

NORTH CENTRAL MICHIGAN COLLEGE

RESIDENCY CHANGE APPLICATION

PERSONAL INFORMATION:

Student Name: _____ Student ID #: _____

Current Address: _____
Street Address City State Zip

Previous Address: _____
Street Address City State Zip

Phone Number: _____

Student Signature: _____ Date: _____

INSTRUCTIONS:

- Complete this form and attach appropriate documentation
- Return to the Registrar's Office located in Student Services, email to nmorris@ncmich.edu or fax to 231.348.6625
- This form and the corresponding documentation must be received by the Registrar's Office on or before 5pm of count day in the semester for which you petition for a change.
Requests received after this deadline date will be considered for the following semester

Please attach one of the following to this form:

- Michigan Driver's License. The date of issue on the license must be no less than six months prior to the first day of the semester.
- Lease Agreement (Your name must be in the lease).
- Property tax receipt (if you reside in Emmet County).
- Voter's registration card.
- Identification card from the Secretary of State Office.

In all cases, the date to establish residency must be six (6) months prior to the beginning of the semester for which the change is being requested.

FOR OFFICE USE ONLY

Residency status changed _____ date _____ () hold until next registration period

NORTH CENTRAL MICHIGAN COLLEGE

RESIDENCY POLICY AND DEFINITIONS:

It is the policy of North Central Michigan College to determine a student's residency status when first admitted. A student will maintain that status until that student applies for and is granted a change or moves outside Emmet County.

Residency classifications are as follows:

In-District Residing in Emmet County for at least six months prior to the first day of classes of the semester for which the student plans to register.

Out-District Residing in Michigan for at least six months prior to the first day of classes of the semester for which the student plans to register.

Out-of-State Residing anywhere outside the state of Michigan.

*******IMPORTANT*******

- 1) An approved change in residency status for tuition assessment is not retroactive to any previous semester.
- 2) Copies of all documentation are due along with the completed Application for Residency Change on or before the last day to register of the semester you petition for a change.

Acceptable Documentation (a copy of one of the following must be submitted with the application):

- Michigan Driver's License: The date of issue on the license must be no less than six months prior to the first day of the semester.
- Lease Agreement (Your name must be in the lease).
- Property tax receipt (if you reside in Emmet County).
- Voter's registration card.
- Identification card from the Secretary of State Office.