NDUS Residency Guidelines

Alumni Dependent (ALDEP)
Per SBHE Policy 805.1(3)(b), Undergraduate students who are children or spouses of graduates of NDUS institutions qualify for a tuition rate that is 150% of the resident rate, regardless of residency. Students meeting this requirement should be coded as ALDEP.

Contiguous States (CONTI)
Montana, South Dakota, Manitoba and Saskatchewan are states/provinces that border North Dakota. Because of this close relationship, students from those states/provinces are eligible for a reduced tuition rate, per SBHE Policy 805.1(3)(a).
In order to receive this residency coding and corresponding tuition rate, they must meet one of the following guidelines:

1. If the student’s only address on the application for admission is located in one of the qualifying state/provinces, code the student as Contiguous.
2. If the student has a mailing address not in one of the qualifying states because they are attending and residing at a college/university, but the student’s parent’s address is in one of the border state/province, the student should be coded as Contiguous.
   a. For example, the student graduated from Vermillion (SD) High School, is attending the University of Nebraska-Omaha and would like to transfer to NDSU. His parents address is Vermillion, SD. Therefore the student should be coded as Contiguous.

Midwest Student Exchange Program (MHEC)
This is a tuition reduction program offered to states participating in the Midwestern Higher Education Compact (MHEC). Not all MHEC states participate in MSEP, which is the discounted tuition rate program. States currently participating in MSEP with North Dakota include Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska and Wisconsin.
In order to receive this residency coding and corresponding tuition rate, the student must meet one of the following guidelines:

1. If the student’s only address on the application for admission is located in one of the qualifying MSEP states, code the student as MHEC.
2. If the student has a mailing address not in one of the qualifying states because they are attending and residing at a college/university, but the student’s parent’s address is in one of the MSEP states, the student should be coded as MHEC. For example, the student graduated from Sparta (WI) High School, is attending the University of Nebraska-Omaha and would like to transfer to NDSU. His parents address is Sparta, WI. Therefore the student should be coded as MHEC.

Note: Only certain graduate programs participate in MSEP. Only Grad students from an MSEP state, enrolled in the specific programs should be coded as MHEC. Otherwise, the Grad students from the MSEP states should be coded as Non-Resident. Please refer to the MSEP website for a current listing of participating programs: [http://www.mhec.org/MidwestStudentExchangeProgram](http://www.mhec.org/MidwestStudentExchangeProgram).
Minnesota Reciprocity (MINNR)

1. Undergraduate students who fall under the circumstances listed below (items a.i-iii) must apply for Minnesota reciprocity at the State of Minnesota’s website: http://www.getreadyforcollege.org/hesod/reciprocity/apply1.cfm.
   a. Until a campus receives verification that an Undergraduate student is approved for reciprocity, the student should be coded as MHEC. Once the verification is received, the coding may be updated to Minnesota Reciprocity.
      i. Student coming to your school as a transfer student – even if from another NDUS institution
      ii. Student who graduated from a home school
      iii. Student who earned a GED

2. Graduate students from Minnesota must apply to the State of Minnesota for reciprocity at the same website as above.
   a. Until a campus receives verification that a Graduate student is approved for reciprocity, the student should be coded as Non-Resident. Once the verification is received, the coding may be updated to Minnesota Reciprocity.

3. Undergraduate students who attended your institution as Minnesota Reciprocity, but stopped out within the same academic year must reapply for reciprocity through the website. Until your campus receives verification that they are approved for reciprocity, the student should be coded as MHEC. Once the verification is received, the coding may be updated to Minnesota Reciprocity.
   a. Note: this is more conservative than the description that is quoted in the MOU with the State of Minnesota. The MOU states that the student should reapply for reciprocity if “the student should not attend the institution for which he or she is approved for a 365-day period.” It is recommended that students who stop out for just one term be advised to reapply for Reciprocity and be coded as MHEC in the meantime.

