

# Residence Questionnaire



**Directions:** Please print clearly and answer each question. Incomplete or illegible forms cannot be considered and will be returned. Falsification or intentionally erroneous information is subject to perjury under the laws of the State of Washington, RCW 9A.72.085. All information will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974. Once a domicile is established in Washington, it must continue for one year before you are eligible for resident tuition.

## SECTION 1

Name (Last, First, MI)		Phone Number ( )		<b>FOR OFFICE USE ONLY</b>	
Address (Street, State, Zip)		Student ID Number		Type	
E-mail Address		Birth City, State, Country		Status <input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
		Birth Date	Age	Today's Date	
1. Last high School Attended _____ State _____ Year Graduated _____				Effective Date	
2. For what term are you now seeking residence classification? Year 20__ <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	
If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____					
3. Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional School: _____				Residence Classification Officer _____	
4. At this Institution, you are or will be enrolled as a: <input type="checkbox"/> New Student <input type="checkbox"/> Continuing Student <input type="checkbox"/> Returning Former Student If continuing or former student, give number of credit hours for which you were registered during each of the last three terms and identify each term by session and year: Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____   Credits _____ Term _____ Year _____					
5. Country of citizenship:			5a. Do you hold permanent or temporary resident immigration status? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not USA, answer 5a, 5b and 5c.			5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Note: An immigrant refugee, and the spouse and dependent children of such refugee, may be exempted from paying the nonresident tuition fees differential if the refugee (a) is on parole status, (b) has received an immigrant visa, or (c) has applied for U.S. citizenship.			5c. Do you hold a visa classification of A, E, G, I or K? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			<i>If yes to any of the above, you must attach a copy of both sides of Resident Alien Card, Form I-94, or other documentation. (If you are not a citizen of the United States and do not hold permanent or temporary resident immigration status, "Refugee-Parolee", "Conditional Entrant", PRUCOL status or an A, E, G, I or K visa, you cannot be classified as a resident.)</i>		
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, indicate state, agency, type of assistance, disbursement dates, etc.		
7. Will you be receiving state financial assistance during the next twelve months? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, indicate state, agency, type of assistance, disbursement dates, etc.		

## SECTION 2

1. Are you applying for resident status as a dependent student whose parent or court-appointed legal guardian has maintained a bona fide domicile in the State of Washington for at least one year? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, your parent or legal guardian must complete SECTION 3 of this form, providing proof of his/her Washington domicile and all requested supporting documentation. Verification of your dependent status must be documented by submitting a true and correct copy of your parent's or legal guardian's state and federal income tax return for the most recent tax year. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</i>
2. Are you applying for resident status as a financially Independent student? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i>
2a. <b>Student's Sworn Statement:</b> I have not been and will not be claimed as an exemption for federal Income tax purposes by any person except myself or my spouse for the current calendar year and for the calendar year immediately prior to the year in which this application is made; and I have not received and will not receive financial assistance in cash or in kind of an amount equal to or greater than that which would qualify me to be claimed as an exemption for income tax purposes by any person except myself or my spouse during the current year and for the calendar year immediately prior to the year in which this application is made.  Signature _____ Date _____	
2b. <b>To further substantiate your financial Independence, you are required to submit appropriate documentation.</b>	
<ul style="list-style-type: none"> <li>• A true and correct copy of your state and federal income tax return for the calendar year immediately prior to the year in which this application is made. If you did not file a state or federal income tax return because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted.</li> <li>• A true and correct copy of your W2 form filed for the previous calendar year.</li> <li>• Other documented financial resources. Such other resources may include but are not limited to, the sale of personal or real property, trust fund, state or financial assistance, gifts, or earnings of the spouse of a married student.</li> <li>• If you are 24 or younger, provide a true and correct copy of the first and signature page of the state and federal tax return of your parents, legally appointed guardians, or person or persons who have legal custody of you for the calendar year immediately prior to the year in which this application is made. The extent of the disclosure required concerning the parent's or legal guardian's state and federal tax returns is limited to the listing of dependents claimed and the signature of the taxpayer and shall not require disclosure of financial information contained in the returns.</li> </ul>	
3. Are you on active duty military stationed in the state of Washington or the spouse or dependent of such a person? <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, *and* did you enroll in college within 6 months of leaving high school, *and* were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school?  Yes  No

**Directions: Do not leave any questions blank. No decision can be made unless all questions are completed and all required documentation is submitted.**

**SECTION 3**

1. This section is being completed and signed by:  <input type="checkbox"/> Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Student	Date of your arrival in Washington : Month: _____ Day _____ Year _____  Date you took action to officially declare Washington as your permanent, legal domicile: Month: _____ Day _____ Year _____	Purpose of moving to Washington:
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2. List chronologically your employment and physical residence for the last two years giving exact information as requested below. If you were not employed, list your physical residence for the last two years. Attach additional page if necessary.

DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS			
Mo.	Day	Yr.	Mo.	Day	Yr.	Employer	Hrs/wk	Street	City	State

*Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).*

3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:

DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE		
Mo.	Day	Yr.	Mo.	Day	Yr.	City	State

4. Have you ever registered to vote?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, attach a copy of your current voter's card.</i>	If yes, list date, city and state for your last two registrations. Date _____ City _____ State _____ Date Voted _____ Date _____ City _____ State _____ Date Voted _____
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5. Do you own or <u>use</u> any motor vehicles, RV's, boats or mobile homes?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give type of vehicle, license number, state and dates of registry. <i>You must attach a copy of vehicle registration (not the title).</i> Type of vehicle _____ License Number _____ State _____ Date of Registry _____ Type of vehicle _____ License Number _____ State _____ Date of Registry _____
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6. Do you have a valid driver's license?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, you must attach a copy of your current driver's license.</i>	If yes, in what state: _____ If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____ When did you first obtain a driver's license in that state? Date _____
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7. Do you have a bank account?  <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please attach documentation of date you opened account.</i>	If yes, since what date? _____	Name of Bank _____ Branch _____ City _____ State _____
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8. Have you ever paid in-state tuition at any public institution of higher education?  <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, date of last term _____ Name of Institution _____ Dates Attended: From _____ To _____	8a. Have you ever attended a Washington college/university for more than 6 hours per term? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where _____ Dates attended From _____ To _____
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9. Are you a US Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If no, attach a copy of your Resident Alien Card, I-94 or other INS documentation.</i>
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10. List business or professional licenses (name & state of issue)	_____
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**Additional Comments:**

<p style="text-align: center;"><b>STATEMENT OF INTENT</b></p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;"><b>CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the State of Washington, RCW 9A.72.085 that the foregoing and all supporting documentation are true and correct.</p>	<p><b>Signature of Parent (if completing SECTION 3)</b> _____ <b>Date</b> _____</p> <p><b>Parent Address (Street, City, State)</b> _____</p> <p><b>Signature of Student</b> _____ <b>Date</b> _____</p>
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## Washington State Residency Requirements for Tuition and Fee Purposes

Highline Community College students who are classified as non-residents at the time of their admission may be eligible to establish residency for tuition and fee purposes. Students must be able to document their “intent” to establish Washington as their permanent domicile (residence) at least **twelve (12) months prior** to the start of the quarter for which they are applying. Questionnaires and supporting documentation will be accepted up to the **30<sup>th</sup> calendar day** of the quarter. **If all documentation required to make a decision has not been submitted by the 30<sup>th</sup> calendar day, that request will be considered for the following quarter.** If non-resident tuition was paid, and the request is approved, the difference in tuition will be refunded. Appeals of the college decision are handled through the office of the Associate Dean of Enrollment Services. Any decisions rendered by that office are final.

### **To apply for resident status, the following are REQUIRED:**

- The attached college and university **Residence Questionnaire**. It is essential that the questionnaire be filled out completely and legibly. Failure to do so may delay a decision on your behalf. Establish whether you will be applying as a financially *independent* or *dependent* student. Please note: spouses do not qualify as “dependents” for residency purposes.  
If *independent*, complete both sides of the questionnaire and provide copies of **all** the documents listed below.  
If *dependent*, complete the front side of the questionnaire; have your parent or legal guardian complete the reverse side and provide copies of **all** documents listed below. Please note: “legal guardian” requires court documents for verification.
- For **non-citizen students**, immigrant status must be confirmed prior to establishing Washington state resident status. Therefore, non-citizen *independent* students must provide a copy of one of the following: their *Resident Alien Card, front and back; I-94 Departure Record stamped with either “temporary I-551”, “refugee” or “asylee” status; A, E, G, I or K visa*. The parent or legal guardian of a *dependent* non-citizen student must provide a copy of their immigrant document, not the student.

### ADDITIONAL “REQUIRED” DOCUMENTS

INDEPENDENT STUDENTS	DEPENDENT STUDENTS
Attach a copy of <u>your income tax return</u> for the last calendar year. If you did not file an income tax return or if the income reported on the return is below \$6,000, provide documentation of your resources.	Attach a copy of your parent(s)’ <i>income tax return</i> for the last calendar year (first & signature pages only); financial disclosure information for parents is not required and so may be “blocked out” if preferred.
Attach proof of your <i>presence in Washington</i> for the past <b>twelve months</b> (lease, home purchase agreement, letter from landlord).	Attach proof of your <i>parent(s)’ presence in Washington</i> for the past <b>twelve months</b> (lease, home purchase, letter from landlord).
*If you were registered to vote in another state, attach a copy of your <u>Washington State voter’s registration card</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.	*If your parents were registered to vote in another state, attach a copy of one parent’s <u>Washington State voter’s registration card</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.
*Attach a copy of your <u>Washington State driver’s license</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.	*Attach a copy of one parent’s <u>Washington State driver’s license</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.
*If you own or <u>use</u> a vehicle, attach a copy of a <u>Washington State vehicle registration</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.	*If your parent(s) own a vehicle, attach a copy of their <u>Washington State vehicle registration</u> that was issued at least <b>twelve (12) months</b> prior to the start of the quarter.

*All* of the above-mentioned documents are the minimum required to make a residency decision. Upon review, additional documentation may be required.

### • PRESUMPTION OF MOVE TO WASHINGTON FOR EDUCATIONAL PURPOSES

If you (or your parent/legal guardian) attended a Washington institution for more than six hours per semester or quarter any time during the twelve months in which you are establishing residency, state law presumes the move to the state to be primarily for educational purposes. Therefore, the 12-month count will begin when **ALL** duties required of Washington residents have been completed. Those duties are identified above by an (\*).