



UNIVERSITY OF MINNESOTA

# Residency, Reciprocity, and Tuition Exemption INFORMATION AND APPLICATION





## Residency, Reciprocity, and Tuition Exemptions

The University of Minnesota is a state land grant institution supported by legislative funds derived from state of Minnesota tax revenue. As a state tax-supported institution, the University (with some exceptions) gives preference in admission and tuition to residents of the state of Minnesota—that is, to students whose circumstances conform to the University’s **Basic Definition of Resident Status** below.

The University’s definition of the term “resident” may be different from the definitions developed by other, non-University, agencies. The University does not recognize declarations of resident status made by other agencies. Thus a person who is a Minnesota resident for tax or voting purposes, for example, is not necessarily a resident for University of Minnesota tuition and admission purposes. The University’s definition of resident status applies both to payment of tuition and admission to University of Minnesota colleges. NOTE: Residency decisions for tuition take effect at the beginning of the semester for which residency status is granted. Residency for admission priority (i.e., for professional colleges) is the residency status in effect at the time of the admissions application deadline.

**Tuition Exemptions.** Some nonresident students may qualify for exemption from the nonresident portion of tuition even if they do not qualify for resident status according to the definition below. These students, though not technically Minnesota residents by University definition, still may be eligible to pay resident rates because they meet certain other qualifications as members of exempt groups. (They still must meet nonresident admission standards.) Some, but not all, such exemptions are administered by the Resident Classification Office. See **Exemptions to Nonresident Classification** below.

Other students, regardless of resident status, may be eligible for special tuition exemptions such as tuition scholarships, free tuition, and reduced tuition. The scholarships and other tuition exemptions described in this brochure are not administered by the Office of Student Finance, which administers most forms of student aid at the University. Eligibility is generally based not on academic merit or financial need but on special conditions and circumstances such as full-time University employment. Most such exemptions are administered by the student’s college of enrollment or employing department (not by the Resident Classification Office), and recipients need not apply for resident status. Tuition adjustments are entered on the fee statement at the time of registration. See **Other Tuition Benefits**.

### 1 University Residence Regulations and Review Procedures

#### Basic Definition of Resident Status

Resident status is granted to students who:

- Are permanently residing in Minnesota; and
- Have been continuously present in the state of Minnesota for at least one calendar year prior to the first day of class attendance at the University. During that one year period, the student must not have attended any other Minnesota post-secondary educational institutions.

#### Interpretations

The University of Minnesota reserves the right to interpret the basic definition of resident status as it applies to individual students. The definitions and statements that follow have been approved by the University of Minnesota’s Board of Regents.

**Students from Other States.** If a student from another state moves to Minnesota for the primary purpose of attending a post-secondary institution, that student shall be classified as a nonresident and will remain a nonresident throughout his or her presence as a student unless he or she takes certain actions to meet the **Basic Definition of Resident Status**.

**Spouses and Common Households.** Marital status and common household relationships may support an application for resident status but *do not in and of themselves* meet the **Basic Definition of Resident Status**.

**Immigrants.** Students who are not United States citizens may be considered for resident status *if they hold a valid immigrant visa*.

Immigrant status is granted to persons holding immigrant visas issued by the U.S. Immigration and Naturalization Service (INS). Immigrant visas include the Permanent Resident Visa (green card), Refugee Visa, and Political Asylum Visa. Interim documents issued by INS will not prove immigrant status.

Students who have received one of these immigrant visas from the U.S. Immigration and Naturalization Service must also meet the criteria for establishing resident status at the University of Minnesota. *Permanent Resident Visa status does not automatically grant resident status at the University.*

**Nonimmigrants.** Nonimmigrants residing in this country or state under a temporary visa that bars them from establishing domicile in the U.S. (visas B, F, H [H4 visa holders who have graduated from a Minnesota high school should contact the Resident Classification Office on campus about their resident status.], J, and M) shall be classified as *nonresidents*. Nonimmigrants holding a valid temporary visa that does not bar them from establishing domicile in the U.S. (visas A, E, G, I or L) may be considered for residency, *assuming they otherwise meet the Basic Definition of Resident Status*.

