



UNIVERSITY OF MINNESOTA  
**Driven to Discover<sup>SM</sup>**

# Residency and Reciprocity Handbook *with Application*

**Effective November 2023**



# Why Review Residency, Reciprocity and Tuition Exemptions?

The University of Minnesota is a state land grant institution supported by legislative funds derived from state of Minnesota tax revenue. As a state tax-supported institution, the University (with some exceptions) gives preference in admission and tuition to residents of the state of Minnesota—that is, to students whose circumstances meet the **University’s Basic Definition of Resident Status** below.

The University must establish the residency status of each of its students when they are first admitted. A student’s residency status determines not just the appropriate tuition rate, but also the student’s eligibility for certain financial aid programs (e.g., the Minnesota State Grant Program for undergraduate students).



## Keep In Mind:

- The University of Minnesota definition of the term “resident” may be different from the definitions developed by other, non-University, agencies.
- A person who is a Minnesota resident for tax or voting purposes, is not necessarily a resident for University of Minnesota tuition and admission purposes.
- The University’s definition of resident status applies both to payment of tuition and admission to University of Minnesota colleges.



## How To Request Evaluation For Resident Classification

Residency status is initially determined at the time of admission to the University based on the information you provided in your admission application. Out-of-state history, including transfer coursework, graduation from a non-Minnesota high school, and out-of-state work experience, may result in an initial finding of nonresident status.

The University encourages you to submit a Resident Classification Evaluation Request form if you believe that you meet minimum residency requirements.

# University Residence Regulations and Review Procedures



## Basic Definition of Resident Status

The University of Minnesota defines a resident as those who:

- Are permanently residing in Minnesota.
- Have been continuously present in the state of Minnesota for at least one calendar year prior to the first day of class attendance at the University.
  - During that one year period, the student must not have attended any Minnesota post-secondary educational institutions.



## Interpretations

The University of Minnesota reserves the right to interpret the basic definition of resident status as it applies to individual cases and to require supporting evidence to support a claim for residency status.

### Students from Other States

- The nonresident classification will not change for a student who moved to Minnesota for the primary purpose of attending a post-secondary institution.
- If a student from another state moves to Minnesota and attends another post-secondary institution within the first calendar year before attending the University, that student will be classified as a nonresident and shall remain a nonresident throughout his or her presence as a student.
- After living in the state of Minnesota for the first year, the classification may change for a student who establishes that his or her primary purpose for moving to Minnesota was for reasons other than to pursue their education. Students will need to present substantial and substantive evidence to demonstrate their purpose for moving to Minnesota. See **Supporting Evidence** section on the next

page for more information. Future plans to live in or reside in Minnesota are not grounds for resident classification.

### Dependent Students

- Dependent students are those who are receiving 50 percent or more of their total support from parent(s) or legal guardian(s) and are claimed as tax dependents on their parents’ or guardians’ federal tax return.
- Dependent students acquire the resident status of their parents or guardians.
- If a Minnesota resident parent or guardian of a dependent student moves his or her residence to another state, the dependent student remains eligible for resident status for at least one year thereafter.
- Students with dependent visas acquire the residency status of their parents.



### Spouses and Common Households

- Marital status and common household relationships may support an application for resident status but do not in and of themselves meet the **Basic Definition of Resident Status**.

### Immigrants

- Students who are not United States citizens may be considered for resident status if they hold a valid immigrant status that has been issued by U.S. Citizenship and Immigration Services (USCIS) or the U.S. Department of State.
- Immigrant visa statuses include:
  - Immigrant Visa/Permanent Residence (also known as “lawful permanent residence” or green card holder)
  - Refugee status
  - Asylee status
  - Temporary Protected Status (TPS)
- Students with the above-listed status must also meet the University’s basic definition of residency. Permanent Resident/Refugee/Asylee status does not automatically grant resident status at the University.

### Minnesota Dream Act

- Students meeting MN Dream Act criteria are eligible for in-state tuition. Undocumented and DACA students attending the University of Minnesota campuses in Duluth and the Twin Cities can apply for in-state tuition rates by using the same application used to apply for state financial aid under the MN Dream Act.

