

Residency for Tuition Purposes Documentation Checklist

In accordance with the rules and regulations set forth by the State of New Mexico Higher Education Department, the following documentation is required to support a petition to establish residency for tuition purposes.

____ 1. Proof that you have resided in New Mexico for the **immediately preceeding 12 consecutive months**. Examples of acceptable documents (or combination of documents) to prove 12 months physical presence include:

- Employment verification on company letterhead. *No pay stubs, please.*
- Lease or rental agreement. If lease is month to month, a notarized letter from the landlord or property manager that verifies actual dates of residence may be submitted. *No rent receipts, please.*
- Unofficial transcript that shows continuous enrollment at a New Mexico institution of higher education over the past 12 months.

____ 2. If under the age of 23:

AND

- financially dependent, a copy of the parents' or guardians' previous year federal income tax return(s) showing the petitioner was claimed as a dependent, and the parents' address as New Mexico. Proof that the parents meet two of the overt requirements (see 3.) must also be submitted. **NOTE: This documentation may also be used as proof of one of the two required overt acts.**

OR

- financially independent of parents who reside out-of-state, a copy of the parents' or guardians' previous year federal income tax return(s) showing the petitioner was not claimed as a dependent.

____ 3. Documentation of two of following overt acts to support intent to establish permanent residency in New Mexico.

Note: Although documentation of only two of the following must be submitted, any act considered inconsistent with being a resident of New Mexico will cause the petition for residency for in-state tuition purposes to be denied. Inconsistent acts may include holding a driver's license, vehicle registration, or voter registration in another state.

- A New Mexico driver's license or state issued ID card. **Note:** If you hold a driver's license, it must be issued by New Mexico.
- Copy of New Mexico state income tax return for the previous year.
- Evidence of employment within the State of New Mexico. **NOTE: If you submit a letter from your employer to prove 12 months physical presence in New Mexico, you may not also use the letter as one of your overt acts.**
- New Mexico vehicle registration (if you own your vehicle).
- New Mexico voter registration.
- Proof of residential property ownership in New Mexico. **NOTE: If you submit such proof to support 12 months physical presence in New Mexico, you may not also use it as one of your overt acts.**
- Rental agreement within New Mexico. **NOTE: If you submit a rental agreement to support 12 months physical presence in New Mexico, you may not also use it as one of your overt acts.**
- Utility bills (i. e., electric, gas, telephone, water) showing the petitioner's name and a New Mexico address.

____ 4. To establish residency for tuition purposes, you must be a U.S. citizen or permanent resident of the U.S. Permanent residents must submit a copy of their Alien Registration card.

Any act considered inconsistent with being a resident of New Mexico will cause the petition for residency for in-state tuition purposes to be denied.