**Dependent Students.** Dependent students are those who are receiving 50 percent of their total support from parent(s) or legal guardian(s) and are claimed as tax dependents on their parents’ or guardians’ federal tax return. *Dependent students acquire the resident status of their parents or guardians.* In some cases parents may relinquish that relationship in favor of a “natural” guardian, such as a grandparent or sibling with whom the student may reside and receive benefits of room and board. If either the parents or designated guardians meet the Basic Definition of Resident Status, dependent students will similarly be classified as Minnesota residents.

If a Minnesota resident parent or guardian of a dependent student moves his or her residence to another state, the dependent student remains eligible for resident status for at least one year thereafter.

**Temporary Absences.** A Minnesota resident may be absent from the state and retain Minnesota resident status *provided he or she is enrolled in a full-time accredited post-secondary institution or is on active military duty with Minnesota as the home of record and has not established resident status in any other state or District of Columbia.*

Minnesota residents who leave the state for other reasons may be gone *up to one calendar year* without jeopardizing their resident status. Temporary absences lasting longer than one year will result in the loss of resident status unless there are extenuating circumstances or extraordinary efforts have been made to maintain Minnesota residency during the absence. Students under contract with federal agencies—e.g., VISTA and Peace Corps—and students affiliated with missionary organizations must return to Minnesota every two years and fulfill appropriate criteria listed under **Supporting Evidence**.

**Supporting Evidence.** Actions such as the following may help to support an application for resident status insofar as they apply to the **Basic Definition of Resident Status**: maintaining a permanent address in Minnesota; listing Minnesota as the military home of record; registering to vote or voting by absentee ballot in Minnesota; maintaining Minnesota automobile registration; owning property in Minnesota and paying state property tax; filing a Minnesota tax return; and remaining in Minnesota during the summer. Such actions are considered to indicate an applicant's intention to remain in Minnesota as a permanent resident. *They are not, however, sufficient in and of themselves to establish residency.*

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### How to Apply for Resident Classification

If you apply for admission to a college of the University, your application is initially screened for residency status by the Office of Admissions. An out-of-state history, including transfer coursework, graduation from a non-Minnesota high school, and out-of-state work experience, may result in an initial finding of nonresident status. The Office of Admissions or a college office can send you an Application for Resident Classification, or you can obtain one in the Resident Classification Office on campus. The University encourages you to apply for resident classification if you believe that you meet minimum requirements. (See **Basic Definition of Resident Status** above.)

You *should* apply for resident status prior to the semester for which you seek such status; you must apply for resident status within one year of the semester for which you seek such status. Resident status is retroactive to *no more than one fiscal year (September-August) prior to the date of application*. If you are granted residency retroactively, you may be eligible for a refund of the *nonresident portion* of tuition you have paid, retroactive to the first semester of eligibility, up to a maximum of one year's tuition.

When appropriate, you should provide copies of the following documents (which will be filed with your application):

- a letter from your supporting parent or guardian declaring his or her relationship to you, indicating how long the parent or guardian has lived in Minnesota, stating whether he or she is providing 50 percent or more of your total support and is claiming you as a federal tax dependent, and indicating whether he or she owns property in Minnesota;
- a copy of your Minnesota driver's license or state I.D.;
- a copy of your last Minnesota tax return;
- a letter from your employer or sponsor with dates of employment and hours worked;
- a copy of a property tax statement for property owned in Minnesota;
- a copy of your DD 214 from the Department of Defense;
- a copy of your military dependent I.D.;
- a copy of your Minnesota voter's registration;
- copies of both sides of your visa;
- copies of necessary legal documents pertaining to guardianship.

*It is illegal (by United States Federal Law) to photocopy citizenship documents.* If you were not born in the United States and have become a naturalized citizen, you must present your citizenship papers to the Office of Admissions or Resident Classification Office on campus. The Resident Classification Office will notify you by mail of the determination of residence.

