



## University System of Georgia Petition for Classification of Students for Tuition Purposes

### **STEP #1 Determine your dependency status:**

#### **Who may be eligible for in-state status for tuition purposes?**

The criteria considered when determining a student's eligibility for in-state tuition depends on a student's status as an independent or dependent student are:

An **independent student** who has not lived outside of Georgia or who:

- Moved to the state for reasons other than attending a post-secondary educational institution;
- Abandoned all ties to their previous state or country of residence;
- Has taken appropriate steps to assume the responsibilities of a Georgia resident;
- Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
- Receives no financial assistance from outside of Georgia;
- Is not claimed as a dependent on the taxes of someone who resides outside of Georgia; and
- Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.

A **dependent student** whose parent or U.S. court-appointed legal guardian has not lived outside of Georgia or whose parent or U.S. court-appointed legal guardian:

- Moved to the state for reasons other than attending a post-secondary educational institution;
- Abandoned all ties to their previous state or country of residence;
- Has taken appropriate steps to assume the responsibilities of a Georgia resident;
- Has lived in the state for at least 12 continuous months immediately preceding the first day of classes;
- Receives no financial assistance from outside of Georgia; and
- Is a U.S. citizen, Lawful Permanent Resident, refugee, asylee, or other eligible noncitizen as defined by federal Title IV regulations.
- In addition to the above, a dependent student of a **Georgia-domiciled parent** must either:
  - A. Be a graduate of a Georgia high school or earned a GED in Georgia; or
  - B. Be claimed as a dependent on their Georgia-domiciled parent's state or federal income taxes.

*A dependent student of a **Georgia-domiciled U.S. court-appointed legal guardian** must provide evidence that the guardianship was not appointed to avoid payment of out-of-state tuition.*

### **STEP #2 Complete the petition and include the following required documents:**

**NOTE: Residency petition is a separate matter and NOT part of your Admissions process. Any of the same documents below that you may have submitted to the Office of Admissions will not be shared and must be submitted again with your petition.**

**If you are under age 24 and dependent on your parents or legal guardian:**

1. Copy of your and your parents Georgia driver's license
2. NOTARIZED copy of your parents most recent Georgia State Income Tax Return, or official transcript from a Georgia High School showing that you graduated or official Georgia GED transcript
3. Copy of your U.S. passport, U.S. birth certificate, Certificate of Naturalization, Permanent Resident card or valid visa
4. If you are NOT a U.S. citizen, submit your parent's or U.S. court appointed legal guardian's U.S. passport, Certificate of Naturalization, Permanent Resident card or valid visa
5. If you are dependent on a U. S. court-appointed legal guardian, submit guardianship documents

**If you are independent and filed your own taxes and get no other support from your parents:**

1. Copy of your Georgia driver's license
2. NOTARIZED copy of your most recent Georgia State Income Tax Return
3. Copy of your U.S. passport, U.S. birth certificate, Certificate of Naturalization, Permanent Resident card or valid visa
4. Proof of additional income (if applicable) such as public assistance, unemployment compensation, alimony or child support received in the last 12 months

**Section I – To be completed by the STUDENT**

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Legal Status in the United States:

U.S. Citizen       Permanent Resident      Date Permanent Resident Card Expires: \_\_\_\_\_

Political Asylee       Deferred Action (NOTE: Deferred Action status does not qualify for in-state tuition)

Other: \_\_\_\_\_

Term applying for reclassification:     Fall       Spring       Summer      Year: \_\_\_\_\_

Have you established and maintained domiciled in Georgia for at least 12 consecutive months immediately preceeding the first day of classes for the term you are requesting in-state classification?

Yes       No

Have you **ever** lived in any place other than the state of Georgia?

Yes (answer questions 1-3 below)       No

1. Where did you live before moving to Georgia? \_\_\_\_\_

2. When did you establish domicile in the state of Georgia? \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy)

3. What was your reason for moving to Georgia?  
\_\_\_\_\_

Do you have a driver's license or state-issued ID?  Yes  No

If yes, in what U.S. state/territory is it issued? \_\_\_\_\_ Issue date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Do you drive a vehicle?  Yes  No

If yes, in what U.S. state/territory is it registered? \_\_\_\_\_ Registration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are you registered to vote?  Yes  No

If yes, in what U.S. state/territory are you registered? \_\_\_\_\_

Did you file state income taxes for the most recent tax year?  Yes  No

If yes, in what state? \_\_\_\_\_

Did you file as a resident, nonresident or part-year resident? \_\_\_\_\_

Did you file federal income taxes for the most recent tax year?  Yes  No

List all full-time or part-time employment you have held for the past two years, including military service. List most recent employment first. Attach additional sheets if needed.

