



Submit to:

Office of the Registrar
1220 E. Grand
Tonkawa, Oklahoma 74653
Phone: 580.628.6224 Fax: 580.628.6371
Email: registrar@noc.edu

INSTRUCTIONS:

1. Petition decisions are based on Oklahoma State Regents Policy. See the [In-State vs. Out-of-State Status website](#) for more information.
2. If you are receiving scholarships or financial aid based on an out-of-state classification, please seek advice from the Office of Scholarships and Financial Aid before submitting this petition on how an in-state reclassification may affect your aid.
3. Answer all questions on pages 1 through 3 of this form, and attach supporting documentation as indicated in Section 2 of this form. All documentation is subject to verification. It is recommended that all documentation be submitted before the first day of classes for the semester in question.
4. Submit this completed form and all supporting documentation to the Office of the Registrar.
5. Please allow 2-3 weeks for processing and evaluation of your petition. Failure to include all supporting documentation will delay processing.

SECTION 1 - STUDENT IDENTIFICATION

Student Name (FIRST, MIDDLE, LAST)			CWID
Permanent Address (STREET)	CITY	STATE, ZIP	Years at this address
Current Address (STREET)	CITY	STATE, ZIP	Years at this address
Date Arrived in Oklahoma	Contact Phone Number		
I am in the United States as (check one): <input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> PERMANENT RESIDENT <input type="checkbox"/> OTHER FOREIGN NATIONAL			

SECTION 2 - RECLASSIFICATION RATIONALE

Check the box/boxes below that best fit your circumstances, and attach all documentation that applies. Additional documentation that further supports your in-state status is welcome and encouraged.

RECLASSIFICATION RATIONALE DESCRIPTION	SUGGESTED SUPPORTING DOCUMENTATION
<input type="checkbox"/> A. I graduated from an Oklahoma high school and resided in Oklahoma with a parent or legal guardian for at least two years prior to graduation from high school, and have not established domicile in another state.	- Parent/guardian's Federal Income Tax Return form 1040 <u>OR</u> legal documentation of custody or guardianship - Parent/guardian's Oklahoma State Income Tax Return form 511 - Official Oklahoma high school transcript - (If not a U.S. citizen) documentation of parent/guardian's immigration status <u>OR</u> completed and notarized Affidavit of Intent
<input type="checkbox"/> B. I am a dependent person and my parent or legal guardian (who is a U.S. citizen or lawful permanent resident) has lived continuously in Oklahoma for at least 12 months, and has established domicile in Oklahoma.	- Parent/guardian's most recent Federal Income Tax Return form 1040 <u>OR</u> legal documentation of custody or guardianship - Proof of parent/guardian's Oklahoma domicile (ex: most recent Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/> C. I am a dependent person and my parent or legal guardian has come to Oklahoma to work full-time or practice a profession on a full-time basis.	- Parent/guardian's most recent Federal Income Tax Return form 1040 <u>OR</u> legal documentation of custody or guardianship - Proof of parent/guardian's Oklahoma domicile (Oklahoma mortgage statement or lease agreement spanning at least 12 months) - Current letter from parent/guardian's employer on company letterhead that is dated, signed by a company official, indicates date of hire, and clarifies full-time employment status - (If not a U.S. citizen) documentation of parent/guardian's immigration status
<input type="checkbox"/> D. I am an independent person, am a U.S. citizen or lawful permanent resident, have lived continuously in Oklahoma for at least 12 continuous months (not attending a higher education institution on more than a half-time basis), and have established domicile in Oklahoma.	- Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - Documentation of self-support while living in Oklahoma - (If not a U.S. citizen) documentation of immigration status

