

Petition for Change of Residency Status

Active-duty military stationed in SC and their dependents do not have to complete this form.
For additional information, please contact the Residency Official at residencyofficial@cctech.edu.

Student's Name: _____ C#: _____

To apply for a change in residency classification, submit this form with required documentation to Admissions at the main campus or any outreach location. The completed form and documentation can also be emailed to residencyofficial@cctech.edu. **The change of residency is not retroactive.**

DEPENDENT STUDENTS applying for a residency change must provide the required documentation below from the person claiming them as a dependent or providing 50% or more of financial support and the student.

A. Requesting Residency Change from:

- ☐ Out of State to In-State (**Complete B** and attach documents.)
☐ Out of State to In-County (**Complete B, C** and attach documents.)
☐ Current In-State to In-County (**Complete C** and attach documents.)

B. Out of State to In State or In County Requirements: Please check the following required documents you are submitting to be considered for in-state tuition. Additional documentation can be submitted and may be requested.

REQUIRED for ALL PETITIONS

- ___ Valid SC driver's license or SC identification card (**must** reflect 12 months of residency unless submitting a letter of full-time employment or proof of retirement)
___ Valid SC vehicle registration card (**must** reflect 12 months of residency unless submitting a letter of full-time employment or proof of retirement)
___ Military Leave Earning Statement reflecting SC as the home of record (if applicable)

Exceptions To 12 Months of Residency

- ___ Letter of full-time employment **typed on company letterhead** stating you are— 1) a full-time employee, 2) number of hours worked weekly, 3) receive fulltime benefits, and 4) SC taxes are being withheld.
___ Proof of retirement

Additional Supporting Documentation

- ___ Recent Federal and SC State **signed** tax returns
___ Other: _____

C. Out of County to In County Requirements: Submit all of the items below to be considered for a change in residency.

- ___ Valid SC driver's license **or** SC identification card with current address, **and** SC vehicle registration,
___ **and**, Most recent local utility bill

Submitting the Petition for Change of Residency does not guarantee a change in residency classification.

Student's Signature: _____ Date: _____

Official Use

Date Received: _____ Received by: _____ (please print)

Date Reviewed: _____ Approved ☐ Semester residency changed: _____ Disapproved ☐

Reason for disapproval: _____

Residency Official's Signature: _____ Date: _____