### Appeals

*You have one fiscal year in which to appeal a nonresident classification that you believe to be incorrect.* You may appeal a negative administrative decision simply by obtaining and completing a Resident Classification Appeals Form. The Resident Classification Review Board, consisting of six faculty and/or administrative staff, will review all the facts and circumstances and any statements or evidence that you as an appellant would like to present. If this review board determines that the nonresident classification was not appropriate, you will receive a refund for the appropriate period and amount of overpayment, if any.

If the board determines on appeal that the nonresident classification was appropriate, the initial decision will stand. If you wish to ask for reconsideration of the board's ruling, you normally will have to wait until the following academic year. The board will not schedule a second hearing during the same academic year as the first unless there has been a significant change in your circumstances.

### Exemptions to Nonresident Classification

If you are not eligible for resident classification you still may be eligible for an exemption from the nonresident portion of tuition. You will be classified as a nonresident and must meet nonresident standards for admission to University of Minnesota colleges. You may, however, be able to pay resident or reciprocity tuition rates.

## Reciprocity/Undergraduate Exchange

The University has reciprocity agreements with Wisconsin, North Dakota, South Dakota, and Manitoba. If you are a resident of any of these states or province, you may qualify for reciprocity tuition at the University, which is less than nonresident tuition and in some cases comparable to resident tuition. You also may qualify for priority admission to some selective programs, although normally reciprocity benefits apply to tuition only, not admission.

Before proceeding, you should verify application requirements by contacting the Resident Classification Office on campus or by writing or calling the appropriate office in your home state. (See the directory of offices on page 5 of this brochure.) *Timely application is important. You should apply for reciprocity prior to your first semester of enrollment at the University.* If you do not apply in a timely manner, you may be ineligible or may have to defer eligibility until a later semester; if you pay tuition after the due date because of late application, you may be charged a late payment fee.

## Midwest Student Exchange Program

If you are a resident of Kansas, Michigan, Missouri, or Nebraska, you may qualify for reduced tuition rates at the University of Minnesota through the Midwest Student Exchange Program (MSEP). As an eligible MSEP student, you will pay 150 percent of resident tuition at the University of Minnesota.

For more information about this program, contact the residency officer in the Office of Admissions at the University of Minnesota.

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## Nonresident Tuition Waivers Administered by the Resident Classification Office

*Members of all qualifying groups below must file an Application for Resident Classification in the Resident Classification Office on the Twin Cities campus or in the Admissions Office at any of the other campuses.*

**Nonresident Tuition Waiver for Permanent U.S. Residents of Migrant Background Employed in Seasonal Agricultural Labor in Minnesota.** Permanent residents of the U.S. who (and/or whose parents or legal guardians) are of migrant background and who have been employed in seasonal agricultural labor in Minnesota for a cumulative period of not less than one year in the past five years are eligible to pay resident tuition.

**Nonresident Tuition Waiver for Full-time Faculty Members at Accredited Minnesota Colleges.** Full-time faculty members at accredited Minnesota colleges qualify for resident tuition. To receive the benefit, you must submit verification of employment from your home college to the residency office on your campus.

**Nonresident Tuition Waiver for U.S. Citizens Employed by the Federal Government.** Any U.S. citizen or legal dependent/ward of a U.S. citizen employed by the federal government and stationed outside the continental U.S. may pay resident tuition, provided he or she does not claim legal residence in any other state or District of Columbia.

**Nonresident Tuition Waiver for Military Personnel on Active Duty in Minnesota.** U.S. military personnel serving on active duty assignment in Minnesota may pay resident tuition. Military

personnel and immediate family members must present duty orders and/or military dependent I.D. to the residency office in order to qualify for the exemption.

**Nonresident Tuition Waiver for Veterans of Armed Forces.** Veterans who have served in the U.S. military for longer than 180 days and whose home of record is Minnesota may pay resident tuition for their graduate education. (For undergraduate waivers for veterans, see page 4).

