

Petition for Change of Residency Classification

Student Affairs

NOTE: If a change in classification is approved, it will affect future terms only; it will not affect present or prior terms.

Directions:

STEP 1: **Effective January 2012, any student requesting in-state status must provide proof of lawful presence in the U.S. as well as items listed on the back of this application. A list of acceptable documents for satisfying this requirement can be found at: <http://www.chattahoocheetech.edu/college-tuition>.**

STEP 2: Complete Section 1 neatly.

STEP 3: Choose an option in Section 2.

STEP 4: Attach required documents for your specific status, either **dependent** or **independent**.

a) If you are under the age of 24, you must petition as a dependent.

b) If you are a Non-U.S. Citizen, you must provide proof of Permanent Residence Status or Asylum Status to be considered for in-state or out-of-state status.

STEP 5: Read reminders and sign the petition.

STEP 6: Submit this form as directed before the document deadline.

SECTION 1

Student's Name _____
(please print) Last First MI

Student's ID# _____

Present Address _____

Date of Birth _____

I am submitting this petition for tuition purposes for _____ semester.
(example: Fall 2012)

SECTION 2

Please check one:

Effective January 2012, any student requesting in-state status must provide proof of lawful presence in the U.S. as well as items listed on the back of this application. A list of acceptable documents for satisfying this requirement can be found at: <http://www.chattahoocheetech.edu/college-tuition>.

- Requesting change from foreign to out-of-state residency status (Provide documentation of permanent residence status.)
- Requesting change from out-of-state to Georgia residency status (Complete the Georgia residency status requirements below as either a dependent or non-dependent student.)
- Requesting change from foreign to in-state residency status (Provide documentation of permanent residence status **and** complete the Georgia residency status requirements listed below.)

Office Use Only:

Approved _____ Denied _____ Reason _____

Date status e-mailed to student _____ Signature _____

SECTION 3. Dependent Student – Georgia Residency Requirements

For students under the age of 24 and your parent/guardian claimed you on their most recent tax return.

Please attach to this form:

- A. A copy of your parent's/legal guardian's most recent Georgia tax records showing that he/she claimed you on their taxes. (All information can be blacked out except the student's Social Security Number.)
- B. At least **two** (2) of the following items to prove Georgia residency for the past 12 consecutive months for your **parent or guardian**.

must be more than 12 months old:

- Georgia State Income Tax Form 500
- Georgia Automobile Registration
- Georgia Voter Registration
- Georgia Driver's License
- Notarized letter on company letterhead indicating lease status
- Proof of ownership of primary residence in Georgia
- Utility bill in your name (example: electricity, cable, water, telephone: not cellular phone)

Independent Student – Georgia Residency Requirements

For students over the age of 24 or those under 24 not being claimed by a parent/guardian on their most recent tax return. (must provide proof of this)

Please attach to this form:

- A. At least **two** (2) of the following items to prove Georgia residency for the past 12 consecutive months.

must be more than 12 months old:

- Georgia State Income Tax Form 500
- Georgia Automobile Registration
- Georgia Voter Registration
- Georgia Driver's License
- Notarized letter on company letterhead indicating lease status
- Proof of ownership of primary residence in Georgia
- Utility bill in your name (example: electricity, cable, water, telephone: not cellular phone)

Please submit this form to: Executive Director of Admissions
 Chattahoochee Technical College
 MG103
 980 South Cobb Drive
 Marietta, GA 30060

*Petition must be received by the Student Affairs Office before 6pm on the final day of Drop/Add for the academic term for which you are requesting change.

Submission of this form **does not** guarantee a change of residency status. **Per state policy:**

- ◀ Determining a student's residency status must be based on the existence of surrounding objective circumstances that indicate a student's intent to maintain a permanent residence, or domicile, in the State of Georgia.
- ◀ The decision to change residency is at the discretion of the college and its officers. Students will be notified via email with a decision by the college. Change of status in no way guarantees financial aid.

SECTION 4. Reminders:

- Do not submit a document that is not listed as an acceptable document. It will delay your petition.
- Your petition will not be considered if you do not complete the entire form.
- This form is NOT for Financial Aid purposes.
- Current students will receive notification of the outcome of this petition via their CTC email address. New students will receive notification via the email address the college has on file.

Student's Signature _____ Date _____