To be considered, students must apply through the Minnesota Office of Higher Education. Details can be found at <http://www.ohe.state.mn.us/> or by calling 651-642-0567.

### Nonimmigrants

- Nonimmigrants holding the following visas, and dependent variants, may be considered for residency, assuming they otherwise meet the Basic Definition of Residency: A, E, H-1B, I, L, NATO, N, O1, R, S, T, U.
- Nonimmigrants residing in this country or state under a temporary visa that bars them from establishing domicile in the U.S. visas B, C, D, F, J, M, O2/3, P, Q, TN, and TD shall be classified as nonresidents.
- Students with these visas who become a permanent resident (or citizen) must still meet the Basic Definition of Resident Status for one year before they are eligible for residency consideration.
- Students with an H visa or H4 visa who possess a valid I-140 or I-485 may be eligible for residency if they otherwise meet the basic definition of residency.
- Students under asylum review must present USCIS receipt of application. Student must also provide current EAD.
- TPS students must provide USCIS document that affirms status. Students must also provide current EAD.

### Separated and Divorced Families

- In the case of separated and divorced families where one parent or guardian meets the Basic Definition of Residency in Minnesota and provides 50 percent or more of the total support for the student, but the student resides in another state, you may be considered a Minnesota resident. Separated parents must provide notarized document that affirms separation.

### Temporary Absences

- A Minnesota resident may be absent from the state and retain Minnesota resident status provided he or she is enrolled in a full-time accredited post-secondary institution.
- Students that leave Minnesota, after graduating from an undergraduate program, for internships, fellowships, foreign teaching service may retain their residency status provided they can demonstrate that the nature of their absence was temporary and related to their future academic pursuits.
- Students also must demonstrate that they are maintaining strong ties with Minnesota. Refer to evidence examples under **Expatriates and Residency**.
- Minnesota residents who leave the state for other reasons may be gone up to one calendar year without jeopardizing their resident status.

### Extended Absences

- Absences lasting longer than one year will result in the loss of resident status unless there are extenuating circumstances or extraordinary efforts have been made to maintain Minnesota residency during the absence.
- Students under contract with federal agencies—e.g., VISTA and Peace Corps—and students affiliated with missionary organizations must return to Minnesota every two years and fulfill appropriate criteria listed under **Supporting Evidence** later in this document.

### Active Military & Diplomatic Corps

Families who are deployed outside of Minnesota may retain residency provided they can demonstrate they maintain appropriate connection with Minnesota. In addition to other evidence, service members should include:

- Active Military: Leave and Earnings Statement (LES).
- Diplomatic Corps: Paystub and documentation confirming location and duration of deployment.

### Expatriates and Residency

Individuals that live outside of the country must demonstrate that they continue to maintain strong physical ties with the State of Minnesota. Evidence can include but is not limited to:

- Maintaining property in Minnesota
- Frequent travel to Minnesota
- Issued a Temporary Job Assignment / Orders
- Issued a Temporary visa in foreign country
- Payment of Minnesota Income Tax
- Voting by absentee Minnesota ballot



## Supporting Evidence

Documents such as the following may help to support an application for resident status to the extent that they apply to the **Basic Definition of Resident Status**. These are documents that can help demonstrate residency as part of the overall residency review process. No one document will guarantee residency status.

Where applicable, please provide copies of the following documents with your Residency Reclassification Form. This is not an exhaustive list. If you have other documentation you feel helps demonstrate your residency, please also submit that with your evaluation request form.

- Letter from your supporting parent or guardian declaring their relationship to you, indicating how long the parent or guardian has lived in Minnesota, stating whether they are providing 50 percent or more of your total support and is claiming you as a federal tax dependent, and indicating whether they own property or rents property in Minnesota
- Copy of your last Minnesota tax return
- Letter from your employer or sponsor with dates of employment and hours worked
- Copy of a property tax statement for property owned in Minnesota
- Copy of the first page your first lease agreement in Minnesota
- Copy of the first page of the closing document to your previous, non Minnesota, residence
- Copy of your DD 214 from the Department of Defense
- Leave and Earnings Statement (LES)
- Copy of your Minnesota voter's registration
- Copies of both sides of your visa (see list of approved visa's on 2 page)
- Copies of necessary legal documents pertaining to guardianship
- Copy of divorce material related to custody and support.

