



Petition for Change of Residency Classification

Note: To be effective for the current term, the petition must be submitted no later than the last day to add a class (see academic calendar at [GNTC website](#)). Forms submitted after the last day to add a class will affect future terms only. If a change in classification is approved, it will not affect prior terms.

Section 1

Last Name _____ First _____ Middle _____

Student ID# or Social Security# _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

I am submitting this petition for Fall _____ Spring _____ Summer _____ Semester, Year _____

Section 2 Please Check One

- Change from out-of-state to in-state Residency Status (See Sections 4 & 5 for required documents.)
- Change from foreign to in-state Residency Status (Documentation of Permanent Residence required and see Section 5 for other required documents.)
- Change from foreign to out-of-state Residency Status.
- Change to in-state based on TCSG policy as outlined in the [TCSG website](#). Please cite the provision within the policy and provide proof that you qualify for this provision.
Provision _____

Section 3

Submission of this form does not guarantee a change of residency status. Per state policy:

- 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 residence, or domicile, in the State of Georgia.
- The decision to change residency is at the discretion of the college and its officers. Students will be notified via GNTC email if further information is needed. Change of status does not guarantee financial aid.

Please Sign

Student Signature _____ Date _____

Email form to the [registrar’s office](#) or fax to 706-295-6944 or 706-764-3707 or deliver/mail to the Student Help Center at any campus listed below. Call 866-983-4682 for assistance.

Catoosa County; 120 College Park Drive; Ringgold, GA 30736

Floyd County; One Maurice Culberson Drive; Rome, GA 30161

Gordon County; 1151 Highway 53 Spur SW; Calhoun, GA 30701

Polk County; 466 Brock Road; Rockmart, GA 30153

Walker County; 265 Bicentennial Trail; Rock Spring, GA 30739

Whitfield Murray County; 2310 Maddox Chapel Road; Dalton, GA 30721

Office Use Only: Approved _____ Denied _____

Reason _____

Section 4 Acceptable Documents for Verification of Lawful Presence in the United States

Effective January 1, 2012, all students applying for in-state tuition must provide validation of lawful presence in the United States. The following documents will serve as proof of lawful presence in the United States and documentation will be required before you are eligible for consideration of in-state tuition:

- A current Driver's License issued by the State of Georgia after January 1, 2008.
- A current ID issued by the State of Georgia after January 1, 2008.
- A current Driver's License or ID issued by a state that verifies immigration status and only issues to persons lawfully present in the United States. The Technical College System of Georgia (TCSG) will accept the following:
 - **Alabama:** Issued after August 1, 2000
 - **Florida:** Issued after January 1, 2010 or have a gold star in the upper right hand corner.
 - **South Carolina:** Issued after November 1, 2008
 - **Tennessee:** Issued after May 29, 2004
- A certified U.S. Birth Certificate showing the student was born in the U.S. or a U.S. territory. A photocopy is not acceptable.
- An approved completed FAFSA for the current financial aid year.
- A current, valid Permanent Resident Card (USCIS form 1-151 or 1-551).
- A current, valid military identification card for active duty soldiers or veterans.
- A U.S. Certificate of Birth Abroad issued by the Department of State (DS-1350) or a Consular Report of Birth Abroad (FS-240).
- A current U.S. Passport.
- A U.S. Certificate of Citizenship (USCIS form N-560 or N-561).
- A U.S. Certificate of Naturalization (USCIS form N-550 or N-570).

Any student who cannot be verified as lawfully present in the United States is not eligible to be considered for in-state tuition, regardless of how long he or she has lived in Georgia. In addition to being lawfully present in the United States, students must meet the in-state tuition requirements as outlined in TCSG Board Policy and Procedure V.B.3 to warrant an in-state classification. Students that are initially classified as out-of-state and successfully petition to have their residency changed to in-state must also meet the verification requirement.

Section 5 Acceptable Documents for Georgia Residency

Dependent Student: Students under the age 24 whose parent/guardian claimed you on their most recent tax return. Two verifications needed for Dependent.

- Verification that parents have resided in the State of Georgia for at least 12 consecutive months immediately preceding the first day of classes of the school term and
- Proof of graduation from an Eligible High School located in the state of Georgia or
- Most recent federal income tax return that shows student was claimed as the parent's dependent

Independent Student: Students aged 24 or older or those under 24 not claimed by a parent/guardian on their most recent tax return.

- State of Georgia driver's license issued over one year ago
- Verification of Georgia employment of at least one year

- State of Georgia Voter registration card
- Proof of Georgia owned property, including home purchase or paid property taxes
- Utility bill in your name that is older than one year or a Letter of Credit from utility company showing reception of service
- Most recent federal and state income tax returns showing Georgia address
- State where the person's automobile title is registered and payment of property taxes thereon
- Location of checking, savings, or other banking accounts established over one year and shows address
- Lease agreement, mortgage statement or statement from landlord including address and dates of residency
- Georgia Department of Motor Vehicles History Report (if license has recently been re-issued)

Georgia Northwestern Technical College is a Unit of the Technical College System of Georgia and an Equal Opportunity Educational Institution.