



North Seattle Community College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability. For information regarding accommodations for people with disabilities, call 206.527.3697

## Residency Definitions and Procedures

To be considered a resident of the State of Washington for tuition purposes, a person must physically reside in the State of Washington, primarily for purposes other than educational, for the 12 consecutive months prior to the first day of the quarter for which the person is applying for the resident status. The following are other factors to be considered when determining resident status.

**1a. FINANCIALLY INDEPENDENT:** For a student to be considered independent of parents for residency purposes:

- The student cannot be claimed as a dependent by parent for the current and prior calendar year
- The student must be financially self-supporting for the current and prior calendar year.

The student must complete Sections 1, 2, 3 and 4 on **both sides** of the Residency Questionnaire. Answer all the questions and submit the Residency Questionnaire and the following items from the list of page 2 of this instruction sheet: **A, C, D, E, F, G, H, and I.**

**1b. FINANCIALLY DEPENDENT:** For a student to apply for residency as a dependent, one or both of the student's parents or court-appointed legal guardian must have physically resided in the state of Washington for 12 consecutive months prior to the beginning of the quarter for which the student is applying for a change of status.

- The student must complete Sections 1 and 2 on the front page of the Residency Questionnaire.
- The parent or legal guardian must complete Sections 3 and 4 on the reverse side of the Residency Questionnaire and submit the following items from the list on page 2:
  - ◊ B, D, E, F, G, H and I.
- Both the student and the parent or court-appointed legal guardian must sign at the bottom of the reverse side of the Residency Questionnaire.

**2. MILITARY PERSONNEL AND DEPENDENTS:** Active duty military personnel stationed in the state of Washington and their spouses and dependent children may request a military exemption from the non-resident portion of tuition. Students requesting this exemption must submit items listed in **K** on page 2 of this instruction sheet.

**3. NON-CITIZENS OF THE UNITED STATES:** Persons who are not citizens of the United States are not eligible to pay resident tuition fees until they have obtained permanent resident, Refugee or Public Interest Parole status with U.S. Immigration and Naturalization Service. They must also comply with all residency classification requirements. (A person holding immigrant status may apply for residency classification **one year** after the application date for the permanent resident status).

- If you are claiming this status as an independent student, see 1a above for instructions on how to complete the residency application.
- If you are claiming this status as a dependent student, see 1b above for instructions on how to complete the residency application.

**4. F-1/M-1 VISA STUDENTS:** The time that a student is attending an institution in Washington on a student visa does not apply toward the 12-month residency requirements for establishing residency in the state of Washington for tuition-paying purposes.

## Supporting Documentation

### Change of Residency Status

After you have established domicile in the State of Washington for the required period, **it is your responsibility to request a change in residency status.** Applications for a change in classification will be accepted the quarter prior to and up to the thirtieth calendar day following the first day of the quarter for which application is made. If residency is pending after the start of the quarter, students are responsible for paying non-resident tuition and fees. If residency is granted by the thirtieth calendar day following the first day of the quarter, a refund for the non-residency differential can be processed.

