Resident Classification Request
Itasca Community College
Student Services Office – 107 Backes Student Center
1851 East Highway 169
Grand Rapids, MN 55744
1-800-996-6422 or 218-322-2320
Fax 218-322-2325

Full Name: __________________________________________________________

                          Last                          First                          Middle

Current Address: __________________________________________________________

                          Address                          City                          State                          Zip

Home Phone: (_______) __________________________ Cell Phone: (_______) __________________________

Email Address: __________________________________________________________

StarID: __________________________________________ OR Tech ID Number: __________________________

Determination of the state of residency of students is necessary for a variety of federal and state reporting requirements, for institutional research purposes, and in some cases, determination of the tuition to be charged to individual students. Minnesota State System policy 2.2 (State Residency) provides standards for the initial classification of students as state residents or non-residents, determination of appropriate tuition charges, and the procedures to be followed in order to change the state residency status of students.

Student Information

Please list your residences(s) over the past 12 months (include address and begin/end dates of residency for each location):

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<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Begin Date / End Date</th>
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Have you resided in Minnesota for the past 12 months for purposes other than attending a college or university? □ Yes □ No

If Yes:

Attach at least one form of supporting documentation from the list below that verifies your physical presence in Minnesota for the past 12 months. Acceptable documentation includes:

- MN driver’s license
- MN lease agreement
- MN automobile registration
- MN voter registration
- Deed to home in MN
- Purchase agreement for home in MN
- MN income tax return (for previous year)

If No:

Review the conditions on the next page by which a non-resident can receive the in-state tuition rate. Write your initials on the line before the condition that applies to your situation.
Exceptions

___ **Current or Former Service Members**: I am a current or former service member (or the spouse/dependent of a current or former service member) or I am eligible for the POST-9/11 GI Bill, Montgomery GI Bill, or Marine Gunnery Sergeant John David Fry Scholarship.

**If this applies to you**: Attach a copy of your DD-214, or your orders if you are active duty. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form).

___ **Migrant Farm Workers**: I am a student who has been in Minnesota as a migrant farm worker, as defined in the Code of Federal Regulations, title 20, section 633.104, over a period of at least two years immediately before admission or readmission to a Minnesota public postsecondary institution, or I am a dependent of such a person.

**If this applies to you**: Attach Minnesota Migrant Certificate of Eligibility. Dependents must submit proof of dependency (i.e. income tax form).

___ **Minnesota High School Graduates**: I graduated from a Minnesota high school and was a Minnesota resident while attending high school **AND** I am physically attending Itasca Community College.

**If this applies to you**: Attach a copy of your high school transcripts and proof of residence in high school (if not on transcript).

___ **Employment-Related Relocation**: I accepted permanent, full-time employment prior to moving in Minnesota and before applying for admission to Itasca Community College **OR** I was relocated to Minnesota by my employer **OR** I am the spouse or dependent of such a person.

**If this applies to you**: Attach a letter on official letterhead from your / your spouse's / your guardian’s employer verifying the dates of employment and/or statement of transfer and number of hours per week worked. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form).

___ **Refugees and Asylees**: I am a student who is recognized as a refugee or asylee by the Office of Refugee Resettlement of the United States Department of Health and Human Services.

**If this applies to you**: Attach documentation from the Office of Refugee Resettlement.

___ **Continuous Presence in Minnesota**: I am a Minnesota resident who was temporarily absent from the state without establishing residency elsewhere.

**If this applies to you**: Submit a written history of your absence from Minnesota along with proof of Minnesota residency (i.e. proof of non-resident status at an out-of-state school).

___ **Domicile of Parent / Legal Guardian or Spouse**: I am the dependent or spouse of an individual residing in Minnesota at the time I applied for admission to Itasca Community College.

**If this applies to you**: Attach proof of Minnesota residency of parent, legal guardian, or spouse. Spouses must also submit a marriage certificate and dependents must submit proof of dependency (i.e. income tax form).

Certification

All information provided in support of this request is complete and accurate to the best of my knowledge. I understand that I will be liable for unpaid tuition from resident classification by means of false statements, false documentation, or concealment of facts.

Signature: ___________________________ Date __________

Office Use Only

Residency Request Approved: [ ] Yes  [ ] No  Approved by: ___________________________ Date __________

Processed by: ___________________________ Date __________

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*** Return this completed form with documentation to the Student Services Office ***

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission as defined by law. This information is available in alternative format upon advance request by contacting Ann Vidovic, 14 Backes Student Center, ann.vidovic@itascacc.edu, 218-322-2433 or 1-800-996-6422 ext. 2433. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

04/2017