



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

# GWINNETT TECHNICAL COLLEGE PETITION FOR RESIDENCY

Per (TCSG policy V.B.3.a)

Legal residence requires not only recent physical presence in Georgia, but also the element of intent to reside here indefinitely. Please refer to the "Required Residency Documentation" information on the back of this form. Required Residency Documentation handout is also available at [Residency Petition Form](#). This form is not for Financial Aid purposes.

- **DOCUMENTS MUST BE BROUGHT IN PERSON TO YOUR ENROLLMENT SUPPORT TEAM MEMBER.**
- **REQUEST MUST BE SUBMITTED BEFORE THE START OF THE TERM. IF A CHANGE IN RESIDENCY IS APPROVED, THE NEW CLASSIFICATION SHALL BECOME EFFECTIVE THE BEGINNING OF THE TERM.**
- **IF SUBMITTED AFTER THE START OF THE TERM –THE NEW CLASSIFICATION WILL BE FOR THE FOLLOWING TERM.**
- **FEE CHANGES ARE NOT RETROACTIVE.**

Students will be notified in writing (or by email) of the decision regarding the petition. A student who disagrees with the decision as determined by the registrar's office may, by filing a written request with the registrar's office within (30) days of receipt of notification of the petition decision, file complaint through the formal student complaint policy. Misrepresentation of facts in order to qualify for a residency status will expose the student to civil liability for the recapture of back-due tuition and disciplinary action including suspension or permanent exclusion from all Technical Colleges. Moreover, the student may be criminally prosecuted. ***I have read and understand the above information.*** \_\_\_\_\_ (initials)

Student Name: \_\_\_\_\_

SS#/Student Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_

ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I am requesting the following (check the appropriate box below for the change of status request):

- Change to in-state status       Change to United States citizen status       Change to out-of-state status

Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

### ***First Requirement***

Check the statement that applies to you:

- I AM UNDER 24 AND FILED MY TAX RETURN *independently* IN THE MOST RECENT TAX YEAR
- I AM UNDER 24 AND CLAIMED AS DEPENDENT ON PARENT'S GA TAXES FOR THE MOST RECENT TAX YEAR

***IF EITHER OF THE STATEMENTS ABOVE APPLY TO YOU, YOU ARE REQUIRED TO SUBMIT A COPY OF PARENT'S GA 500 TAX (OR OTHER STATE) RETURN FOR THE MOST RECENT TAX YEAR.***

***(If taxes were self-prepared, a receipt from the Department of Revenue or an electronic filing receipt is required).***

FOR OFFICE USE ONLY:

Decision: Approved  Denied  Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Effective Semester: SPR, SUM, FALL Year \_\_\_\_\_

New Residency Rate: \_\_\_\_\_ Entered into BANNER: Yes  No  Email to Student: Yes  No

Presidential waiver: \_\_\_\_\_ Date: \_\_\_\_\_ attach waiver approval (memo or e-mail)

## Second Requirement

### **A. GEORGIA RESIDENTS WHO HAVE LIVED IN GEORGIA FOR THE PAST 12 CONSECUTIVE MONTHS**

#### **RESIDENTS-US CITIZENS:**

Valid GA driver's license/GA state ID issued **more than 12 months to date**. **YOU MAY STOP HERE IF YOU HAVE THIS ITEM.**

#### **OR**

Valid GA driver's license/GA state ID issued **less than 12 months**. \* **Must also submit TWO of the following items in YOUR name:**

- Most recent GA500 income tax return. ***(Please note: If the taxes were self-prepared, a receipt from the Department of Revenue or an electronic filing receipt is required. Form GA500 EZ will not be accepted)***
- GA voter registration card –(with at least 12 consecutive months of issuance)
- Georgia motor vehicle registration (past year and current year)
- 12-months' worth of the same utility bills
- Valid business/professional license –(with at least 12 consecutive months of issuance)
- Home purchase/property taxes showing **paid** thereon, all documenting 12 month's residency
- Bank statements (12 consecutive months in Georgia)
- Typed Rental Lease Agreement- (showing 12 consecutive month's in GA) nothing hand written will be accepted
- Legal Guardian Resides In Georgia: Copy of legal guardian's most recent Georgia income tax return, and valid guardianship documentation

#### **RESIDENT ALIENS:**

Valid GA driver's license/GA state ID issued **more than** 12 months to date, and a copy of US legal residency paperwork: I-94 (showing any designation of Refugee, Asylum, Cuban-Haitian entrant, Parole-(showing minimum of 1 year and valid), T-1,2,3-victim of human trafficking, I551, valid permanent residence card, I551C-conditional permanent resident or passport.

#### **OR**

Valid GA driver's license/GA state ID issued **less than 12** months, copy of US legal residency paperwork: I-94 (showing any designation of Refugee, Asylum, Cuban-Haitian entrant, Parole-(showing minimum of 1 year and valid), T-1,2,3-victim of human trafficking), I551, valid permanent residence card, I551C-conditional permanent resident or passport. \***Must also submit TWO of the following items in YOUR name:**

- Most recent GA500 income tax return. ***(Please note if the taxes were self-prepared, a receipt from the Department of Revenue or an electronic filing receipt is required & Form GA500 EZ will not be accepted UNLESS the GA driver's license/Georgia ID issue date is more than one year)***
- GA voter registration card–(with at least 12 consecutive months of issuance)
- Georgia motor vehicle registration (past year and current year)
- 12-months' worth of the same utility bills
- Valid business/professional license–(with at least 12 consecutive months of issuance)
- Home purchase/property taxes showing **paid** thereon, all documenting 12 month's residency
- Bank statements (12 consecutive months in Georgia)
- Typed Rental Lease Agreement- (showing 12 consecutive month's in GA) nothing hand written will be accepted

### **B. GEORGIA RESIDENTS WHO HAVE NOT LIVED IN GEORGIA FOR THE PAST 12 CONSECUTIVE MONTHS**

Your residency status will remain out-of-state until you are able to provide proof of 12 consecutive months of Georgia residency. You will be charged the out-of-state tuition rate. After 12 consecutive in Georgia, students can apply for a change in status.

#### **Exception:**

**SERVICE MEMBERS/DEPENDENTS WAIVER:** Individuals who have separated from the service and have not resided in Georgia for 12 consecutive months.

- Copy of valid Georgia state driver's license/or Georgia state ID (please see an enrollment advisor if you do not have a valid GA ID)
- DD214 form for parent, spouse or student. (Within 3 years of the transferor's discharge from active duty)
- Using benefits under Marine Gunnery Sergeant John David Fry Scholarship (within 3 years of service member death)

### **C. NON- ELIGIBLE NON CITIZEN**

Your residency status will remain foreign until you are able to provide proof of legal residency status. You will be charged the foreign tuition rate. Persons with F1 or F2 student visa, a J1 or J2 exchange visa or a G series do not meet the definition of Eligible Non-Citizen.