custodial status, is domiciled in Tennessee.
4. The spouse of a student classified as "in-state" shall also be classified "in-state."

Paragraph 4. Out-of-State Students Who Are Not Required to Pay Out-of-State Tuition.

1. An unemancipated, currently enrolled student shall be reclassified out-of-state should his or her parent, having theretofore been domiciled in the state, remove from the state. However, such student shall not be required to pay out-of-state tuition nor be treated as an out-of-state student for admission purposes so long as his or her enrollment at a public higher educational institution or institutions shall be continuous.
2. An unemancipated person whose parent is not domiciled in this state but is a member of the armed forces and stationed in this state or at Fort Campbell pursuant to military orders shall be classified out-of-state but shall not be required to pay out-of-state tuition. Such a person, while in continuous attendance toward the degree for which he or she is currently enrolled, shall not be required to pay out-of-state tuition if his or her parent thereafter is transferred on military orders.
3. A person whose domicile is in a county of another state lying immediately adjacent to Montgomery County, or whose place of residence is within thirty (30) miles of Austin Peay State University shall be classified out-of-state but shall not be required to pay out-of-state tuition at Austin Peay State University.
4. A person whose domicile is in Mississippi County, Arkansas, or either Dunlin County or Pemiscot County, Missouri, and who is admitted to Dyersburg State Community College shall not be required to pay out-of-state tuition.
5. A person, who is not domiciled in Tennessee, but has a bona fide place of residence in a county which is adjacent to the Tennessee state line and which is also within a 30-mile radius (as determined by THEC) of a city containing a two-year TBR institution, shall be classified out-of-state, but admitted without tuition. The two year institution may admit only up to three percent (3%) of the full-time equivalent attendance of the institution without tuition. (THEC may adjust the number of the non-residents admitted pursuant to this section every three (3) years.) (See TCA 49-8-102)
6. Part-time students who are not domiciled in this state but who are employed full-time in the state, or who are stationed at Fort Campbell pursuant to military orders, shall be classified out-of-state but shall not be required to pay out-of-state tuition. This shall apply to part-time students who are employed in the State by more than one employer, resulting in the equivalent of full-time employment.
7. Military personnel and their spouses stationed in the state of Tennessee who would be classified out-of-state in accordance with other provisions of these regulations will be classified out-of-state but shall not be required to pay out-of-state tuition. This provision shall not apply to military personnel and their spouses who are stationed in this state primarily for educational purposes.
8. Dependent children who qualify and are selected to receive a scholarship because their parent is a law enforcement officer, fireman, or emergency medical service technician who was killed or totally and permanently disabled while performing duties within the scope of their employment shall not be required to pay out-of-state tuition. (See TCA 49-4-704)

9. Active-duty military personnel who begin working on a college degree at a TBR institution while stationed in Tennessee or at Fort Campbell, Kentucky, and who are transferred or deployed prior to completing their degrees, can continue to completion of the degrees at that same institution without being required to pay out-of-state tuition, as long as he or she completes at least one (1) course for credit each twelve- (12) month period after the transfer or deployment. Exceptions may be made in cases where the service member is deployed to an area of armed conflict for periods exceeding twelve (12) months.
10. Students who participate in a study abroad program, when the course/courses in the study abroad program is/are the only course/courses for which the student is registered during that term, shall not be required to pay out-of-state tuition.
11. Students who are awarded tuition waiver scholarships for participation in bona fide campus performance-based programs, according to established guidelines, shall not be required to pay out-of-state tuition.

Paragraph 5. Honors Programs. Each institution will establish policies regarding out-of-state tuition scholarships for students selected for admissions into formal honors programs at the institution.

Paragraph 6. Presumption. Unless the contrary appears from clear and convincing evidence, ***it shall be presumed that an emancipated person does not acquire domicile in this state while enrolled as a full-time student at any public or private higher educational institution in this state,*** as such status is defined by such institution.

Paragraph 7. Evidence to be Considered for Establishment of Domicile. If a person asserts that he or she has established domicile in this state he or she has the burden of proving that he or she has done so. Such a person is entitled to provide to the public higher educational institution by which he or she seeks to be classified or reclassified in-state, any and all evidence which he or she believes will sustain his or her burden of proof. Said institution will consider any and all evidence provided to it concerning such claim of domicile but will not treat any particular type or item of such evidence as conclusive evidence that domicile has or has not been established.

