Ferris State University

Petition for Change in Residence Status

A student enrolling at Ferris State University shall be classified as a "resident" or "non-resident" student for the purposes of administering admission, fees, and tuition charges. It is the student's responsibility to register under the proper "resident" or "non-resident" status. If a student has a question regarding his/her classification, the student should contact the Registrar’s Office at least one month before registering.

A student may provide any and all evidence that he/she believes will prove that he/she is domiciled in Michigan. No one type of evidence will be considered dispositive of the issue of domicile. Rather, the University will consider all of the evidence provided to it concerning a claim of domicile. The Residency Requirements for Tuition Purposes policy in its entirety may be found at http://www.ferris.edu/admissions/registrar/registrarPdfs/ResidencyRequirements.pdf.

Petition Deadline: No sooner than 60 calendar days before the start of the semester and at least 30 calendar days before the start of each semester.

Appeal Process: If your petition is not approved you will receive written notice, which will include the appeal procedure. The appeal procedure can also be found in the Residency Requirements for Tuition Purposes policy.

Please note that a Notary Public’s signature is required for completion of this petition. For your convenience there are Notary Publics located in the Timme Center for Student Services. You can also find Notary Publics in other locations, such as the Post Office. Please contact the Registrar’s Office at 231-591-2792 for more information regarding the available locations on campus.

Please answer all of the following questions. Students are also responsible for providing any additional documentation necessary to support their claim to in-state status eligibility if such documentation is requested by the University. If you fail to provide the appropriate information or requested documents your petition will be denied.

Send completed petition and supporting documents to

Ferris State University
Registrar’s Office
1201 S. State St. CSS 201
Big Rapids, MI 49307

Last revised 6/28/2017
Petition for Change in Residence Status

For Term: ☐ Fall  ☐ Spring  ☐ Summer  Year:__________

Have you petitioned for residency previously?  ☐ Yes  ☐ No  If yes, when__________

Name:_______________________________________________________________________

Last    First    Middle

Student Number: _______________ Date of Birth:_____/_______/_______ (MM/DD/YY)

Marital Status:    ☐ Married            ☐ Single
Level of Study:  ☐ Undergraduate  ☐ Graduate  ☐ Professional  ☐ Other_______
Student Status:  ☐ New       ☐ Currently Enrolled       ☐ Readmit
First Semester at FSU: __________

Provide your permanent home address:

Street_______________________ City___________________ State________  Zip________

Phone_______________________ Month/Year you moved to this address________________

*Please note that if your petition is approved your permanent address at the University will be updated to this address if not already.

Provide your previous address:

Street_______________________ City___________________ State_______ Zip_______

Phone_______________________
List all other addresses since you first enrolled at Ferris State University:

<table>
<thead>
<tr>
<th>Address (Street, City, State, Zip)</th>
<th>Dates (From/To MM/YY)</th>
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1. Are you a Dependent Student?  
   □ Yes  □ No

*A student is presumed to be a dependent of his/her parents if the student is 24 years of age or younger and (a) has been involved primarily in educational pursuits, or (b) has not been entirely financially self-supporting.

If you answered yes to Question 1, please provide the following information for each parent:

Name_______________________
Street_______________________ City___________________  State________  Zip________
Phone_______________________ Employer____________________________ State ______

Name_______________________
Street_______________________ City___________________  State________  Zip________
Phone_______________________ Employer____________________________ State ______

2. Did your parents claim you as a dependant on the most recent year’s federal and state income tax returns?  □ Yes  □ No

*Include a copy of the front and signature pages of the most recent year's federal and state income tax returns of the person claiming the student as a dependent.*

3. With what state did you file your most recent year’s state income tax returns? __________

*Include a copy of the front and signature pages of the most recent year's federal and state income tax returns and W2's.*
Please list your employment history for the past two years:

<table>
<thead>
<tr>
<th>Employer</th>
<th>Address</th>
<th>Work Dates (MM/YY)</th>
<th>Full/Part time</th>
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4. Are you claiming resident status based on permanent, full time employment of yourself or another person (parent, spouse)?  
   ☐ Yes  ☐ No

   (If so, include letter from the employer, written on letterhead (including phone number), stating the student or other person's position, status and dates of employment. The letter should be accompanied by a copy of the most recent pay stub showing Michigan taxes being withheld.)