4. Any undergraduate student who graduated from a Minnesota High School (public or private) and is attending an NDUS institution within one year of high school graduation (Summer Session, Fall Semester, Spring Semester) may be coded as a Minnesota Reciprocity. These students are submitted to and approved by Minnesota through the paperless application process as long as they HAVE NOT attended another institution of higher education since they graduated from high school.
   a. In order to be considered approved by the State of Minnesota, the student must have:
      i. A valid National ID in Campus Solutions (SSN, not all X’s) and;
      ii. An appropriate graduation date from a Minnesota high school recorded on their application for admission in Campus Solutions.

5. A report of Collaborative students coded as Minnesota Reciprocity at the Home School will be included in the data file sent to the State of Minnesota at the end of every semester. This file will include the Provider campus(es) at which the student is enrolled. Minnesota State Higher Ed Office personnel agreed to extend the Home campus status to the provider
campus(es). As a result, Collaborative students do not need to apply for Minnesota Reciprocity through the provider campus and can be coded as “Minnesota Reciprocity” when the collaborative application is processed.

**Minnesota Professional (MNPRO)**
The residency type Minnesota Professional (MNPRO) is used for Professional programs that are not covered by Minnesota Reciprocity. Those programs include Medicine, Law, Occupational Therapy, Physical Therapy, and Pharmacy (PharmD). While it is available for use at all campuses, the programs approved for use are located only at NDSU and UND.

This residency coding provides the student the reduced tuition rate without expectation of the appropriate reimbursement from the State of Minnesota.

**Western Exchange Program (WUE)**
Specific western states of the US are involved in the Western Undergraduate Exchange (WUE) and the Western Regional Graduate Program (WRGP) for tuition reduction. Colleges and Universities in those states offer reduced tuition rates to students from the other participating states. States participating in the program along with North Dakota include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Montana and South Dakota also participate in the Western Exchange Program, but Undergraduates are considered Contiguous for NDUS tuition purposes. Graduate students from MT and SD who are in the approved WRGP programs should be coded as WUE/Western Exchange in order to receive the benefit of the lower tuition rate.

While all NDUS institutions participate in the program, not all programs at all institutions are eligible for the tuition reduction. Please be aware of which programs are/are not eligible for this residency program. Please see [http://wue.wiche.edu/search1.jsp](http://wue.wiche.edu/search1.jsp) for more information regarding eligible programs/campuses.

**North Dakota Resident (NDRES)**
1. Students must meet one of the following criteria, as outlined in NDUS Procedure 504 Residency for Tuition Purposes: [http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=280&SID=57](http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=280&SID=57):
   a. A person whose custodial parent, guardian, or parents have been a legal resident of North Dakota for 12 months or a dependent child whose custodial parent moved into the state with the intent to establish legal residency for a period of years within the last twelve months immediately prior to the beginning of the academic term.
      i. Examples of forms of verification could include (but are not limited to):
         a. Parent’s:
            a. ND driver’s license or ND State Identification card
b. Resident hunting/fishing license

c. Motor vehicle registration

d. Voting record

e. Previous year ND state resident tax form if dated 12 months before the start of the term

b. Student noted as a dependent on the parent’s tax return, health insurance, or flex-comp

b. They are 18 years of age or older and have been a legal resident of ND for 12 months immediately prior to the beginning of the academic term.
   i. Examples of forms of verification could include (but are not limited to):
      a. Student’s:
         a. ND driver’s license or ND State Identification card
         b. Resident hunting/fishing license
         c. Motor vehicle registration
         d. Voting record
         e. Previous year ND state resident tax form if dated 12 months before the start of the term

c. They graduated from a North Dakota high school. This information is found on the high school transcript.
   i. NOTE: Obtaining a General Equivalency Diploma (GED) in North Dakota does not satisfy this criteria
   ii. Legal residency is not required. Per N.D.C.C. § 15-10-19.1(2)(c), a person who is not a U.S. citizen, including someone who does not have a green card or other visa, qualifies for resident student status if the person is a graduate of a ND high school.

d. They are a benefited employee of or the spouse or dependent of a benefited employee of the North Dakota university system. A confirmed list of institutions which qualify is included on the admission application and includes the following:
   Bismarck State College
   Dakota College
   Dickinson State University
   Lake Region State College
   Mayville State University
   Minot State University
   North Dakota State School of Science
   North Dakota State University
   University of North Dakota
   Valley City State University
   Williston State College
   North Dakota University System
a. NOTE: Legal residency is not required, and residency or citizenship status of the employee does not matter. Even if the student or employee does not have a green card, etc., the student still qualifies for resident tuition under N.D.C.C. § 15-10-19.1(2)(e).