Paragraph 8. Appeal. The classification officer of each public higher educational institution shall be responsible for initially classifying students "in-state" or "out-of-state." Appropriate procedures shall be established by each such institution by which a student may appeal his or her initial classification.

Paragraph 9. Effective Date for Reclassification. If a student classified out-of-state applies for in-state classification and is subsequently so classified, his or her in-state classification shall be effective as of the date on which reclassification was sought. ***However, out-of-state tuition will be charged for any quarter or semester during which reclassification is sought and obtained unless application for reclassification is made to the admissions officer on or before the last day of registration of that quarter or semester.***

Paragraph 10. Effective Date. These regulations supersede all regulations concerning classification of persons for fees and tuition and admission purposes previously adopted by the State Board of Regents, and having been approved by the Governor, become effective July 1, 1983, or upon their becoming effective pursuant to the provisions of TCA Section 4-5-101 et seq. as amended.

Adopted by the State Board of Regents in sessions held on the following dates: 12/13/74, 2/21/75, 3/21/86, 9/16/88, 6/29/90, 6/24/94, 3/30/01, 12/7/01, 12/5/03, 6/30/06.

MTSU UNDERGRADUATE APPLICATION

for In-state Classification

Deadlines: Fall–August 1 • Spring–December 1 • Summer–May 1

Directions

- Please read the accompanying frequently asked questions document, the Tennessee Board of Regents regulations attached to this application, and all of the questions carefully before completing the application. Space is provided on the last page for you to elaborate further on your reasons for seeking in-state classification for fee-paying purposes. The more complete an explanation you provide, the more efficiently a decision will be rendered. PLEASE PRINT LEGIBLY.
- Simply completing this application may not be sufficient to allow in-state fee payment—documentation is crucial. The burden of proof of all conditions pertaining to in-state classification is placed upon the student and/or student's parent or guardian, including the responsibility for providing any documents as proof.
- Return the completed application to the **Admissions Office, Middle Tennessee State University, Murfreesboro, TN 37132**. All non-U.S. citizens should submit this form to the International Admissions Office, 209 Cope Administration Building. IT IS ADVISABLE TO FILE THIS APPLICATION AT LEAST ONE MONTH PRIOR TO THE FEE-PAYMENT DEADLINE.
- After your completed application and documentation are received, an officer in the Admissions Office will review the information within the context of the Tennessee Board of Regents regulations for in-state classification. Once a decision has been made, you will receive an e-mail (usually within 7–10 business days) notifying you of your classification for fee payment.
- **Priority date for in-state classification applications:** Fall—August 1; Spring—December 1; Summer—May 1. Due to the high volume of activity immediately prior to and during registration, we cannot guarantee that applications received or completed after the priority date will be processed prior to the fee-payment deadline. Late applications will be processed in a first-come, first-served manner. If this application is submitted after the last day of registration the application will be considered for the next term. (Refer to paragraph 9 of the Tennessee Board of Regents attachment.) Please answer all questions thoroughly. Incomplete information will result in delayed processing times.

MTSU ID M# _____

In-state application for Fall 20____ Spring 20____ Summer 20____ Home phone number (____) _____
Area code

Have you applied for admission to Middle Tennessee State University? Yes No

NOTE: This application will only be processed if you have also applied to the University.

Status: Full-time student Part-time student

Work phone number (____) _____
Area code

Primary e-mail address _____ Cell phone number (____) _____
Area code

NOTE: If student has been admitted to the University, all correspondence regarding in-state classification will be sent to student's official MTSU e-mail address.

Please state when and why you moved to Tennessee.

A. GENERAL INFORMATION

1. Full legal name _____
Last First Middle Maiden Surname

2. **Present** mailing address _____
Street/Number City State Zip

a. Length of time at this address: _____ Years _____ Months

b. Do you own the residence in which you currently reside? Yes No

(Documentation: photocopy of deed, lease, or other public record)

If **Yes**, the date of purchase _____
(Documentation: photocopy of deed, lease, or other public record. Bank statements and utility bills are NOT acceptable forms of documentation.)

