

Petition for Eligibility for In-State Tuition

Please read these instructions carefully before completing your petition.

1. You must accept your admission to an academic program before submitting your petition.
2. Pennsylvania (PA) residency for tuition purposes requires living in PA for twelve continuous, consecutive months *before* enrolling. Simply living in PA while enrolled as a student does not qualify someone as a PA resident for tuition purposes.
3. The petition is your opportunity to show that you came to PA for reasons other than education and intend to remain after graduation.
4. Documents like a driver's license, vehicle registration, voter registration, off-campus lease, or home purchase can support your petition, but none of them automatically prove intent to remain in PA.
5. If you are under age 22, PA considers you a minor for residency purposes, so your residency is based on where your parents or legal guardians permanently live.
6. University faculty and staff and their spouses, domestic partners, and dependent children using Pitt Education Benefits do not need to file this petition.
7. **Financial need is not a factor in determining residency classification.** If you would like to be considered for financial aid to help with education costs, file a FAFSA® at [StudentAid.gov](https://studentaid.gov) using Pitt's Federal School Code 008815. You may [contact the Financial Aid Office](#) for financial aid questions.
8. **Keep in mind that reclassification from out-of-state to in-state can affect your financial aid,** since lower tuition reduces your Cost of Attendance (COA) - a key factor in aid eligibility. Your entire aid package, including Pitt, federal, state, and other aid, gets recalculated based on your new COA, and any resulting aid reductions will not necessarily be proportional to your tuition savings. In some cases, students owe more out of pocket after reclassification than before.
9. If approved, in-state rates take effect as of the beginning of the term specified on your petition; decisions are not retroactive to prior terms. You are responsible for payment on student account by the [term due date](#) if your petition is pending in the meantime.
10. If you are reclassified, we will adjust your tuition and refund any overpayment after the decision is made.
11. Write "no" or "none" where applicable since blank fields are considered incomplete.
12. Petitions must be submitted by the deadline at the top of the form.
13. You can submit your petition and documents via the DocuSign process or by emailing TuitionResidency@pitt.edu. Include your seven-digit student ID and **redact social security numbers and other sensitive information.**
14. Once we have everything we need, please allow 2–3 weeks to process your petition.

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Name _____ Student ID _____
(seven digits)

Check one	Term	Petition deadline
_____	Fall	October 5
_____	Spring	February 5
_____	Summer	June 5

University faculty and staff, and their spouses, domestic partners, and dependent children who are using Education Benefits to pay for tuition do not need to complete this form.

Mailing Address: _____

Phone: _____ Email: _____

Are you a United States Citizen? _____ If not, upload a copy of your Permanent Resident Card or documentation of Asylee or Refugee status. ([upload button](#))

Scholarships: Did you receive or have you applied for financial aid (scholarships, grants, fellowships, or loans) contingent on being a resident of or returning to a state other than Pennsylvania?

Tax documents: if you were claimed as a dependent on a parent or guardian's tax returns, upload the most recent 2 years of returns filed for yourself and your parents or guardians. Redact all social security numbers and sensitive information.

Two most recent years of federal tax returns. Only the page marked "1040," redact SSN and financial data.

- Student tax returns ([upload button](#))
- If claimed as a dependent, also provide parent or guardian tax returns ([upload button](#))

Two most recent years of state tax returns. Redact SSN and financial data. NOTE: If taxes were filed in multiple states, please include all.

- Student tax returns ([upload button](#))
- If claimed as a dependent, also provide parent or guardian tax returns ([upload button](#))

Is the student or, if under age 22, the parent or guardian employed? _____ If yes, complete **Part I** of the **Verification of Employment** (at the end of this document), then ask your employer to complete and submit **Part II**. Instructions are included on the form.

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Complete the statements below and include supporting documentation. It is in your interest to be complete. Petitions that do not include sufficient documentary evidence will be denied.

1. **REQUIRED:** Explain when and why you, or if you are under the age of 22, your parents or guardians entered PA or returned to PA. Include a clear timeline and attach documents that support your statements. You must prove that you came to Pennsylvania for purposes other than enrollment at an institution of higher education in PA.

(Upload supporting documentation for #1)

2. **REQUIRED:** Explain your intent to remain in Pennsylvania after graduation or completion of studies. Be specific and feel free to attach documents that help prove intent to remain in Pennsylvania.

(Upload supporting documentation for #2)

3. **REQUIRED:** The information provided is true and correct. I understand that falsification of data or concealment of facts will result in disciplinary or legal action and payment of all non-resident tuition, including legal fees. I authorize any employer, educational institution, or agency to release such data as required by the University to verify any of the above information.

Signature _____ Date _____

Verification of Employment

PART I - EMPLOYEE

I hereby authorize the release of my employment information to the University of Pittsburgh:

Employee Signature _____ Date _____

Employee Printed Name _____

Relationship to Student: _____ Self _____ Parent/Guardian _____ Spouse/Domestic Partner

Student's Name _____ Student ID _____

PART II - EMPLOYER

The employee above is requesting Verification of Employment in support of a petition at the University of Pittsburgh for eligibility to pay in-state tuition rates. Either the employee, or the employee's spouse, domestic partner, or dependent child is submitting the petition. If the student is under the age of 22, they are considered a dependent for tuition residency purposes, so the employee named above would be the student's parent or legal guardian.

The information requested can be helpful in demonstrating a student's reason for living in Pennsylvania and their intent to remain in Pennsylvania after the student graduates. If you use a third-party servicer for employment verification, there is a charge the University does not pay due to the large volume of petitions we process; the cost would come out of tuition revenue, and the annual cost would be too high.

Please provide responses on company letterhead, documenting:

1. Employee name
2. Employer address
3. Employment start date
4. Is the position full-time or part-time?
5. Is the position temporary (ends on a specific date), seasonal (recurs annually, e.g., a summer role), or permanent?
6. Is this position fully in-office, hybrid, or fully remote?
7. If hybrid, does the employer require the employee to reside near the workplace, or can the position be performed while living elsewhere with periodic travel to the office?
8. Include the name, title, and signature of the person verifying this information.

Send Verification of Employment, **along with this form**, to TuitionResidency@cfo.pitt.edu or mail to: University of Pittsburgh, Student Appeals Office, 113 Thackeray Hall, 139 University Place, Pittsburgh, PA 15260. Thank you for your assistance.