



Request to Change to In-State Tuition Status

Student ID or SSN: _____

Student's Name: _____

Student's Phone Number: _____

1. Please initial next to each statement indicating you have read and understood:

_____ I am requesting to be charged In-state tuition.

_____ This request must be submitted by the end of the published add/drop/swap period for a given term in order for tuition to be adjusted for that term.

_____ Tuition will not be adjusted for the past terms.

2. In order to be charged In-state tuition, students must provide military orders or proof of legal residency in Arkansas. The following documentation must be attached to this request:

1. Military Orders showing a student, student's spouse, or student's parent has been stationed in Arkansas. Military Orders **MUST** contain the student's name.
2. A valid Arkansas Driver's license issue **at least** 6 months prior to the start of term the student is seeking a tuition adjustment for.
3. A valid Arkansas Driver's license issued **less than** 6 months prior to the start of term the student is seeking a tuition adjustment for **AND** one of the following:
 - a) A paycheck stub from at least 6 months prior to the start of the term showing the student has been paying state taxes.
 - b) A utility bill in the student's name (NOT a cell phone bill) from at least 6 months prior to the start of the term.
 - c) Arkansas Voter Registration issued at least 6 months prior to the start of the term.
 - d) A valid copy of an Arkansas State tax return.
 - e) A valid copy of an Arkansas personal property tax bill.

3. Student Signature: _____ Date: _____

For Office Use Only

Received by _____ Received Date _____ ID Checked _____

Date Processed _____ Processed by _____