



# RESIDENCY QUALIFICATION GUIDELINES

Central New Mexico Community College

You have been declared a *non-resident* of New Mexico for tuition purposes based on admissions information you provided to us. Continuing non-resident students can petition for a change in tuition classification by returning the residency petition and documentation supporting all residency requirements to Enrollment Services. New students changing residency for the term you applied for only need to submit documentation correcting the condition(s) that made you non-resident. **All residency conditions must be met prior to the first day of the term. Residency will not be changed after the 15<sup>th</sup> day of the term. Any act from your prior admissions application that caused your non-resident status must be proven to no longer exist.**

There are four basic residency requirements. Details about residency and many waiver forms are available on the web at <http://www.cnm.edu/depts/enrollment/registration/BasicResidencyRequirements.php>

- 12 months consecutive residency.** A student must physically reside in New Mexico for the 12 consecutive months immediately preceding the term.  
*The following can be used as waivers: see the web site above for conditions*
  1. marriage to a legal resident of NM;
  2. person (their spouse and dependents) who lives in NM and works in a permanent full-time position;
  3. NM resident who entered active duty military and returns to NM after separation (with restrictions);
  4. retirees 65+ years old who live in NM

- financial independence**  
Students cannot be approved for residency who are financially dependent upon parents or legal guardians who are nonresidents of New Mexico

- intent**  
Student must sign a written declaration of intent to relinquish residency in any other state and establish it in New Mexico

- 2 overt acts supporting intent; any out-of-state overt act will result in non-resident status:**
  1. If applicant is financially dependent, a copy of parents or guardians' previous year federal income tax
  2. NM high school transcript confirming attendance within the past 12 months
  3. NM drivers license or ID card issued prior to the first day of the term
  4. proof of payment of NM state income tax for the previous year
  5. evidence of employment in NM
  6. NM vehicle registration
  7. NM voter registration
  8. proof of residential property ownership in NM
  9. rental agreement in NM
  10. utility bill in NM
  11. other documentary evidence or reasonable explanation of residency as determined by CNM

**Residency overrides: students meeting any of the following conditions can be granted resident status regardless of any of the above basic requirements:**

1. Any enrolled member of an American Indian nation, tribe or pueblo located wholly or partially in New Mexico
2. Any active member (spouse or dependent) of the armed forces including the national guard stationed in NM
3. \*SB582 – any person who attended high school in NM for at least one year and received a HS diploma or GED from a NM institution regardless of immigration status.
4. Part-time students enrolled in no more than six credit hours during Fall or Spring terms are billed out-of-GAR rates rather than non-resident rates. No petition is required.
5. Summer – non-resident students are billed out-of-GAR rates for all credit hours taken.

**Non-citizens** of the United States who have applied for or obtained permanent resident status, or who serve on active duty in the armed forces of the United States, may be eligible for residency.\*

## RESIDENCY GUIDELINES – IN-DISTRICT, IN-GAR, OUT-OF-DISTRICT/GAR

Students qualifying for New Mexico residency status for tuition purposes are classified as in-district, out-of-district but in-CNM's Geographic Area of Responsibility, or out-of-district/not-in-GAR based on their permanent physical address. PO Boxes are not eligible for in-district/GAR rates.

Notification of changes to your residency status are emailed to your myCNM email address and posted in your myCNM account.

# PETITION FOR IN-STATE TUITION CLASSIFICATION

STATE OF NEW MEXICO



ALL REQUIREMENTS MUST  
BE MET BY THE FIRST DAY  
OF CLASSES

DEADLINE FOR  
SUBMISSION OF PETITION

FOR THE \_\_\_\_\_

TERM: 20 \_\_\_\_\_

## FOR OFFICE USE ONLY

Approved  Denied  Effective: Fall  Spring  Summer  20 \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_

Instructions: Please answer all questions using N/A (Not Applicable) for those questions which do not apply to your situation. If you need additional writing space, please attach pages indicating the subject of each attachment. Submit the petition to the appropriate office well in advance of the term for which the request is being made.

PLEASE PRINT OR TYPE

PETITIONER NAME: \_\_\_\_\_ SSN OR ID #: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

List all addresses where you (student) have resided in the last 24 months. Give inclusive month/year for each residence including current residence, the reason you resided at that residence. (For example, parent's home, school, employment, etc.)