**Nonresident Tuition Waiver for Accredited Foreign Diplomatic Officials.** If you are an accredited foreign diplomatic official or immediate family member, submit embassy documentation to the Resident Classification Office.

**Nonresident Tuition for Students Enrolled in East Asian Languages from Associated Colleges of Hamline, Augsburg, Macalaster, St. Thomas, St. Catherine.** To qualify, you must submit documentation from your home college to the Resident Classification Office.

**Nonresident Tuition Waiver for Graduates of Minnesota High Schools.** U.S. citizens or permanent resident visa holders who have graduated from Minnesota high schools within two calendar years prior to the first day of class attendance at the University of Minnesota are eligible to pay resident tuition.

**Nonresident Tuition Waiver for Students Whose Tuition is Paid by the State of Minnesota.** If your tuition is paid by the State of Minnesota, you are eligible to pay resident tuition. To qualify, you must submit verification of employment and documentation from the state of Minnesota to the Resident Classification Office.

## Nonresident Tuition Waivers Administered by Colleges and Departments

*Students in the following groups do not have to file an Application for Resident Classification with the Residency Office. Their tuition waivers are handled by their employing department or college of enrollment (e.g., the Graduate School) and by the Student Services Center on the appropriate campus.*

### Civil Service Employees

**Nonresident Tuition Waiver for Civil Service Employees on Regular Payroll.** If you are a civil service employee of the University of Minnesota working 75% time or more on regular payroll during an entire semester, you and members of your immediate family are eligible to pay resident tuition rates. *This resident tuition privilege is available only during semesters of qualifying employment.* To claim the resident tuition benefit, you or your immediate family member(s) should have your department complete a **Verification of Appointment for Resident Tuition** form for each qualified family member for each semester of enrollment. The student should submit this form with course registration materials to the Student Services Center; resident tuition rates will be assessed.

**Nonresident Tuition Waiver for Civil Service Employees on Miscellaneous/Hourly Payroll.** If you are an employee on miscellaneous (hourly) payroll, you and your immediate family members are eligible to pay resident tuition rates. You must

initially pay nonresident tuition and be reimbursed after the semester ends. The department of employment must complete a Verification of Appointment for Resident Tuition form and certify that you worked at least 390 hours during the semester.

## Other Tuition Benefits

Students who meet certain criteria may be eligible for free or resident-rate tuition. Eligibility for the following programs is not administered by the Resident Classification Office. Students in the following groups should submit documentation of eligibility to the One Stop Student Services Center at the time of course registration.

**Staff Tuition Benefit Program.** If you are a faculty, professional, or administrative employee (class 93xx, 94xx, 96xx, 97xx) holding an appointment of 75 percent time or more you may register tuition free in credit-bearing University of Minnesota courses *with the approval of the head of your employing department*. Late fees, course fees, books, deposits, record service fees, orientation fees, special College of Continuing Education (CCE) fees, and Boynton Health Service fees are not covered. Also not covered are CCE noncredit courses, Academic Computing Systems and Services short courses, Recreational Sports, and student union minicourses. If you wish to enroll in day school courses you must be admitted to a college of the University and follow the policies and procedures of that college. *If you resign or your appointment is canceled before you render service for at least three fourths of the term of enrollment, you become responsible for the full amount of tuition assessed for the course(s) you are enrolled in.*

Academic Staff Tuition Benefit Certification forms are available from departmental offices. You must submit a separate form to the registration office for each course. Registration begins after the end of the regular registration period on each campus.

**Wards of the State of Minnesota.** If you are a ward of the state of Minnesota, you may attend the University tuition free if you are in an undergraduate program and under the age of 21. If you start your program and do not finish by age 21 you can continue with the benefit as long as there is no interruption in your schooling. To qualify for this waiver you will need to submit a copy of the court papers terminating parental rights and appointing guardianship to the State of Minnesota. Please submit the documentation to One Stop Student Services Center on the appropriate campus.

