UMKC Residency Checklist

Please complete and submit this check list when you submit your residency petition and supporting documents. You must submit COPIES of the documents listed below for your Residency Petition to be complete. We cannot make copies or return any documents to you. Incomplete petitions cannot be evaluated, which will cause a delay in determining your residency status. After the initial review, additional documents may be required. If you have previously submitted a petition and are now petitioning for a different semester, you must submit all of your documents again as documents from earlier petitions are not kept. Black out all SSN and account numbers on your documents.

If the student is under 21 and dependent on his or her parent/guardian, the petition should be filled out with the information of the student’s parents. The documents submitted must pertain to the parents. Submit copies of parent lease, bank statements, proof of employment, etc. Students who are under 21 and independent from their parents need to prove that they do not depend on their parents. If the student is legally emancipated, then a document indicating that should be submitted. An independent student should submit his or her own tax documents as well as those of the student’s parents to prove that the parents do not claim the student as a dependent.

The Kansas Rate as a part of this petition is only available for undergraduate students. Students enrolled in the six-year medical program or the undergraduate Pharm D. program are not eligible for the Kansas Rate. The Metro Rate is available to graduate students. The Metro Rate is not available for professional programs such as the medical school, law school, and pharmacy school.

Required Documentation

If petitioning based on relocation due to employment or retirement, please submit the following documents:

_____Completed Residency Petition form, signed & dated in ink with the date you submit it to the UMKC Office of Admissions

_____Personal Statement (more details on next page)

_____Copy of current lease or mortgage (more details on next page)

_____Proof that your purpose in Missouri is for retirement or employment

This is normally a letter from the employer which includes an acknowledgement of full-time employment, when the employment began, and the employer’s address and contact information. For proof, a retiree can submit a Social Security verification or a letter from former employer.

_____Copy of birth certificate (if student is a dependent)

_____Copy of marriage license (if student is a spouse)

_____Copies of relevant immigration documents (if student is a non-citizen; more details on next page)

If petitioning based on military status or based on military discharge within the last three years, please submit the following documents:

_____Completed Residency Petition form, signed & dated in ink with the date you submit it to the UMKC Office of Admissions.

_____Copy of most recent military orders or DD214

_____Personal Statement (more details on next page)

_____Copy of current lease, mortgage, or other relevant documents (more details on next page)

_____Copy of birth certificate (if student is a dependent)

_____Copy of marriage license (if student is a spouse)
If petitioning based on twelve months of domicile, then please submit the documents listed below. The first 9 are mandatory. The last 4 are very strongly suggested.

_____Completed Residency Petition form, signed & dated in ink with the date you submit it to the UMKC Office of Admissions

_____Personal Statement
Submit your personal statement explaining your reasons for moving to Missouri or Kansas, what you plan to do after UMKC, and your ties to the community. This statement will explain why your residency should be altered.

_____Documentation of where the student petitioner has lived for the past 12 months
Copy of lease, mortgage, or sublease with your name on it. This document must show your living situation for the twelve months prior to the academic term for which you are petitioning. It will include dates of residence, address, names of residents, and the signature page. DO NOT submit the entire lease, only the relevant pages. If you have lived in multiple places during the last 12 months, please include all of the leases. If you live with a family member or a friend, submit a notarized letter from the official renter or owner detailing your living situation and the expenses you pay AND either their lease or warranty deed for that time period.

_____Secondary Evidence of Domicile documents
Copies of 2 documents of evidence of domicile (i.e. utility or phone bill, bank statement, etc.) Items must be dated twelve months prior to the academic term for which you are petitioning and the items cannot come from the same source (i.e., not 2 utility bills from the same company). Do not submit the entire document, only the page with your name, address, and the date. Shipping labels and online purchase receipts are acceptable if they include your name, address, and the date.

_____Copy of your permanent driver's license or a state ID card. A temporary copy will not be accepted.

_____Copies of Federal and State income tax forms from last year
Submit a copy of pages 1 and 2 of last year’s Federal 1040 income tax form and a copy of the first page of your state income tax form. Submit copies for all the states in which you filed.

If you are under 21, submit parent tax forms. If your parents are divorced, please submit a copy of pages 1 and 2 of last year’s tax return for each parent.

