

**Description:** This petition should be submitted only if the Registrar's Office has already notified you that you have been classified as a non-resident for tuition purposes and you have good reasons to believe that further information could alter that decision.

**Important:** You must demonstrate that you, your parent, your spouse or your U.S. court-appointed guardian (if you are a minor) is a legal resident of Georgia for tuition purpose. You may establish this claim by providing documentation to support the definition established by the Board of Regents. Please note that establishing residency for tuition purposes as defined by the Board of Regents is different than residency for purposes of such things as voting, having a GA license/tag, etc., and requires more than establishing eligibility to vote, securing a driver's license, paying taxes, and/or receiving federal student aid.

### Who has the best claim to residency for tuition purposes?

You, your parent, your spouse or your U.S. court-appointed guardian should meet all the following criteria:

- The person has always resided in Georgia or can demonstrate they currently reside in Georgia and residency in any other state or country has been abandoned. Maintenance of ties with another state or country will contribute to a non-resident classification and include such things as: financial support from a person who is a resident of another state or country, payment of income taxes to another state, registering a vehicle or securing a driver's license in another state or country.
- The person has lived in Georgia for the 12 consecutive months immediately proceeding the start date for the term and their 12-month durational requirement has not included time attending any educational institution in Georgia on a full-time basis.
- The person can demonstrate they moved to Georgia for purposes other than attending any educational institution in the State of Georgia.
- The person can demonstrate economic self-sufficiency and has contributed to the State by paying meaningful taxes.
- The person is a U.S. citizen, Resident Alien or is in a visa status permitting indefinite or permanent residence in the United States.

### List of documents that May Be Necessary (review required documents based on your situation on page 3)

You, your parent, your spouse or your U.S. court-appointed guardian should meet all the following criteria:

1. A letter/statement from your employer(s) verifying any employment during the last 12 months. The letter/statement should indicate dates of employment and whether you had full or part-time employment. The letter/statement should be on company letterhead or be notarized;
2. A copy of the lease or deed for your residence(s) during the past 12 months. If the lease or deed is not in your name, please also provide a notarized statement from the person who is on the lease stating that you do/did in fact live with him/her and for how long you have/had continuously resided with this person;
3. A copy of your parent or guardian's most recent Federal Tax Return Transcript (available at [irs.gov](https://irs.gov));
4. A certified copy of the most recent Georgia 500 (Georgia Income Tax Return). Certified copies come directly from the Georgia Department of Revenue and have a red stamp on each page. Copies may be picked up in-person at 1800 Century Boulevard, or requested via mail using the form here: <https://dor.georgia.gov/ret-001-taxpayer-return-request-form>;
5. Verification of Georgia voter registration;
6. A copy of your signed vehicle registration (if not Georgia, please explain);
7. A copy of your driver's license (if not Georgia, please explain);
8. Verify or provides copies of home of military record, military orders in Georgia and LES;
9. Copies of guardianship paperwork (U.S. Court orders);
10. A copy of your marriage certificate;
11. A copy of your permanent resident alien card (copy of the front and back);
12. A copy of your birth certificate.



# PETITION FOR TUITION CLASSIFICATION

GTID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
9-digit student number Month/Day/Year

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

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

Current Address: \_\_\_\_\_  
Street address or apartment number City State Zip Code

Permanent Home Address: \_\_\_\_\_  
Street address or apartment number City State Zip Code

State of Residency: \_\_\_\_\_

**I hereby submit this petition for:**

- Fall (August) 20
- Spring (Jan) 20
- Summer (May) 20

**First Semester Enrolled at Georgia Tech:**

- Fall (August) 20
- Spring (Jan) 20
- Summer (May) 20

**U.S. Citizenship Status:**

- I am a United States citizen.
- I am not a United States citizen.

Enter country of citizenship, type of visa, and date you received visa allowing permanent residence in the U.S.

**Current Academic Level:**

- Undergraduate
- Graduate

**My permanent residence in Georgia began on:**

\_\_\_\_\_  
Month/Day/Year

**Type of visa:**

\_\_\_\_\_  
Type of Visa

**Marital Status:**

- Not Married
- Married

**My former resident state was:**

\_\_\_\_\_  
Former Resident State

**My country of citizenship is:**

\_\_\_\_\_  
Country of Citizenship

\_\_\_\_\_  
Month/Day/Year

**Place of Birth:**

\_\_\_\_\_  
City / State Code / Country

**The date I received a visa allowing permanent residence in the United States was:**

\_\_\_\_\_  
Month/Day/Year

\_\_\_\_\_  
Spouse's Name

Continues on next page

## PETITION FOR TUITION CLASSIFICATION

- I am an independent person (age of 24 or older) who has not been claimed as a dependent on anyone else's income tax return, have been self-supporting and have maintained legal residence in Georgia (including payment of Georgia taxes) for the 12 months prior to the semester for which I intend to enroll. I will submit documents **1, 2, 3, 5, 6, and 7** from the list of necessary documents on Page 1 of this form.
- I am the child (younger than age of 24) or spouse of a Georgia resident and my parent or spouse has maintained legal residence in Georgia for the 12 months prior to the semester for which I intend to enroll. I will submit documents, **1, 2, 4, 5, 6, 7, 12, and, if applicable, 10** for my parent or spouse from the list of necessary documents on Page 1 of this form.
- I have a U.S. court appointed legal guardian who has maintained legal residence in Georgia for the 12 months prior to the semester for which I intend to enroll and I can provide clear evidence showing the relationship to the U.S. court appointed guardianship has existed for at least 12 consecutive months immediately proceeding the first day of classes for the term. I will submit documents **1, 2, 4, 5, 6, 7, and 9** for my U.S. court appointed legal guardian from the list of necessary documents on Page 1 of this form.

### OATH AND AFFIRMATION FOR GEORGIA TECH STUDENTS

I, the undersigned, hereby swear or affirm to the authenticity of the information provided on all pages of this affidavit. I understand that any false or misleading information on this affidavit or provided to support this affidavit may result in denial of admission or expulsion from the Institute. I understand that it may also cause me to be billed for the non-resident fees. I also authorize Georgia Institute of Technology to review or examine any and all documents and records, including my confidential loan forms and related data, which may assist in clarifying my residence status.

Signature of Person Making Affidavit - GT Student \_\_\_\_\_

#### Petition Deadlines:

- Fall Semester - *August 1st*
  - Spring Semester - *December 1st*
  - Summer Semester - *May 1st*
- Any Petition which is incomplete at the posted-payment deadline will be reviewed for the subsequent academic term.*

#### To submit in person:

Bring this completed, signed form to the Registrar's Office Administration Building  
225 North Avenue  
First Floor, Tech Tower  
Atlanta, Georgia 30332-0315

#### To submit electronically:

- Upload to the Registrar's document portal at [registrar.gatech.edu/info/petition-tuition-classification](http://registrar.gatech.edu/info/petition-tuition-classification)