**Blind Students.** You are eligible for a full tuition waiver if you are a Minnesota resident who is legally blind. Your vision must be no better than 20/200 or 20 degrees of visual field in the better eye for a full tuition waiver. Periodic exams will be required if blindness is temporary. You must also complete and submit a form, the Tuition Waiver/Assistance for Blind or Deaf Students, to a One Stop Student Services Center (for contact information, go to <http://onestop.umn.edu/onestop/services.html>). Your physician, ophthalmologist, or Disability Services specialist is required to complete a section of the form to document your disability. After approval, a waiver for the full amount of your tuition will be credited to your student account.

**Deaf Students.** To receive a partial tuition waiver based on deafness, you must be a Minnesota resident and have either a Federal Pell Grant or Minnesota State Grant for the term or terms the tuition waiver is awarded. You must also have a hearing loss of such severity that you are primarily dependent on visual communication, such as writing, lip reading, manual communication, and gestures. The tuition assistance will be for any tuition and fees amount that remains after grants (federal, state, or other public or private grants) made to you for educational purposes are deducted from tuition and fees charges. For that reason, you must submit a Free Application for Federal Student Aid (FAFSA) that applies to the enrollment period of the tuition assistance and receive either a Federal Pell Grant or Minnesota State Grant for the term. You must also complete and submit a form, the Tuition Waiver/Assistance for Blind or Deaf Students, to a One Stop Student Services Center (for contact information, go to <http://onestop.umn.edu/onestop/services.html>). Your physician or Disability Services specialist is required to complete a section of the form to document your disability. Tuition assistance is granted by the individual campus.

**POW/MIA Dependents.** Children of U.S. prisoners of war or persons missing in action may attend the University tuition free. To be eligible for the tuition waiver, you must submit documentation from the U.S. Department of Defense to the One Stop Student Services Center on the appropriate campus.

**War Orphans.** The War Orphan education benefit is administered by the Minnesota Department of Veterans Affairs. This benefit is state funded and can only be used by Minnesota Residents. For eligibility requirements, please contact the Minnesota Department of Veterans Affairs or visit [www.mdva.state.mn.us](http://www.mdva.state.mn.us).

**Non-Resident Tuition Waiver for Veterans Attending the University of Minnesota.** Effective fall term 2006, veterans attending the University of Minnesota will be assessed resident tuition rates for their undergraduate degrees. The resident tuition waiver will be automatic for veterans receiving educational benefits. Veterans who qualify for this benefit can visit the One Stop Student Services Center.

The term veteran is defined in statute 197.447 as follows: The word “veteran” as used in Minnesota Statutes, except in sections 136F.28, 196.21, and 243.251, means a citizen of the United States or a resident alien who has been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or who has met the minimum of active duty requirement as defined by Code of Federal Regulations, title 28, section 3.12a, or who has active military service certified under section 401, Public Law 95-202. The active military service must be certified by the United States Secretary of Defense as active military service and a discharge under honorable conditions must be issued by the Secretary.

## Reduced Tuition

*The following programs are not administered by the Resident Classification Office. For assistance, contact the office indicated.*

**Senior Citizen Education Program.** If you are 62 or older and a Minnesota resident, you may audit courses free or take courses for credit at a significantly reduced rate whenever space is available after the first day of class. (Registration for students enrolling through the program is on the second day of class.) At the time of registration, you should be prepared to show identification verifying your age and Minnesota residency. Call 612-624-1111 for more information or contact One Stop Student Services Center on the appropriate campus.

### Waivers for Graduate and Professional Students

**Nonresident Tuition Waiver for Graduate Assistants and Immediate Family Members.** If you are enrolled in the Graduate School or in another post-baccalaureate degree program and hold at least a 25 percent time appointment as a teaching assistant, research assistant, or administrative fellow, you are eligible to pay resident tuition rates. This eligibility extends to members of your immediate family.

If you hold such an appointment, you should automatically be charged the resident tuition rate when your tuition benefit is processed. If, for some reason, you do not receive the resident rate credit, you should contact Graduate Assistants Employment, 200 Donhowe Building (612-624-7070); or the Graduate School on the Duluth campus (218-726-7523). If you want your spouse, or child to qualify for resident tuition rates, contact these same offices for information.

