

## Verification of Lawful Presence and GA Residency for Tuition Qualification

In accordance with Georgia HB 87 and Technical College System of Georgia policy, all applicants for admissions and re-admissions for Spring Semester 2012 and beyond, who seek to be classified as in-state or out of state for tuition purposes, are required to provide proof of **Lawful Presence in the United States**.

**Proof of Lawful Presence in the United States** – Please provide **one** of the following items.

- A valid GA ID/DL with an issue date on or after January 1, 2008
- A valid U. S. Passport
- A valid military ID card for active duty soldiers or veterans
- Certified U. S. Birth Certificate (photocopy is not acceptable). Visit <http://www.vitalchek.com/> to receive instructions for ordering a Certified U.S. Birth Certificate
- A valid Permanent Resident Card (I-151 or I-551) - Front & back
- U. S. Certificate of Birth Abroad issued by Department of State (DS-1350)
- U. S. Certificate of Citizenship (USCIS form N-560 or N-561) **with individual's signature**
- U. S. Certificate of Naturalization (USCIS form N-550 or N-570) **with individual's signature**
- A current Driver's License or ID from:
  - Alabama**: Issued after August 1, 2000
  - Florida**: Issued after January 1, 2010
  - South Carolina**: Issued after November 1, 2008
  - Tennessee**: Issued after May 29, 2004.

\*\*Driver's licenses from Alaska, Idaho, Illinois, New Jersey, New Mexico, New York, Rhode Island, Utah, and Washington **must** turn in proof of lawful presence to get the out of state tuition rate.

\*All permanent residents **must** submit a copy of the front and back of their **valid** permanent resident card (green card).

\*Students with a **work visa** will be charged **foreign fees** regardless if they have a state "**limited-term**" ID/DL and GA 500 form.

**With the exception of the birth certificate**, which must be presented in person to the Enrollment Office, a copy of any of the above documents may be:

- Mailed with your application or by itself to the Admissions Office; 5150 Sugarloaf Parkway Lawrenceville, GA 30043
- Faxed to the Admissions Office at 770-685-1267
- Scanned, **and if readable**, sent as an attachment to [admissionsdocs@gwinnettech.edu](mailto:admissionsdocs@gwinnettech.edu)
- Submitted in person to the Enrollment Office in the One Stop Center, Building 100.

**\*Please include student's name, social security number, or student Id #.**

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**Proof of Georgia residency**-Additional Georgia residency documentation may be required to qualify for in-state tuition. Please go to [www.gtc-web.org](http://www.gtc-web.org) to check if additional proof of residency is required. If additional documents are required, please refer to the information below.

**Independent Students** – Please provide **one** of the following items.

- A valid GA ID/DL issued a year or more prior to the 1<sup>st</sup> day of class
- Most recent Georgia income tax form (GA form 500)
- Georgia voter registration card showing registration 12 months or more prior to term's starting date (<http://www.mvp.sos.ga.gov/> My Voter's Page)
- Location of employment (12 consecutive months of pay stubs)
- Current business, professional, or other licenses issued in Georgia (12 month requirement)
- Georgia automobile registration (current and previous year)
- Proof of purchase/rental of primary residence in Georgia (property tax **paid** or leases)
- Utility bills in their own name (12 consecutive months of **utility** bills – Not cell phone bill)
- Location of checking, savings, or other banking accounts (12 consecutive months of bank statements)

### **Dependent Students**

For an applicant/student the age of 23 or under claimed on a parent/legal guardian's most recent tax return, the following documents are required to establish Georgia residency for in-state tuition classification purposes:

1. A copy of the student/applicant's current driver's license or state ID card;
2. A copy of the parent/guardian's most recent GA income tax records showing that the applicant/student was claimed on their taxes. (GA form 500)

\*If the parent/guardian **did not** file a Georgia income tax return for the most recent year, we require parent/guardian's Georgia driver's license and **one** of the following items to prove they have maintained a permanent residence, or domicile, in the State of Georgia for **the past 12 consecutive months**:

- Georgia voter registration card showing registration 12 months or more prior to term's starting date (<http://www.mvp.sos.ga.gov/> My Voter's Page)
- Location of employment (12 consecutive months of pay stubs)
- Current business, professional, or other licenses issued in Georgia (12 month requirement)
- Georgia automobile registration (current and previous year)
- Proof of purchase/rental of primary residence in Georgia (property tax **paid** or leases)
- Utility bills in their own name (12 consecutive months of **utility** bills – Not cell phone bill)
- Location of checking, savings, or other banking accounts (12 consecutive months of bank statements)