

PETITION FOR MISSOURI RESIDENT STATUS CHECKLIST

You must submit all documents by the deadline; this includes the Petition for Missouri Resident Status Form and all supporting documents. You must submit all of the documents listed below for your Residency Petition to be complete.

Incomplete petitions cannot be evaluated, which will cause a delay in determining your residency status. After the initial review, additional documents may be required.

Note: You must be enrolled for the term your petition is being submitted.

Please check your Missouri S&T email for residency petition status updates.

- ☐ Completed Petition for Missouri Resident Status Form.
- ☐ Documentation of where you lived for the 12-month qualifying period.
 - Do not exceed 14 days out of Missouri during this time period.
 - Examples include a lease(s) or sublease(s) with your name on it. If you lived with a family member or a friend, submit a notarized letter and either their lease or warranty deed for that time period.
- ☐ Official payroll records/paystubs and work schedules for each pay period showing at least \$3000.00 of Missouri taxable income.
 - Income must be earned in Missouri during the qualifying period.
 - Students may NOT work for or with a relative, for a family member or family business, or online.
 - All payroll records/paystubs. Direct Deposit entries on the bank statement may not be used in place of payroll records.
 - Additional payroll records/paystubs to support minimum \$3000 total gross Missouri earnings.
- ☐ Official bank records showing regular transactions in Missouri.

OFFICIAL Bank Statements will include the name of the bank, the student's name, the transaction dates (not the post dates), the location of the transactions and the last four digits of the account number. The student must be the **ONLY** person using this account. Regular transactions are defined as 2-3 transactions per week on different days of the week.
- ☐ Copy of your permanent Missouri driver's license. The temporary copy will not be accepted.
- ☐ Copy of your Missouri voter's registration verification.
- ☐ Copy of page 1 and 2 of the Federal 1040 income tax form showing your Dependency Status.
 - If you were under 21 during any part of the qualifying 12 months, a copy of page 1 and 2 of your parent's most recent Federal 1040 income tax form showing you were NOT claimed as a dependent. If your parents are divorced, please submit a copy of page 1 and 2 of the tax return for each parent.
 - If you were 21 or older for the entire qualifying 12 months, a copy of page 1 and 2 of your Federal tax form and all pages of your Missouri 1040 income tax form.
- ☐ Copy of your Missouri vehicle registration if you are listed as the only owner of your car.
- ☐ If military, copy of your orders.
- ☐ If receiving scholarships, financial aid, or student loans, speak with the Student Financial Service Office.
- ☐ \$250 non-refundable processing fee. You will receive an email with a link to pay the \$250 once you have submitted all required documents.