<input type="checkbox"/> E. I am an independent person and have come to Oklahoma to work full-time or to practice a profession on a full-time basis.	<ul style="list-style-type: none"> - Most recent Federal Income Tax Return form 1040 - Proof of Oklahoma domicile (Oklahoma State Income Tax Return form 511; Oklahoma mortgage statement or lease agreement spanning at least 12 months) - Current letter from employer on company letterhead that is dated, signed by a company official, indicates date of hire, and clarifies full-time employment status; <u>OR</u> other proof of full-time employment in Oklahoma - (If not U.S. citizen) documentation of immigration status
<input type="checkbox"/> F. I married an individual who has already established Oklahoma domicile and is recognized as in-state for tuition purposes.	<ul style="list-style-type: none"> - Copy of marriage license - Spouse's Oklahoma State Income Tax Return form 511 <u>OR</u> other proof of spouse's in-state status - Copy of current Oklahoma mortgage statement or lease agreement - (If not a U.S. citizen) documentation of spouse's immigration status
<input type="checkbox"/> G. I am (or am the dependent of an individual) on full-time, active duty military orders with the U.S. Armed Forces stationed in Oklahoma.	<ul style="list-style-type: none"> - Copy of Armed Forces member's current orders or letter from Oklahoma commanding officer verifying member's full-time active duty status in OK - Most recent military leave and earnings statement
<input type="checkbox"/> H. I am a dependent child of a member of the military reserve on full-time active duty whose military "home of record" is Oklahoma.	<ul style="list-style-type: none"> - Military documentation of parent's home of record - Parent's most recent federal income tax return form 1040
<input type="checkbox"/> I. Within the past five years, I was (or I am the dependent of an individual who was) discharged or released from active duty military service of 90 days or more, pursuing a course of education under Chapter 30 or 33 VA educational benefits and am currently residing in Oklahoma.	<ul style="list-style-type: none"> - Proof of current residence in Oklahoma (mortgage statement or lease agreement; Oklahoma State Income Tax Return form 511 - Copy of DD214 with discharge date - Copy of VA Certificate of Eligibility showing Chapter 30 or 33 benefit eligibility - Letter of intent to establish residence in the state of Oklahoma
<input type="checkbox"/> J. Other (please attach a separate document that explains your circumstances, and include supporting documentation).	

SECTION 3 - HIGH SCHOOL GRADUATION

Name of High School

High School State

High School Graduation Date

SECTION 4 - PARENT/LEGAL GUARDIAN INFORMATION

Were you claimed as a dependent on anyone else's federal income tax return for at least the last year? ☐ Yes ☐ No **If no, skip to section 5. If yes, please complete all information in this section.**

Claimed as dependent on fed tax return? ☐ Yes ☐ No

Parent/Legal Guardian Name

Relationship to student

Parent/Legal Guardian Address

Years at this address

Claimed as dependent on fed tax return? ☐ Yes ☐ No

Parent/Legal Guardian Name

Relationship to student

Parent/Legal Guardian Address

Years at this address

My parent(s)/legal guardian(s) are in the United States as: ☐ U.S. CITIZEN ☐ PERMANENT RESIDENT ☐ OTHER FOREIGN NATIONAL

SECTION 5 - MARITAL STATUS

Are you married? ☐ Yes ☐ No **If no, skip to Section 6. If yes, please complete all information in this section.**

If yes, please provide spouse's full name: _____

My spouse is in the U.S. as: ☐ U.S. CITIZEN ☐ PERMANENT RESIDENT ☐ OTHER FOREIGN NATIONAL

Has your spouse established in-state status in Oklahoma? ☐ Yes ☐ No If yes, how long has your spouse lived in Oklahoma? _____

Is your spouse employed full-time in Oklahoma? ☐ Yes ☐ No If yes, please enter spouse's employment information in Section 6.

SECTION 6 - EMPLOYMENT IF STUDENT IS A DEPENDENT, LIST EMPLOYMENT OF STUDENT'S PARENT(S)/GUARDIAN(S)

List all employers for the past 2 years in chronological order (includes employment for you, your spouse, and your parent/guardian, as appropriate):

EMPLOYMENT DATES		EMPLOYER NAME	CITY AND STATE	HOURS WORKED PER WEEK
FROM	TO			

List other sources of self-support/income: _____

SECTION 7 - INTENT

Did you come to Oklahoma primarily to attend school at an institution for higher education? ☐ Yes ☐ No

Did you come to Oklahoma primarily to work full-time, practice a profession, or conduct a full-time business? ☐ Yes ☐ No

SECTION 8 - PETITIONER'S STATEMENT (ATTACH TYPED STATEMENT IF NECESSARY)

Please provide a written statement that covers the primary reason for your move to Oklahoma, and any other information not already provided on this petition that you believe is relevant to your request for in-state reclassification.

I hereby swear and affirm that the answers given in this petition are accurate and complete, and that all documents attached hereto are true copies of the original documents requested.

SIGNATURE OF PETITIONING STUDENT

DATE

SIGNATURE OF PARENT/LEGAL GUARDIAN (IF APPLICABLE)

DATE

FOR ADMINISTRATIVE USE ONLY

☐ Approved for In-State Status

Reviewed by: _____

Comments _____

☐ Approved for Out-of-State Tuition Waiver

Reviewed date: _____

waiver type

waiver expires

☐ Petition Denied