If you are claimed as a dependent, then submit the tax forms of the person who claims you.

_____Copies of relevant immigration documents (if student is a non-citizen.)
This will be copies of your current visa, permanent resident card, or other official documentation relating student’s current immigration status. Refugees and asylees can submit official USCIS documentation.

_____Copy of your marriage license (if applicable)

_____Copy of legal emancipation documents (if student is under 21 and legally emancipated)

_____Copy of your current voter's registration verification

_____Copy of your vehicle registration if you are listed as the sole owner of your car

_____Proof of employment
This can be official payroll records/paystubs showing your dates of employment. This can also be a W2.

_____Copy of your most recent property tax receipt with your name listed on it
University of Missouri – Kansas City
Petition for Missouri/Kansas Resident Status

Date of Petition: _________________________   Student ID Number: ____________________________
Student’s Name (First, Middle, Last): ______________________________________________________
Local Address (Street, City, State, Zip): ____________________________________________________
Parent/Legal Guardian Address (Street, City, State, Zip): __________________________________
UMKC E-mail Address: ___________________________________________________________________
Telephone Number: ___________________________ Date of Birth: _______________ Age: __________
Term and Year for which this petition is filed: _______________________________________________
What is your current student status? Check any/all that apply:
☐ Undergraduate OR ☐ Graduate
☐ Degree seeking OR ☐ Non-degree seeking
☐ Law
☐ Medical
☐ Pharmacy
☐ Dental
☐ Bloch School

Citizenship and Military Status
Are you a U.S. citizen? ☐ Yes  ☐ No
Are you a veteran of military service? ☐ Yes  ☐ No
Are you active duty military? ☐ Yes  ☐ No

Work History
Where have you worked in the past 12 months? List company and city

<table>
<thead>
<tr>
<th>Where have you worked in the past 12 months? List company and city</th>
<th>Start date</th>
<th>End date</th>
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Education History
Where did you graduate high school? (school name and state) ________________________________
List all trade schools, colleges, and universities you have attended. Include dates of attendance, and the type of tuition you paid. (Attach an additional sheet if necessary.)

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<tr>
<th>University</th>
<th>Start date</th>
<th>End date</th>
<th>Resident tuition</th>
<th>Nonresident tuition</th>
<th>Not applicable</th>
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Student Information

Have you maintained a residence in Missouri or Kansas for the past 12 consecutive months? ☐ Yes ☐ No

Starting with the most recent list your present and all previous home addresses for the last 3 years (attach an additional sheet if necessary)

<table>
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<tr>
<th>Address (Street, City, State)</th>
<th>Start date</th>
<th>End date</th>
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Have you lived in Missouri or Kansas prior to the 3 years listed above? ☐ Yes ☐ No
If yes, under what circumstances?

________________________________________________________________________

Do you intend to make Missouri or Kansas your permanent home for an indefinite period? ☐ Yes ☐ No
Where did you spend last summer?

What did you do last summer?

Where did you spend holidays during the last 12 months?

Do you have a driver’s license or state ID card? ☐ Yes ☐ No

Do you own a car? ☐ Yes ☐ No
Are you registered to vote? ☐ Yes ☐ No
Are you currently married? ☐ Yes ☐ No
Were you under 21 during the qualifying 12 month period? ☐ Yes ☐ No
Have you had taxable, earned income during the previous 12 months? ☐ Yes ☐ No
Does anyone claim you as a dependent for tax purposes? ☐ Yes ☐ No
Have you filed federal taxes in the last 12 months? ☐ Yes ☐ No
If yes, in which states have you filed taxes in the past 12 months?

Have you paid property taxes in the last 12 months? ☐ Yes ☐ No

I certify that all information and documentation given/provided on the Petition for Missouri Residency Status or the Kansas Rate is correct and complete. I understand that any omission, falsification or misinformation on the petition or supporting documents may result in denial of my petition for Missouri (KS) residency status as well as my file being submitted to the Student Conduct Committee for possible disciplinary action. I also understand that it may impact my ability to apply for Missouri residency or Kansas Rate for a future semester.

Signature of Student ___________________________________________ Date _____________________