

**You must fill out completely the Petition for Missouri Resident Status and Petition for Missouri Resident Check List and sign and date in ink.**

**Deadline for submitting your petition and supporting documents are as follows:**

Fall semester – November 1

Spring semester – April 1

Summer semester – July 1

**No petitions or required documents will be accepted after the deadline for that term. If you submit documents after the deadline you may petition for the next term, but keep in mind you must submit required documentation for the 12 months immediately prior to the term of your petition. Ex: You missed the deadline for spring term (January to January) and you want to petition for the following fall, you must submit required documents for August to August.**

### **Qualifying Period**

You must provide documentation proving you were physically in Missouri for **all of the 12 consecutive months immediately prior to the semester you petition for residency**. These 12 months are known as your **qualifying period**.

Qualifying periods are as follows:

- Fall Semester – August to August
- Spring Semester – January to January
- Summer Semester – June to June

**You must submit the following documentation with your Petition for Missouri Resident Status (details for required documentation are listed below the list):**

1. Proof of presence in Missouri during all of your 12 month qualifying period
2. Proof of earning at least \$2500 total gross (before taxes) taxable income in Missouri during your 12 month qualifying period
3. Copy of your permanent Missouri driver's license
4. Copy of your Missouri voter's registration
5. Copy of page 1 & 2 of the previous year's Federal 1040 income tax form (**see details below**)
6. Copy of your Missouri auto registration (if applicable)

# Required Documentation

## 1. Documentation Required to Prove Presence in Missouri

- **Proof of where you lived during your 12 month qualifying period is required**

You **must** provide proof of where you resided during **all** of your 12 month qualifying period.

Your lease(s) or sublease(s) **must** include your name, address, and dates. The dates **must** cover your 12 month qualifying period. Ex: If your qualifying period is August – August you **must** provide lease(s) for August – August.

If you don't have an official lease or sublease with your name on it, you **must** submit a notarized letter from your lessor with the address where you lived, dates you lived there, and terms of the agreement. You **must** provide the same letter if you lived with a friend or relative over the summer. Verification of the address where you lived is also **required**. A copy of your lessor's lease for the dates you lived with them is **required**.

If you reside in campus housing you **will need** to provide a letter from the Residential Life Office showing the dates you moved in and out of the residence hall. Similarly, if you stay in a fraternity or sorority, you **will need** to submit copy of your lease(s) or a letter of verification from your house parent or president on house letterhead stating the location, move in and move out dates, and the terms of the agreement

- **Proof you were physically in Missouri during your 12 month qualifying period is required**

Enrollment in **on campus** courses at an institution in Missouri will count toward your qualifying period. We can verify enrollment at Missouri S&T. If you attend a Missouri institution other than Missouri S&T, you **must** have the institution send an official\* transcript directly to S&T showing your course(s), and you must include a syllabus for the course(s) showing the dates, days, and time the class(es) met.

\*Official transcripts must be mailed from the institution to S&T; or sent electronically through National Student Clearinghouse, e-scrip safe, or an electronic service in which our staff must retrieve the transcript via a login and passcode.

**Every petitioner must submit bank statements (receipts will not be accepted as proof of presence) for the months of May, June, July, and August.** You **must** make a banking transaction every two to three days during these months to show purchases made in Missouri. Transactions **must** be made on different days during the week, not just the weekend. If there are days unaccounted for you may be asked to provide additional documentation. You **must** be the only person using the account.

Bank statements must show:

- Name of the bank
- Your name
- Transaction dates (not post-dates)
- Location of the transactions

Note: You **cannot** be out of the state of Missouri more than 14 days from end of spring semester to beginning of fall semester. Any trip across state lines counts as one of the 14 days, regardless of the duration or purpose of the trip.

You are not required to remain in Missouri during the Thanksgiving, winter, or spring breaks.

## **2. Proof of Earning at Least \$2500 Gross (before taxes) Taxable Income in Missouri during your 12 Month Qualifying Period**

Submit official payroll records/paystubs and work schedules for each pay period showing at least \$2500 gross (before taxes) Missouri taxable income.

- Income **must be** earned in Missouri during your 12 month qualifying period.
- Students **may not** work for or with a relative, for a family member or family business, or online.
- You **must** submit **all** payroll records/paystubs. Direct deposit entries on the bank statement **cannot** be used in place of payroll records because they **will not** show the amount of hours worked.

## **3. Copy of your Permanent Driver's License**

The DMV mails your permanent driver's license within four to six weeks of applying for one. Make sure you apply for your license early enough to receive your permanent copy before the deadline to petition for residency. The DMV will only forward your license to the address you list. **The temporary print out of your license will not be accepted.**

## **4. Copy of your Missouri voter's registration**

Submit your Missouri voter's registration. If you are a non-U.S. citizen and have a U.S. Permanent Resident Card, please provide a copy of your card in place of a voter's registration with your residency petition.

## **5. Copy of Page 1 and 2 of the previous year's Federal 1040 income tax form**

**You cannot be claimed as a dependent in another state.** You petitioning for Missouri residency indicates that you are independent of your parents and that you plan to remain a Missouri resident for an indefinite period of time. **Being claimed as a dependent in another state makes you a resident of that state.**

### **Students under 21**

If you were under the age of 21 during any part of your qualifying period, please submit a copy of page 1 and 2 of **your parent's Federal 1040 income tax form for the previous year** showing that you were not claimed as a dependent. Your name may not be listed in the "Exemptions" box on line 6. If your parents are divorced, please submit copies of both parent's tax returns.

### **Student over 21**

If you were over the age of 21 for your entire qualifying period, please submit a copy of page 1 and 2 of **your Federal and Missouri 1040 income tax form** for the previous year.

**Mark out all social security numbers and account numbers.**

## **6. Copy of your Missouri auto registration**

This is only necessary if you are the sole owner of your vehicle. If you are the sole owner, your vehicle must be registered in Missouri and you must provide a copy of the registration along with your petition.

**It is the petitioner's responsibly to make sure all documents required for residency are submitted with the petition. Missing documents will result in a denial for an incomplete application.**