

**Applying for Residency Reclassification**

Clover Park Technical College students who are classified as non-residents or “undetermined” may be eligible to establish residency for tuition and fee purposes.

Tuition for CPTC is calculated based on your residency status. CPTC follows state-regulated criteria for residency status and documents needed to verify residency status.

**QUALIFYING AS A WASHINGTON RESIDENT**

To qualify as a resident student, state law requires that you establish a bona fide domicile in Washington for a period of **one year**, for purposes other than educational, prior to the start of the quarter for which you intend to register. You also have to prove that you are a U.S. citizen, have a U.S. permanent resident card or hold a qualifying visa (A,E,G,H,I,K,L). DACA approved status may be eligible as well.

**RESIDENCY REQUIREMENTS**

(1) Students must prove conclusively that they have not come to Washington primarily for educational purposes. Students enrolled for 7 credits or more a quarter must be employed at least 30 hours/week to overcome the presumption of educational purposes. (2) Live in Washington for at least 12 consecutive months as legal residents. A legal resident is one who has relinquished all valid legal ties (e.g. driver’s license, voter registration, etc.) with their former state of residence and established such ties in Washington in accordance with state and local legislation. (3) Establish legal ties such as: *Employment, driver’s license or state ID, vehicle registration, voter registration, establish a bank account in Washington*. (4) Be financially independent for the *current* and *prior* calendar years.

**Deadline**

Completed Residence Questionnaire form and allsupporting documentations required **must** be accepted by the quarter’s 30th calendar day for which the application is made. Applications and/or documentations received after the 30th day will be considered for the following quarter.

**Submitting Your Documents**

Forms that are not completed in its entirety and submitted with incomplete documents will not be considered for review. Student’s failure to disclose and submit complete and accurate information and all required documents may result in denial or reversal of the student’s resident classification. Emailed or faxed documents are NOT accepted.

 **Submit all documents in-person at: Mail all documents to:**

 Enrollment Services Office Clover Park Technical College

 Building 17, Lakewood Campus Attn: Residency Officer

4500 Steilacoom Blvd SW, Lakewood WA 98499

**Notification**

You will receive an **email** notifying you of your approval or denied reclassification status within 5 business days from receipt of your completed application and documents, or if additional documentation or information is needed. *Please make sure a valid email address is provided on your Residence Questionnaire Form or with the Enrollment Services Office.*

**Have questions? Please contact:**

Enrollment Services Office, Residency Officer

Telephone: (253) 589-5830

Email: residency@cptc.edu

**Visit us at:** [**www.cptc.edu/enrollment-services/residency**](http://www.cptc.edu/enrollment-services/residency) **for more information on residency requirements.**

**To apply for residency re-classification, complete the following 2 steps.**

**Step 1: Determine which of the following you are applying as:**

🞏 Financially ***Independent*** student

*For student who are no longer financially dependent upon parents. You cannot be claimed as a dependent on anyone’s income tax return and be receiving funds from an agency that requires residency in another state.*

🞏 Financially ***Dependent*** student

*For students under the age of 25, unmarried, and one or both parents or legal guardian have claimed you as a dependent on their most recent federal tax return. Your parent or legal guardian must have maintained residence in Washington for the past 12 months.*

***Note:*** *spouses do not qualify as “dependents” for residency purposes. Legal guardian requires court documentation for verification.*

🞏 Active Duty stationed in Washington or National Guard or Member’s Spouse/Dependent

🞏 Veteran

🞏 Veteran Spouse or Dependent

🞏 DREAMER (HB 1079) **– STOP! ASK FOR DREAMER’S AFFIDAVIT & CHECKLIST**

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|  🞏Non-citizen student (immigration status must be confirmed. Copy of your immigration documentation will be required.) |
|   |   Permanent Resident Card (front and back) |
|   |   I-94 Departure Record, stamped with either "temporary I-551", "refugee" or "asylum" status |
|   |   A, E, G, H, I, K, L visa |
|  |   DACA approval document (Deferred Action for Early Childhood Arrival) |

**Step 2: Submit alldocuments listed below for which you are applying as:**

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| **FOR INDEPENDENT STUDENTS:** |
|  | Completed Residence Questionnaire Form  |
|   |  *Complete both sides. Signatures required for Sections 2a & Statement of Intent on page 2.* |
|  | \*Washington State driver's license or Washington State identification card |
|  | \*Washington State vehicle registration (if you own a vehicle) |
|  | Washington State voter's registration (if you vote)*(your may print your status at* [*www.sos.wa.gov/elections/myvote*](http://www.sos.wa.gov/elections/myvote)*)* |
|  | Domicile documentation showing you have physically resided in Washington for the past 12 months, such as: Rental or lease agreement, home owner’s documentation, home mortgage payment, **notarized** letter of residence, water or electric/gas bill – bill must show service for a 12-month period and may require multiple statements. |
|  | Immigration documentation (if you are not a U.S. citizen) |
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| **FOR DEPENDENT STUDENTS:** |
|  | Completed Residence Questionnaire Form |
|   |  *Student completes Section 1 & 2, Parent completes Section 3. Both student & parent must sign Statement of Intent.* |
|  | Parent/legal guardian's most recent federal tax return showing student as a dependent *(first & signature pages only)* |
|  | \*Parent /legal guardian’s Washington State driver's license |
|  | \*Parent/legal guardian's Washington State vehicle registration (if you own a vehicle) |
|  | Parent/legal guardian's Washington State voter’s registration card (if you vote) |
|  | Domicile documentation showing you have physically resided in Washington for the past 12 months, such as: Rental or lease agreement, home owner’s documentation, home mortgage payment, **notarized** letter of residence, water bill, or electric/gas bill – bill must show service for a 12-month period and may require multiple statements. |
|  | Parent/legal guardian’s Immigration documentation (if not a U.S. citizen) |
|  | Court-appointed documentation (if legal guardian) |
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| **FOR ACTIVE DUTY stationed in WA or NATIONAL GUARD or SPOUSE/DEPENDENT STUDENTS:** |
|  | Copy of Permanent Change of Station (PCS) order for an installation in Washington State |
|  | Copy of Military identification card (front only) |
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| **FOR VETERANS**  |
|  | Copy of your DD-214 Form |
|  | Copy of a valid photo identification |
|  | Copy of your Certificate of Eligibility |
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| **FOR VETERAN SPOUSE OR DEPENDENTS:** |
|  | Copy of uniformed services member’s DD-214 Form |
|  | Copy of your military identification card |
|  | Copy of your Certificate of Eligibility |

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| **FOR NON-CITIZEN STUDENTS:** |
|  | Copy of your immigration documentation: |
|  |   Permanent Resident Card (front and back) |
|  |   I-94 Departure Record, stamped with either "temporary I-551", "refugee" or "asylum" status |
|  |  A, E, G, H, I, K, L visa |
|  | Required documents as listed above for *independent* or *dependent* student (which you are applying as) |

\**These duties are required by law of those intending to make Washington State their permanent residence and are therefore the minimum required to render a residency determination.*

***Upon review,******additional documents may be required.***

For more information on residency requirements, visit [www.cptc.edu/enrollment-services/residency](http://www.cptc.edu/enrollment-services/residency)