This student guide strives to provide a nontechnical explanation of residency. However, if questions of interpretation arise as a result of the attempt to make the residency process easy to understand, the University of Minnesota will make the final residency decision.



## Reciprocity

The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. If you are a resident of any of these states or province and are enrolled in an approved program, you may qualify for reciprocity tuition at the University, which is comparable to resident tuition. **Non-degree students and certificate programs and not eligible for reciprocity benefits.**

### APPLYING FOR RECIPROCITY

**Tuition reciprocity is not automatic.** You need to apply and qualify for reciprocity through the higher education office in your state. Contact your State Reciprocity Office for application and eligibility information. See page 6 for contact information.

Reciprocity Rules							
	Undergraduate & Graduate	Doctor of Veterinary Medicine (DVM)	Doctor of Dental Surgery (DDS)	Doctor of Medicine (MD)	Doctor of Pharmacy (PharmD)	Juris Doctorate (JD)	Non-degree, certificate
<i>Are students from the states below eligible for reciprocity tuition rates?</i>							
Wisconsin	Yes	No	No	No	Yes	Yes	No
North Dakota	Yes	No	No	No	No	No	No
South Dakota	Yes	Yes	Yes	Yes	Yes	Yes	No
Manitoba	Yes	No	No	No	No	Yes	No

Timely application is important. You should apply for reciprocity prior to your first semester of enrollment at the University. If you do not apply in a timely manner, you may be ineligible or may have to defer eligibility until a later semester.





## Nonresident Tuition Waivers

Some nonresident students may qualify for exemption from the nonresident portion of tuition even if they do not qualify for resident status according to the definition below. These students, though not technically Minnesota residents by University definition, may be eligible to pay resident rates because they meet certain other qualifications for special tuition exemptions. Most such exemptions are administered by the student's college of enrollment or employing department (not by the Resident Classification Office), and recipients need not apply for resident status. The exceptions managed by the Residency Classification Office are listed below.

Members of all qualifying groups below must file a **Resident Classification Evaluation Request Form** in the Resident Classification Office on your campus.



### Submit a Residency Classification Evaluation Request Form for the following nonresident tuition waivers:

- **Permanent U.S. Residents of Migrant Background Employed in Seasonal Agricultural Labor in Minnesota.** Permanent residents of the U.S. who (and/ or whose parents or legal guardians) are of migrant background and who have been employed in seasonal agricultural labor in Minnesota for a cumulative period of not less than one year in the past five years are eligible to pay resident tuition.
- **Full-time Faculty Members at Accredited Minnesota Colleges.** Full-time faculty members at accredited Minnesota colleges qualify for resident tuition. To receive benefits, you must submit verification of employment from your home college to the residency office on your campus.
- **Accredited Foreign Diplomatic Officials.** If you are an accredited foreign diplomatic official or immediate family member, submit embassy documentation to the Resident Classification Office.
- **Students Enrolled in East Asian Languages from Associated Colleges of Hamline, Augsburg, Macalester, St. Thomas, St. Catherine.** To qualify, you must submit documentation from your home college to the Resident Classification Office.
- **Graduates of Minnesota High Schools.** U.S. citizens or permanent resident green card holders or eligible visa holders (see p. 1) who have graduated from Minnesota high schools within two calendar years prior to the first day of class attendance at the University of Minnesota are eligible to pay resident tuition.
- **Students Whose Tuition is Paid by the State of Minnesota.** If your tuition is paid by the State of Minnesota, you are eligible to pay resident tuition. To qualify, you must submit verification of employment and documentation from the state of Minnesota to the Resident Classification Office.
- **Military Personnel on Active Duty in Minnesota.** U.S. military personnel serving on active duty assignment in Minnesota may pay resident tuition. Military Personnel and immediate family members must submit the Residency Reclassification Form and present duty orders and/or military dependent I.D. to the Residency Classification Office in order to qualify for the exemption.