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**Nonresident Tuition Waiver for Graduate and Professional School Fellows/Trainees and Immediate Family Members.** Graduate students and students in professional postbaccalaureate programs who hold fellowships or traineeships are eligible to pay resident tuition rates, provided the award is administered by the University and the stipend is at least equal to a 25% time graduate assistantship. This eligibility also extends to members of the immediate family (spouse, registered same-sex domestic partner, children, or legal wards living in household) upon request and verification of eligibility.

If your fellowship or traineeship has been processed, you should automatically be charged the resident tuition rate when you register. If, for some reason, you are charged the nonresident tuition rate when you register, you should contact the Graduate Fellowship Office on the Twin Cities campus, 321 Johnston Hall (612-625-7579); or the Graduate School at Duluth. If you want your spouse, registered same-sex domestic partner, legal ward living in the household, or child to qualify for resident tuition rates, contact one of these same offices for more information.

**Nonresident Tuition Waiver for Former Graduate Assistants, Trainees, and Fellows and Immediate Family Members.** If you no longer hold a graduate assistantship, fellowship, or traineeship but have held qualifying appointments for two or more semesters, you and your immediate family members (spouse, registered same-sex domestic partner, children, or legal wards living in household) may

still be eligible for up to four more semesters of resident tuition. Contact Graduate Assistants Employment in the Office of Human Resources (612-624-7070) on the Twin Cities campus or the Graduate School at Duluth for more information.

**Nonresident Tuition Waiver for Residence Hall Advisers Registered in the Graduate School.** Residence hall advisers who are enrolled in the Graduate School are eligible for resident tuition rates. To receive a nonresident tuition waiver, you should submit to the Student Services Center a **Verification of Appointment for Resident Tuition** form obtained from your department of employment.

**Nonresident Tuition Waiver for Dental Students from Montana.** Dental students from Montana who are certified by the School of Dentistry pay resident tuition. To qualify, you must submit documentation from the School of Dentistry to the Student Services Center, 200 Fraser Hall, Minneapolis.

### Academic Staff

**Nonresident Tuition Waiver for Academic and Administrative Employees and Faculty.** If you are an academic appointee at the University of Minnesota, you and your immediate family members are eligible to pay resident tuition rates subject to the following rules concerning class title and percentage of appointment. Appointees who hold 75 percent appointments for at least an entire semester in the following class titles are eligible to pay resident rates during the semester(s) of their appointment: all 93xx academic administrative classes; all 94xx faculty rank classes; 9544...Pharm D associate; 9546...post-doctoral associate; 9548...veterinary medical assistant; 9551...post-doctoral fellow; 9553...dental fellow; 9554...medical fellow; 9556...medical fellow specialist; 9563...dental fellow specialist; all 96xx agricultural extension service classes; and all 97xx professional classes. Immediate family members (spouse, registered same-sex domestic partner, legal wards living in household, and children) are also eligible.

Appointees who hold at least a 25 percent appointment in the following class titles, with a level of support equal to or greater than that provided by a 25 percent graduate assistantship, are eligible to pay resident rates during the semester(s) of their appointment: 9538...legal project assistant I; 9539...legal project assistant II; 9545...pre-doctoral assistant; 9550...pre-doctoral fellow; and 9558...psychology fellow specialist. Immediate family members (spouse, registered same-sex domestic partner, legal wards living in the household, children) are also eligible.

To claim the resident tuition benefit for yourself or a member of your immediate family, you should have your employing department complete a *benefit certification or verification form*. You will need separate forms for yourself and for each qualifying family member and for each semester in which resident tuition is requested. Completed forms should be taken to the registration office on the appropriate campus.

Appointees to the above class titles do not accrue extended resident tuition credit. Resident tuition privileges are available to appointees and their immediate family members only during semesters of qualifying appointment.