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

**IF YOU ARE UNDER 24, THE FOLLOWING SECTION MUST BE COMPLETED. IF YOU ARE 24 OR OLDER, SKIP TO SECTION II.**

Were claimed as dependent on the state or federal income tax returns of your parent(s) or U.S. court-appointed legal guardian filed for the most recent tax filing year?

Yes  No

Did your parent(s) or U.S. court-appointed legal guardian provide you with any financial support in the last year?

Yes  No

**If yes to either of the above questions, the following must be answered.**

Has the parent or U.S. court-appointed legal guardian who claimed you as a dependent on their state or federal income tax return filed for the most recent tax year, established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term you are requesting in-state classification?

Yes  No

**If yes to the above question, the following questions in this section must be answered.**

Name of your Georgia-domiciled parent or U.S. court-appointed legal guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

If the individual listed above is your U.S. court-appointed legal guardian, on what date was the guardianship appointed?  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (mm/dd/yyyy)

Has your parent or U.S. court-appointed legal guardian ever lived in another country or in any U.S. state/territory other than the state of Georgia?  Yes  No

If the parent or U.S. court-appointed legal guardian listed above has lived outside of Georgia:

When was domicile established in the state of Georgia? \_\_\_\_\_ / \_\_\_\_\_ (mm/yyyy)

What was their reason for moving to Georgia?  
\_\_\_\_\_  
\_\_\_\_\_

Does your parent or U.S. court-appointed legal guardian have a driver's license or state-issued ID?  Yes  No

If yes, in what U.S. state/territory is it issued? \_\_\_\_\_ Issue date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Do he/she you drive a vehicle?  Yes  No

If yes, in what U.S. state/territory is it registered? \_\_\_\_\_ Registration date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is he/she registered to vote?  Yes  No

If yes, in what U.S. state/territory are you registered? \_\_\_\_\_

Did he/she file state income taxes for the most recent tax year?  Yes  No

If yes, in what state? \_\_\_\_\_

Did you file as a resident, nonresident or part-year resident? \_\_\_\_\_

Did he/she file federal income taxes for the most recent tax year?  Yes  No

List all full-time or part-time employment the parent or U.S. court-appointed legal guardian listed above has held for the past two years, including military service. List most recent employment first. Attach additional sheets if needed.

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Full-time or part-time: \_\_\_\_\_

## Section II – Basis for Request for In-State Classification

Indicate under which of the following categories you are seeking in-state classification (select all that apply):

- I am a **Dependent Student**
- My parent(s) have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and
    - I have graduated or will graduate from a Georgia high school or I have earned a General Education Diploma (GED) in Georgia and/or
    - My Georgia –domiciled parent claimed me as a dependent on their federal or state income taxes filed for the most recent tax year.
  - My U.S. court-appointed legal guardian established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification and I can provide clear evidence that the appointment was not made to avoid payment of out-of-state tuition.
- I am an **Independent Student**
- I have established and maintained domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term I am seeking in-state classification. I did not move to Georgia solely for the purpose of attending a postsecondary institution. I was not claimed as a dependent on my parents' most recent income tax return and they did not provide me with any additional financial support

## Section III – Oath and Affirmation

I understand that any material false statement made knowingly and willingly by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.

Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### **STEP #3 Submit the completed petition and required documents by the due date:**

You should return the petition and required documents by visiting the One Stop Shop counter area of the Admissions Building here on the GGC campus or by mailing them to the address below.

**Do not fax your petition and supporting documents.**

Mailing address: Enrollment Management  
ATTN: Tuition Petitions  
Georgia Gwinnett College  
1000 University Center Lane, Bldg D  
Lawrenceville, GA 30043

**Petition Due Date: (Allow 2-3 weeks for processing)**

**Fall Term – August 1 • Spring Term: December 1 • Summer Term: May 1**

**Incomplete petitions or those missing documents will be returned!**