## Other Tuition Benefits Resource Offices

### American Indian Students Attending Morris

Information on this benefit can be found at: <https://policy.umn.edu/morris/amindianwaiver>

### Employment, Demographic, Service Related or Family Related Tuition Benefits

Students who meet certain criteria may be eligible for free or resident-rate tuition that are not administered by the Resident Classification Office. More information on these benefits can be found at [https://z.umn.edu/grants\\_waivers](https://z.umn.edu/grants_waivers). Additional questions related to these benefits should be referred to One Stop Student Services.

### Veterans and Active Military

For information regarding Veteran educational benefits, please contact University Veterans Services.

**Online:** <https://onestop.umn.edu/veterans>

**Phone:** 612-625-8076

**Email:** [veterans@umn.edu](mailto:veterans@umn.edu)

### Waivers for Graduate and Professional Students

Information regarding employment benefits can be found at: <https://humanresources.umn.edu/find-job/graduateemployment>



# Resident Classification Evaluation Request

Residency status is initially determined at the time of admission to the University based on the information you provided in your admission application. The University encourages you to submit a Resident Classification Evaluation Request form if you believe that you meet minimum residency requirements.

Please follow the appropriate link to your campus Residency Reclassification Application.



## Deadlines

- You must submit the **Resident Classification Evaluation Request form** no later than May 1 of the same academic year in which you seek resident status.

*If you are seeking to be reclassified as a resident, for the 2023-2024 school year, you have until May 1, 2024 to complete the Classification Form.*

- Resident status may be applied retroactively only to the current academic year in which you make the request.
- If you are a financial aid recipient, your financial aid may need to be adjusted.
- If you are granted residency retroactively, you may be eligible for a refund of the nonresident portion of tuition you have paid, retroactive to the first semester of eligibility, up to a maximum of one academic year's tuition.



[z.umn.edu/residencyTC](https://z.umn.edu/residencyTC)

UMN Twin Cities/Rochester



[z.umn.edu/residencyMO](https://z.umn.edu/residencyMO)

UMN Morris



[z.umn.edu/residencyUMD](https://z.umn.edu/residencyUMD)

UMN Duluth



[z.umn.edu/residencyCRK](https://z.umn.edu/residencyCRK)

UMN Crookston

## Contact Information

### University of Minnesota Offices

#### CROOKSTON CAMPUS

##### Admissions Information

107 Owen Hall  
218-281-6510 or 1-800-232-6466, ext. 8548

#### DULUTH CAMPUS

##### Admissions Information

25 Solon Campus Center  
218-726-7171 or 1-800-232-1339

#### MORRIS CAMPUS

##### Admissions Information

105 Behmler Hall  
320-589-2211, ext. 6003, or 1-800-992-8863

#### ROCHESTER CAMPUS

##### Admissions Information

111 South Broadway, Suite 300  
Rochester, MN 55904  
1-877-280-4699 or 507-280-2820

#### TWIN CITIES CAMPUS

##### Residency Classification Office

[otr@umn.edu](mailto:otr@umn.edu) | [z.umn.edu/residency](https://z.umn.edu/residency)

##### One Stop Student Services Center

Two campus locations:  
- 333 Bruininks Hall - East Bank  
- 130 Coffey Hall - St. Paul Campus  
612-624-1111 or 1-800-400-8636  
[onestop@umn.edu](mailto:onestop@umn.edu)  
<http://onestop.umn.edu>

### State Reciprocity Offices

#### Minnesota Higher Education

##### Services Office

[www.getreadyforcollege.org](http://www.getreadyforcollege.org)

#### State of Wisconsin Higher

##### Educational Aids Board

<http://heab.state.wi.us>

#### South Dakota Board of Regents

<http://www.sdbor.edu/>

#### North Dakota Board of Higher Education

<https://ndus.edu/>

#### Manitoba Residency Classification Office

[z.umn.edu/residency](https://z.umn.edu/residency)