**Native Americans Attending Morris.** You may be awarded full tuition through the American Indian Land Grant Program if you are a University of Minnesota/Morris student of at least one-quarter American Indian heritage. If you are eligible, apply to the Minority Student Program Office, 110 Old Music Hall, 320-589-2211, extension 6095.

**Nonresident Tuition Waiver for Sea Grant Students.** Students registered in the Sea Grant Program on the Duluth campus must submit documentation of program participation to the Student Service Center on that campus. Cities campus, 321 Johnston Hall (612-625-7579); or the Graduate School at Duluth. If you want your parent, spouse, or child to qualify for resident tuition rates, contact one of these same offices for more information.

## Other Tuition Benefits

### Scholarships

The scholarships listed below are not administered by the Resident Classification Office, although for some of them you must be a Minnesota resident.

**Minnesota Post-Secondary Enrollment Options Act.** Students enrolled in Minnesota high schools may be eligible to take college courses tuition free through the Minnesota Post-Secondary Enrollment Options Act. For more information, talk to your high school counselor or contact the Advanced High School Student Services Office, 107 Armory, Twin Cities campus, 612-626-1666; or contact the Admissions Office at any University of Minnesota campus.

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**Regents' Scholarships.** The Regents' Scholarship program provides an opportunity for eligible University of Minnesota Civil Service and bargaining unit employees to take University classes tuition-free. Tuition and student services fee only are waived. *To be eligible you must be working at least 75 percent time in an ongoing or temporary appointment; working 100 percent time on a 9- or*

*12-month appointment during the period for which you apply for a scholarship; or be on maternity or other leave from such employment without pay.*

Employees on student or academic appointments, family members of University employees, and laid-off employees are not eligible for Regents' Scholarship. (Employees on academic appointments, however, are eligible for the staff tuition benefit program described above.) You must submit a separate application for each course; applications should be available in your department of employment. For more information, call University Personnel on the Twin Cities campus at 612-624-9090; or call the personnel office on your campus.

For addresses and telephone numbers, please see below.

## Application and Information

### University of Minnesota Offices

#### TWIN CITIES CAMPUS

Office of Admissions/Resident Classification and Reciprocity, MSEP

240 Williamson, Minneapolis, 612-625-6330  
130 Coffey Hall, St. Paul, 612-625-4733  
<http://admissions.tc.umn.edu/PDFs>

#### Student Services Centers

200 Fraser Hall, Minneapolis,  
130 West Bank Skyway, and  
130 Coffey Hall, St. Paul  
Registration information phone line, 612-624-1111

#### University of Minnesota Personnel

University of Minnesota Human Resources,  
Suite 200, Donhowe Building, 612-625-2000  
Graduate Assistants Employment  
200 Donhowe Building, 612-624-7070

#### DULUTH CAMPUS

Admissions Information  
Darland Administration Building  
218-726-7171 or 1-800-232-1339

#### MORRIS CAMPUS

Admissions Information  
105 Behmler Hall  
320-589-2211, ext. 6003, or 1-800-992-8863

#### CROOKSTON CAMPUS

Admissions Information  
107 Owen Hall  
218-281-6510 or 1-800-232-6466, extension 8548

### State Reciprocity Offices

Minnesota Higher Education Services Office  
1450 Energy Park Drive, Suite 350  
St. Paul, Minnesota 55108-5527  
651-642-0567  
1-800-657-3866 (toll free)  
[www.getreadyforcollege.org](http://www.getreadyforcollege.org)

State of Wisconsin  
Higher Educational Aids Board  
P.O. Box 7885  
Madison, Wisconsin 53707  
608-267-2209  
<http://heab.state.wi.us>

South Dakota Board of Regents  
Reciprocity Program  
Box 2201  
Brookings, South Dakota 57007  
605-688-4497

North Dakota Board of Higher Education  
State Capitol Building  
600 E. Boulevard Avenue, Dept. 215  
Bismarck, North Dakota 58505-0154  
701-328-4113  
<http://www.ndus.nodak.edu>

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.