- A. Provide documents verifying your financially independent status for the current calendar year (For example, Federal Income Tax Return for the most recent tax year, W-2 forms, financial aid award letters, etc.)
- B. Attach a copy of the first page (the page which has space for the names of any dependents claimed by the tax payer) and the signature page of your Federal Income Tax Return for the most recent year. (Please block out any dollar amounts.)
- C. Attach a copy of your W-2 form(s) for the most recent calendar year. (Please block out any dollar amounts.)
- D. Attach copies of bank statements as follows: One which is at least one year prior to the beginning of the quarter, one which is about six months later and the most current one (Please block out any dollar amounts.) or attach a letter from your bank indicating when the account was opened.
- E. Attach copies of rent receipts, lease agreements, home purchase agreement, letter from landlords or canceled rent checks verifying physical residence in the state for the past 12 consecutive months.
- F. Attach a copy of your valid Washington State Driver's License. License must be acquired upon moving to this state at least 12 consecutive months prior to the quarter of application. If you do not drive, provide a copy of your Washington State Identification Card.
- G. Attach a copy of the Washington State Vehicle Registration (not the Title), either for a vehicle owned by you or for the one that you use. Date of registration must be at least 12 consecutive months prior to the beginning date of the quarter of application.
- H. Attach a copy of your Voter's Registration Card for Washington State. Date of registration must be at least 12 consecutive months prior to the beginning date of the quarter of application.
- I. Attach copies of any other documents that may show you have established a home in Washington. (Example: Club or organization membership cards, professional licenses, etc.)
- J. Attach a copy of your Alien Registration Card, U. S. Immigration Form I-94 or other verification of your status with Immigration and Naturalization Service (INS).
- K. Attach a copy of your Military ID Card and a copy of your orders indicating assignment to Washington State.



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## Residence Questionnaire

**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. *Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.*

### SECTION 1

Name (Last, First, MI)		Day Phone Number ( )		<b>FOR OFFICE USE ONLY</b>	
				Type	
Address (Street, State, Zip)		Student ID Number		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
E-mail Address	Birth City, State, Country	Birth Date	Age	Today's Date	
1. Last high school attended _____ State _____ Year Graduated _____				Effective Date	
2. For what term are you now seeking residence classification? Year 20__ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____					
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional School: _____				Residence Classification Officer _____	
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year: Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____					
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.		5c. Do you hold a visa classification of A, E, G, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<b><i>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, H-1, I, K, or L visa, you cannot be classified as a resident.)</i></b>			
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			
7. Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, indicate state, agency, type of assistance, disbursement dates, etc.			

### SECTION 2

1. Are you applying for resident status as a <b>dependent student</b> whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</i></b>
2. Are you applying for resident status as a financially Independent student? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></b>
2a. <b>Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.  Signature _____ Date _____	
2b. <b>To further substantiate your financial Independence, you are required to submit appropriate documentation.</b>	
<ul style="list-style-type: none"> <li>• A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li> <li>• A true and correct copy of your W2 form filed for the previous calendar year.</li> <li>• Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li> <li>• If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li> </ul>	
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, and did you enroll in college within 6 months of leaving high school, and were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Directions:** Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.

**SECTION 3**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington : Month: _____ Day _____ Year _____  Date you took action to officially declare Washington as your permanent, legal domicile: Month: _____ Day _____ Year _____	Purpose of moving to Washington:
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2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS					
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State

*Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).*

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE		
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State

4. Have you ever registered to vote?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach a copy of your current voter's card.</i>	If yes, list date, city and state for your last two registrations.  Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or <u>use</u> any motor vehicles, RV's, boats or mobile homes?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give type of vehicle, license number, state and dates of registry. <i>You must attach a copy of vehicle registration (not the title).</i> Type of vehicle _____ License Number _____ State _____ Date of Registry _____ Type of vehicle _____ License Number _____ State _____ Date of Registry _____
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6. Do you have a valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you must attach a copy of your current driver's license.</i>	If yes, in what state: _____  If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____  When did you first obtain a driver's license in that state? Date _____
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7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please attach documentation of date you opened account.</i>	If yes, since what date? _____	Name of Bank _____ Branch _____ City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of last term _____ Name of Institution _____ Dates Attended: From _____ To _____	8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____ Dates attended From _____ To _____
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9. Are you a US Citizen?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.</i>
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10. List business or professional licenses (name & state of issue)	_____
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**Additional Comments:**

<p style="text-align: center;"><b>STATEMENT OF INTENT</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p><b>Signature of Parent (if completing SECTION 3)</b> _____</p> <p><b>Date</b> _____</p> <p><b>Parent Address (Street, City, State)</b></p> <p>_____</p> <p>_____</p> <p><b>Signature of Student</b> _____</p> <p><b>Date</b> _____</p>
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