ii. Examples of forms of verification could include (but are not limited to):
   a. Employee’s pay stub
   b. Verification of employment from Human Resources (employee)
   c. Marriage certificate (spouse)
   d. Birth certificate (dependent)
   e. Student noted as a spouse/dependent on the employee’s tax return, health insurance, or flex-comp
   f. They are the spouse of any other person who is a resident for tuition purposes.
      i. Examples of forms of verification could include (but are not limited to):
         a. Marriage certificate (spouse)
         b. Birth certificate (dependent)
         c. Student noted as a spouse/dependent on the employee’s tax return, health insurance, or flex-comp
   f. The student was a legal resident of North Dakota for at least three consecutive years within six years prior to the beginning of the academic term.
      i. Examples of forms of verification could include (but are not limited to):
         a. Student’s ND state tax returns

Please review Procedure 504 for additional definitions and guidance:
http://www.ndus.nodak.edu/makers/procedures/NDUS/default.asp?PID=280&SID=57

2. International Students
   a. Other than the methods listed above, international students who are not refugees must have an Alien Registration Receipt Card (Green Card) proving permanent residency or immigrant status and must meet all other North Dakota residency requirements for tuition purposes.
   b. Refugees holding I-94 visas bearing endorsement by the Immigration and Naturalization Service and showing they have been paroled indefinitely, or have been granted indefinite voluntary departure or conditional entry, shall be treated as residents of the United States when applying for North Dakota residency for tuition purposes. In all other respects they must meet the requirements of N.D.C.C. § 15-10-19.1. Time spent in North Dakota prior to being granted I-94 status shall not be counted towards the one year requirement for residency status for in state tuition.

North Dakota Military (NDMIL)
Students who are from a state outside of North Dakota and who meet the following qualifications should be coded as NDMIL:
1. They are a full-time active duty member of the armed forces, a member of a ND National Guard unit, a member of the armed forces reserve component stationed in this state, or a veteran as defined in N.D.C.C. § 37-01-40.
2. They are the spouse or dependent of a full-time active duty member of the armed forces, a member of a North Dakota National Guard unit, a member of the armed forces reserve component stationed in this state, or a veteran as defined in N.D.C.C. § 37-01-40, provided the veteran is eligible to transfer entitlement under the Post 9-11 Veterans Educational Assistance Act of 2008 [38 U.S.C. 3301].
   a. NOTE: Only spouse and dependents of Post 9-11 veterans are eligible under the “veteran” definition; Spouse and dependents of veterans prior to 9-11 do not qualify under this option.
   b. NOTE: The veteran does not need to transfer benefits for the spouse or dependent to be eligible for NDMIL residency
3. They are a child, stepchild, widow, or widower of a veteran as defined in N.D.C.C. § 37-01-40 who was killed in action or died from wounds or other service-connected causes, was totally disabled as a result of service-connected cause, died from service-connected disabilities, was a prisoner of war, or was declared missing in action.
   a. Examples of forms of verification could include (but are not limited to):
      i. Parent’s:
         1. Veterans Administration form
         2. DD214
      ii. Student’s birth certificate
   Please Note:
   1. Military students who qualify for ND residency under a separate category (graduated from a ND high school, etc.) should be coded as NDRES instead of NDMIL. NDMIL should be used for those students who would not otherwise qualify for resident tuition and who meet at least one of the qualifications for NDMIL.
   ii. Examples of forms of verification could include (but are not limited to):
      a. Veterans Administration form
      b. DD214
      c. Student noted as a dependent on the parent’s tax return, health insurance, or flex-comp
      d. Student’s birth certificate
      e. Parent’s or student’s active duty orders
      f. Parent’s or student’s military ID (Note – this cannot be copied and retained)

Non-Resident (N.RES)
If a student does not fit into one of the above listed residency choices, they should be coded non-resident. Once the situation is resolved, or the student later qualifies for a different residency category, the status may be updated or corrected.