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 registrar@ncmich.edu or fax to 231.439.6590.
- This form and the corresponding documentation must be received by the Registrar's Office on or before 5pm of the last day to add/drop full-semester classes. **Requests received after this deadline will be considered for the following semester.**

Please attach one of the following to this form:

☐ Michigan Driver's License.
☐ 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.

For residency determination, a student must have resided within the State of Michigan or in Emmet County prior to the first day of classes of the semester in which he/she plans to enroll.

FOR OFFICE USE ONLY
Residency status changed _____ date _____ ( ) hold until next registration period

NORTH CENTRAL MICHIGAN COLLEGE
1515 Howard Street · Petoskey, MI 49770 · toll free (888) 298-6605 · www.ncmich.edu

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 prior to the first day of classes of the semester for which the student plans to register.

Out-District Residing in Michigan 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 by 5pm on the last day to add/drop full-semester classes. Requests received after this deadline will be considered for the following semester.**

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

- Michigan Driver's License.
- 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.