

**GWINNETT TECHNICAL COLLEGE**  
**PETITION FOR RESIDENCY**

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING THIS PETITION TO THE REGISTRAR'S OFFICE  
(DTAE policy V.B.3.a)

**PLEASE NOTE:**

Legal residence requires not only recent physical presence in Georgia, but also the element of intent to reside here indefinitely.

*Appropriate documentation must be submitted with this form and must reflect **at least 12 consecutive months of Georgia residency immediately preceding the first day of classes** of the term for which you are seeking the in-state rate.*

Please refer to the "Required Residency Documentation" information on the back of this form. Required Residency Documentation handout is also available at [www.gwinnettech.edu/forms](http://www.gwinnettech.edu/forms)

*NEED SPECIAL ASSISTANCE?  
Please call 770-962-7580, EXT 6612,  
if you have a disability that might  
require you to receive special  
assistance to complete the application,  
or to participate in your program of  
study. Hearing and speech impaired  
applicants are encouraged to use the  
Georgia Relay Center at  
1-800-255-0056.*

**IF A CHANGE IN RESIDENCY IS APPROVED, THE NEW CLASSIFICATION SHALL BECOME EFFECTIVE THE BEGINNING OF THE FOLLOWING SEMESTER.**

You will be notified in writing (or by email) of the decision regarding your 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, appeal to the college president. The decision of the president shall be final.

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# or Student Number: \_\_\_\_\_

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

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

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

I am requesting the following (check the appropriate change):

change to in-state status

change to out-of-state status

change to non-foreign status

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Decision: Approved  Denied  Signature \_\_\_\_\_ Date: \_\_\_\_\_ Effective Semester \_\_\_\_\_

New Residency Rate: \_\_\_\_\_ Entered into BANNER: Yes  No  Date: \_\_\_\_\_

Email to Student: Yes  No  Signature \_\_\_\_\_ Date: \_\_\_\_\_

Presidential waiver \_\_\_\_\_ Date \_\_\_\_\_ Attach waiver approval (memo or e-mail).

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

### **RESIDENTS:**

GA driver's license/Georgia state ID issued **more than** 12 months to date. **OR** GA driver's license/Georgia state ID issued **within the last** 12 months **AND** most recent GA500 income tax return. *If taxes were self-prepared, a receipt from the DOR or an electronic filing receipt is required.*

(NOTE: Form GA500 EZ will not be accepted, **UNLESS** the GA driver's license/Georgia ID issue date is more than one year).

(Applicants who did not file GA income tax in the previous year may submit **two** of the following: Voter registration card, Georgia motor vehicle registration (past year and current year), 12-months worth of utility bills, business/professional license, home purchase/property taxes showing **paid** thereon, all documenting 12 month's residency). Warranty deeds are not be accepted for residency purposes.

### **RESIDENT ALIENS:**

GA driver's license/Georgia state ID issued **more than** 12 months to date. **OR** GA driver's license/Georgia state ID issued **within the last** 12 months **AND** most recent GA500 income tax return. *If taxes were self-prepared, a receipt from the DOR or an electronic filing receipt is required.*

(NOTE: Form GA500 EZ will not be accepted, **UNLESS** the GA driver's license/Georgia ID issue date is more than one year).

(Applicants who did not file GA income tax in the previous year may submit **two** of the following: Voter registration card, Georgia motor vehicle registration (past year and current year), 12-months worth of utility bills, home purchase/property taxes showing **paid** thereon, all documenting 12 month's residency). Copy of US legal residency paperwork: I-94 (showing any designation of Refugee, Asylum, Parole or Cuban-Haitian entrant, T-1-victim of human trafficking), I-551, valid permanent residence card or passport.

**UNDER 24 AND CLAIMED AS DEPENDENTS ON PARENT'S TAXES AND PARENTS ARE RESIDENTS OF GEORGIA:** Copy of parent's most recent GA500 tax return **AND** students driver's license/Georgia state ID. *If taxes were self-prepared, a receipt from the DOR or an electronic filing receipt is required.*

**LEGAL GUARDIAN RESIDES IN GEORGIA:** Copy of legal guardian's most recent Georgia income tax return, and guardianship documentation.

**ALABAMA RESIDENT:** Valid AL DL issued after August 1, 2000 and proof of 12 consecutive month's residency in AL-AL state taxes may be requested.

**FLORIDA RESIDENT:** Valid FL DL issued after January 1, 2010 **AND** has a gold star in the upper right hand corner.

**SOUTH CAROLINA:** Valid SC DL issued after November 1, 2008 and proof of 12 consecutive month's residency in SC-SC state taxes may be requested.

**TENNESSEE:** Valid TN DL issued after May 29, 2004 and proof of 12 consecutive month's residency in TN-TN state taxes may be requested.

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

### **RESIDENTS:**

Most recent GA500 income tax returns **AND** copy of driver's license/Georgia state ID. *If taxes were self-prepared, a receipt from the DOR or an electronic filing receipt is required.*

**Service Members/Dependents Waiver:** (individuals who have separated from the service and have not resided in Georgia for 12 consecutive months). Copy of driver's license/Georgia state ID and provide DD214 form for parent, spouse or student.

### **RESIDENT ALIENS:**

Most recent Georgia income tax return, **AND** copy of US legal residency paperwork: I-94 (showing any designation of refugee, asylum, parole or Cuban-Haitian entrant, T-1-victim of human trafficking), I-551, A1-visa (ambassador or consular) or passport **AND** a copy of driver's license/Georgia state ID (Applicants who did not file GA income tax in the previous year may submit one of the following: a Georgia motor vehicle registration, voter registration, business/professional license, home purchase documentation/property taxes paid thereon)

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

## C. NON-ELIGIBLE NON CITIZENS

Copy of driver's license/Georgia state ID, tax documents, or other documents upon request to verify eligibility to enroll in a public technical college and written explanation of your current residency status.

*Your residency status will remain foreign until you are able to provide proof of legal residency status **AND** you will be charged the foreign tuition rate.*

### **INFORMATION ON INTERNATIONAL DOCUMENTS**

- Students who have been educated outside of the United States must prove that they can meet our minimum entrance requirements.
- **Gwinnett Tech does not issue or process I-20 forms.**
- Students must prove their level of academic achievement by having a "document-by-document" evaluation performed by a NACES approved evaluation agency.\*
- If students wish to apply for transfer credit from institutions of higher learning, they can request a "course-by-course" evaluation by the evaluation agency. It is the college's decision to accept or deny courses for transfer.
- All evaluations must be mailed by the evaluating agency or hand delivered in an unopened envelope (sealed by the evaluating agency) to the GTC Admissions and Records Office.

\*A list of approved agencies can be found at [www.naces.org](http://www.naces.org) or can be obtained from the Office of Admissions.

*Students under age 24, who filed independently, are required to submit a copy of parents' GA500 tax return.*

*Completed Residency Petitions must be brought in person to the Records Desk in the One Stop Center.*