

REQUEST FOR DETERMINATION OF RESIDENCY STATUS



Name: _____ k-number: _____
 First Middle Last

Address: _____ Phone: _____
 Street Address (House Number, Street Name, Apt/Suite # or PO Box)

_____ City _____ State _____ Zip Code _____

Confirm that all of the following statements are true before signing and submitting this form:

- I hereby state that I am a citizen of the United States, a permanent resident of the United States, have been granted political asylum or refugee status, or am residing in the United States under a visa status other than F, J or B.
- Education is not my primary purpose for residing in the State of Iowa.
- I have resided in Iowa for at least 90 consecutive days immediately preceding the start of the term for which this request is made, or I am a refugee or asylum grantee.
- It is my intention to maintain my permanent residence in the state of Iowa. Based on this statement, I request reclassification to Iowa resident status for tuition purposes.
- I understand this form must be submitted by the first Friday of the first week of the semester to be considered for the current semester. Forms submitted later than the first Friday will be considered for the following semester. **Any change in residency cannot be applied to a previous term's tuition in accordance with the Iowa Department of Education's Uniform Policy on Student Residency Status.**
- I understand that I am required to provide two (2) documents from different sources to determine residency status. (See page 2 for list of acceptable documents.)
- I understand that providing misleading or incorrect information for the purpose of evading payment of nonresident tuition will result in those semesters being rebilled at the correct rate. Any such charges will be my responsibility to pay.
- I certify that all information submitted in this request is my own work, factually true, and honestly presented. I understand that the information I submitted will be used to establish my residency status as it applies to tuition rates. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

Signature: _____ Date: _____

U.S. Military Veteran, Spouse, or Dependent

You do not need to apply for a residency status change. You will be changed to resident status when you provide your DD214 or current military orders as part of the VA benefit certification process. Contact veterans@kirkwood.edu or provide your documents to the VA Certifying Official on 2nd floor Iowa Hall, on the Cedar Rapids campus.



List of Approved Documents to Establish Residency in Iowa

A student will be required to provide at least TWO (2) documents from different sources to determine residency status. Make sure all documents are:

- Dated at least **90 days before** the semester start date
- Addressed or issued to you and show your first and last name
- Meet all requirements listed below

Acceptable documents include:

- Iowa driver's license, not expired
- Iowa vehicle registration, not expired
- Iowa state income tax return filed for the most recent tax year, signed and dated or accompanied by evidence that it was accepted by the Iowa Department of Revenue
- Iowa voter registration card
- Proof of Iowa homestead credit on property taxes
- Lease agreement, signed, dated, and not expired
- Utility bill (electric, natural gas, water/sewer, or trash service at your Iowa residence)
- Bank statement

Acceptable documents that must be notarized to be valid:

- Written and notarized documentation from an employer that you have been employed in Iowa for at least 90 days prior to the start of your first semester
- Signed and notarized statement from the student describing employment and sources of support

If you are a refugee or asylum grantee, or if your current residency status is International, also provide one of the following:

- A copy of your U.S. certificate of naturalization
- A copy of your USCIS form I-551 permanent resident card (green card)
- A copy of your I-94 card showing political asylum, refugee, or other appropriate status

You may return this form and all supporting documents to 1) the Registrar's Office, 3rd floor Iowa Hall, Cedar Rapids campus, 2) the Welcome Desk at the KRCUI, Coralville, or 3) via email to registrar@kirkwood.edu.

Once the form is received by the Registrar's Office, please allow 7 to 10 business days for review. We may need additional documentation before making our decision. If we need additional documentation or we have made our decision whether to approve or deny the request, you will be notified by your Kirkwood student email address.

Office Use Only: *Rev. 12/09/2024*

Received and reviewed by: _____

It is the policy of the Kirkwood Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential family, parental, or marital status. If you have questions or complaints related to compliance with the policy, please contact Wes Fowler, Vice President of Human Resources and Institutional Effectiveness, 313 Kirkwood Hall, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, Telephone: [319-398-7797](tel:319-398-7797), Email: Wes.Fowler@kirkwood.edu, or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: [312-730-1560](tel:312-730-1560), Fax: 312-730-1576, Email: OCR.Chicago@ed.gov.