



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

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

The following items can be provided to prove lawful presence:

- 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 Support Center, a copy of any of the above documents may be:
 - Mailed to:
 - Gwinnett Technical College
 - 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@GwinnettTech.edu.
 - Submitted in person to the Enrollment Support Center in Building 100 of the Lawrenceville campus, and Building A of the Alpharetta/North Fulton campus.
 - **Please include the student’s name, social security number or student ID. Indicate submitting Verification of Lawful Presence and GA Residency for Tuition Qualification.**

Proof of Georgia Residency

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 presence, or Domicile, in the State of Georgia. No single factor is conclusive. Similarly, there is no predetermined number of factors required to be met. The following indicators may be considered when documenting the Domicile of an individual, but this is not an exhaustive list:

- Location of employment (showing 12 consecutive months of pay stubs).
- Location of voter registration (showing registration 12 months or more prior to start date of term).
- Location of property (showing the location where property tax was **paid**).
- State for which the individual filed and paid most recent state income taxes (GA form 500).
- Address and other information on most recent state income tax return (GA form 500).
- State where the person’s automobile title is registered and the payment of property taxes thereon (current and previous year).
- Address on driver’s license and state of issuance (issued a year or more prior to the 1st day of class).

- Address on the Georgia driver's License Bureau ID (issued a year or more prior to the 1st day of class).
- Reason for initially coming to Georgia.
- State of issuance of business, professional, or other licenses (12-month requirement).
- Location of bank accounts (12 consecutive months of bank statements).

Independent Students

- An Independent Student meets the Georgia Residency requirements, for purposes of this procedure and the related policies, if he or she has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking In-State tuition.
- It is presumed that no Independent Student shall have gained or acquired Georgia Residency, for purposes of this procedure and the related policies, while attending a TCSG college without clear evidence of having established a Domicile in the State of Georgia for purposes other than attending a TCSG college.

Dependent Students

- A Dependent Student meets the Georgia Residency Requirement, for purposes of this procedure and the related policies, if his or her Parent has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking in-state tuition and
- Such Student graduated from and Eligible High School located in the State of Georgia; or The Parent claimed the student as a dependent on the most recent income tax return.
- A Dependent Student meets the Georgia Residency Requirements, for purposes of this procedure and related policies, if a United States court appointed Legal Guardian has established and maintained Domicile in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term for which the student is seeking instate tuition, provided that the appointment was not made to avoid payment of Out-of-State Tuition.