Present Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/
Previous Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/
Previous Address _____	From	To
City _____ State _____ Zip _____ Reason _____	/	/

		1. What state do you consider your permanent home?
YES	NO	2. Do you intend to (or have you) establish (ed) New Mexico residency If yes, student <b>must</b> relinquish residency in all other states.
YES	NO	3. Have you been absent from New Mexico for more than a month in the previous year?
YES	NO	4. Are you married to a New Mexico resident?
YES	NO	5. Are you currently enrolled, or have you attended a higher education institution in the last two years? If yes, complete below:

		INSTITUTION	CITY/STATE	Classified as a resident?	
FROM	TO			YES	NO
/	/				
FROM	TO			YES	NO
/	/				
FROM	TO			YES	NO
/	/				

YES	NO	6a. Did you graduate from a New Mexico high school? If yes, please list high school and graduation date: High School: _____ Date: ____/____/____
YES	NO	6b. Did you attend for at least year?

7. List all employers, addresses and dates of employment in the previous year. Use additional pages if necessary.

		EMPLOYER	City	State	FT/PT
FROM / /	TO / /				
FROM / /	TO / /				

FROM / /	TO / /				
FROM / /	TO / /				

YES	NO	<p>8. Did your parents or legal guardian claim you as a dependent on federal tax returns in the immediate preceding tax year?</p> <p>If yes, who:    Parents <input type="checkbox"/>    Mother <input type="checkbox"/>    Father <input type="checkbox"/>    Guardian <input type="checkbox"/></p> <p><b>If you were under the age of 23 in the most recent tax year, a copy of your parents' 1040, 1040A, 1040EZ tax form is required. If parents filed separately, submit a copy of both parents' returns.</b></p>
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		<p>9. If you are less than 19 years of age or answered yes to question 8, please provide the following information:</p> <p>A. Parent/Guardian Name: _____</p> <p>Address: _____</p> <p>City/State/Zip: _____</p> <p>B. If parents' addresses differ, explain: _____</p>
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YES	NO	<p>10. Are you registered to vote in New Mexico? If so, provide Voter Registration Number: _____</p> <p>If no, what state are you registered to vote? _____</p>
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YES	NO	<p>11. Did you file a New Mexico income tax return for the previous year?</p> <p>If no, in what state did you file your taxes? _____</p>
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		<p>12. Your driver's license number: _____ State: _____ Expires: _____</p>
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YES	NO	<p>13. Do you have a New Mexico State issued ID card? If yes, ID Number: _____ Expiration Date: _____</p>
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YES	NO	<p>14. Do you own residential property in New Mexico? If yes, location: _____</p>
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YES	NO	<p>15. Do you have utilities in your name? If yes, which: _____</p>
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YES	NO	<p>16. Do you own a motor vehicle? If yes, license number: _____ State: _____</p>
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		<p>17. List any other information which may be pertinent to your classification as a New Mexico resident for tuition purposes:</p> <p>_____</p> <p>_____</p>
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YES	NO	<p>18. In the previous year, were you participating in the Texas, Arizona or Colorado tuition reciprocity program?</p>
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YES	NO	<p>19. Are you participating in the Western Undergraduate Exchange Program?</p> <p>Are you participating in the Western Graduate Exchange Program ?</p>
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YES	NO	<p>20. Have you been receiving financial assistance from any state other than New Mexico?</p> <p>If yes, complete the following: Name of granting agency: _____</p> <p>State: _____ Date Received: _____</p>
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YES	NO	<p>21. Have you separated from the U.S. Armed Forces in the previous two years?</p> <p>A. Home of record on original entry papers: _____</p> <p>B. Home of record on State of Legal Residence Certificate (DD 2058): _____</p>
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YES	NO	<p>22. Are you a citizen of the United States? If no, applicant must complete this section:</p> <p>Country of Citizenship: _____</p> <p>Date of entry into the United States: _____</p> <p>Type of Visa: _____</p> <p>Permanent Resident Alien Registration Number: _____</p>
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<p>I certify that the above is true and correct to the best of my knowledge. I am aware that the Institution may cancel my admission or registration for any false or misleading statement on this petition and assess retroactive tuition and fees.</p>	
<p>Petitioner Signature _____</p>	<p>Date _____</p>