5. Do you have a Michigan driver’s license or ID? (Include Copy)  ☐ Yes  ☐ No

6. When was it issued? _______/_______/_______ (MM/DD/YY)

If you own or have use of a car:

7. Is it licensed in the State of Michigan?  ☐ Yes  ☐ No

8. Is it currently insured in the State of Michigan? (Include Copy)  ☐ Yes  ☐ No

9. Is it currently titled in the State of Michigan? (Include Copy)  ☐ Yes  ☐ No

10. Are you registered to vote in the State of Michigan? (Include Copy)  ☐ Yes  ☐ No

11. Are you a U.S citizen?  ☐ Yes  ☐ No

   If no, are you a:

   ☐ Visa holder:  Visa classification__________  Date Issued: (MM/DD/YY)__________

   ☐ Permanent Resident:  Date Issued: (MM/DD/YY)__________

   ☐ Resident Alien:  Resident Alien No.__________  Date Issued: (MM/DD/YY)__________
Military Service:

12. Have you, your spouse or parents been active duty in the military in the last 12 months?
  ☐ Yes  ☐ No

12. What is the state of residence and state of station of the military person? _______ / _______
   (If claiming residency based on military service please provide documentation of such).

14. List all other colleges and universities attended stating with most recent and residency status there.

<table>
<thead>
<tr>
<th>Name</th>
<th>State</th>
<th>Year</th>
<th>Residency Status</th>
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15. List your sources of financial support during the past four years starting with the most recent (include loans, scholarships, aid from spouse, parents or other persons, etc.).

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<tr>
<th>Year</th>
<th>Source of Support</th>
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Before submitting your petition, please ensure you have included all of the following, but not limited to:

☐ Drivers License
☐ Voter Registration
☐ Vehicle Registration/Insurance/Title
☐ Proof of living in Michigan for at least 12 consecutive months (For example, lease agreement)
☐ Proof of purchase of home in the State of Michigan (as applicable)
☐ Marriage Certificate (as applicable)
☐ Copy of front and signature pages of most recent year’s federal and state income taxes for yourself or parent (if under age of 24).
☐ Letter of permanent full time employment in Michigan for yourself, spouse or parent (as applicable)
☐ Military Service documentation (as applicable)
☐ Information regarding U.S. Citizenship (as applicable)
I hereby certify that the information given in this application, and in all attachments thereto, is true, correct and complete to the best of my knowledge. I authorized Ferris State University to verify all facts relevant to my claim to residence.

___________________________    ______________
Signature of Applicant – Sign only in presence of notary  Date

Classification or reclassification based upon materially erroneous, false or misleading statements or omissions by or in support of the applicant shall be set aside retroactively upon the discovery of the erroneous nature of such statements. Any student having paid less than required to the University because of an erroneous classification or reclassification which is subsequently set aside, will repay any amounts not properly paid because of the erroneous classification or reclassification.

Subscribed and sworn before me, this _________ day of ______________, _______
Notary Public in ______________ County, Michigan.

____________________________________________
Signature of Notary Public

NOTARY PUBLIC
Commission expires ______________________

For Internal Use Only

Date Received:_________________________
Action:  ☐ Approved  ☐ Denied  Date of Decision:_____________
Approved by:__________________________________

Was the decision appealed:  ☐ YES  ☐ NO

If yes,
Date Received:_________________________
Action:  ☐ Approved  ☐ Denied  Date of Decision:_____________
Approved by:__________________________________

Last revised 6/28/2017