If **NO**, do you Rent Other

(Documentation: photocopy of lease, notarized letter, or other public record. Bank statements and utility bills are NOT acceptable forms of documentation.)

- c. If you have resided at the above address less than one year, provide your previous address:

Street/Number _____ City _____ State _____ Zip _____

Length of time at this address: _____ Years _____ Months Own Rent Other _____

(Documentation: photocopy of deed, lease, or other public record)

3. **Permanent** mailing address

Street/Number _____ City _____ State _____ Zip _____

a. Length of time at this address: _____ Years _____ Months

b. Own Rent Other _____

(Documentation: photocopy of deed, lease, or other public record)

c. Name and relationship (if any) of owner if other than yourself _____

4. Date and place of birth

Date _____ City _____ County _____ State _____ Country _____

5. Have you resided in Tennessee continuously since birth? Yes No

6. Do you now attend or have you previously been enrolled at Middle Tennessee State University? Yes No

If **Yes**, give dates: from _____ to _____

Have you attended another institution? Yes No

If **Yes**, give name of institution(s) and dates attended _____

B. CITIZENSHIP

7. Are you a citizen of the U.S.? Yes No If **No**, permanent resident or visa type _____

(Documentation: photocopy of the proof of visa)

8. Are you registered to vote in Tennessee? Yes No If **No**, in which state are you registered? _____

(Documentation: photocopy of voter's registration)

C. AUTOMOBILE

9. Do you have a driver's license? Yes No If **Yes**, what state issued the license? _____

(Documentation: photocopy of license)

10. Driver's license number _____

11. Do you own an automobile? Yes No

If **Yes**, in what state is your automobile registered? _____ Expiration date _____

(Documentation: photocopy of auto registration)

D. PARENT INFORMATION

12. Did either parent or guardian claim you as a dependent on his/her most recent income tax return? Yes No

If **Yes**, his/her name _____ What year? _____

(Documentation: photocopy of address and dependent sections of tax form)

13. Father's name _____
Last First Middle

14. Father's address _____
Street/Number City State Zip

15. Mother's name _____
Last First Middle

16. Mother's address _____
(If different than father's) Street/Number City State Zip

17. Do you have a **legally** appointed guardian? Yes No

If **Yes**, guardian's name _____
Last First Middle

Guardian's address _____
Street/Number City State Zip

E. EMPLOYMENT

18. Are you presently employed? Yes No

a. If **Yes**, part-time full-time b. Total number of hours worked each week _____

Employer's name _____ Phone no. _____
(Area code)

Employer's location (city and state) _____ Starting date ____/____/____
(Documentation: original copy of letter from employer(s) on official stationery which verifies the above information)

If you have been employed at your current job less than one year, please provide the same information about your previous employer.

F. MILITARY

19. Have you served or do you presently serve as an active member of the U.S. military? Yes No

20. Date of entry ____/____/____ 21. Date of separation from active duty ____/____/____

22. If currently on active duty, what is your legal state of residence as maintained by your branch of service? _____

23. Address given at time of discharge from the military (mailing address on DD-214):

Street/number City State Zip

(Documentation: photocopy of Form DD214)

G. MARITAL INFORMATION

24. Marital Status Married Single

25. Spouse's name _____
Last First Middle

(Documentation: photocopy of marriage certificate)

26. Place of marriage _____
City State

27. Is your spouse currently enrolled at MTSU? Yes No If **Yes**, M# _____

28. Has your spouse lived in Tennessee continuously since birth? Yes No
If **No**, when did spouse establish his/her most recent residence in Tennessee? Month ____ Year ____

29. For what reason did spouse come to Tennessee to establish most recent domicile?

30. Is your spouse employed full-time? Yes No
If **Yes**, how long has he/she been in present position? ____ Years ____ Months

31. Name and address of spouse's employer _____
Employer Name City State

If your spouse has been employed at his or her current job less than one year, please provide the same information about his or her previous employer.

32. Is spouse a citizen of the U.S.? Yes No If **No**, spouse is a permanent resident or visa type _____

