



Renton Technical College Residency Questionnaire Packet

Full Legal Name _____

ctcLink Student ID: _____ Date: _____

Questionnaires and supporting documentation will be accepted up to the **30th calendar day of the quarter**. If all documentation required has not been submitted by the 30th calendar day, that request will be considered for the following quarter. *Submitting the Residency Questionnaire and any supporting documentation does not guarantee residency for tuition purposes.*

This checklist is meant to guide you through the WA Residence for tuition purposes requirements. *Additional documentation or clarification may be required, to determine whether you have met the requirements for residency for tuition purposes.*

Return checklist, questionnaire, and documents to Enrollment Services Desk in Building I, upload documents to Residency on ctcLink, or send an email from your RTC student email to: residency@rtc.edu. *RTC recommends that documents are submitted in person at the Enrollment Services desk OR uploaded to ctcLink.*

See pages 2 or 3 for Documents requested for consideration:

All documentation needs to be dated at least 12 months prior to the start of the term you are applying for residency. If you are unable to provide documentation or have any questions, please reach out to: residency@rtc.edu

Office Use:	Approved/Denied: Y N
All sections complete: Y N	Date of Approval/Denial:
Date Initial Docs received:	Anticipated Eligibility Date:
Required Docs received: Y N	Notes:
Processor Initials & Date: _____	

Dependent Student Documents requested for consideration:

- Completed Questionnaire
- (Both the **student** and the **parent/guardian** will complete)
- Parent's** state issued ID or Driver's License
- Parent's** vehicle registration
- (If Parent owns or is using a vehicle)
- Parent's** voter registration
- (If registered to vote)
- Parent's** proof of presence in WA for the past 12 months (For example: a lease or rental agreement, copies of rent receipts, tenant ledger from landlord, home purchase agreement with date of closing, **OR** a notarized letter from landlord)
- Parents** proof residence in WA for the past 12 months' (this differs from presence) (For example: as pay stubs, signed letter from employer with letterhead, **OR** bank statements with transactions in state)
- Parent's** Income Tax Return (first and signature page – listing dependents)
- (**OR** current W2's, a signed notarized statement indicating you will be claimed on your Parent(s) federal IRS tax return **OR** evidence they are paying for your tuition, housing, or living expenses)

Non-US Citizens:

- Parent's** and **Student's** copy of immigration Documents if answered "no" or Non-US Citizen (Section 3, #9).

***ONLY permanent or temporary residency cards or A, E, G, H, I, K, L, N, O, R, S, T, U, and V visas, or Refugee/conditional entrant/PRUCOL status are eligible for residency ***

If you have any questions, please reach out to: residency@rtc.edu

Independent Student Documents requested for consideration

- Completed Questionnaire
- (**Student** will complete)
- Student's** state issued ID or Driver's License
- Student's** vehicle registration
- (If Student owns or is using a vehicle)
- Student's** voter registration
- (If registered to vote)
- Student's** proof of presence in WA for the past 12 months (For example: a lease or rental agreement, copies of rent receipts, tenant ledger from landlord, home purchase agreement with date of closing, **OR** a notarized letter from landlord)
- Student's** proof residence in WA for the past 12 months' (this differs from presence) (For example: as pay stubs, signed letter from employer with letterhead, **OR** bank statements with transactions in state)
- Student's** Income Tax Return (first and signature page)
- (OR current W2's) *Under 24 years of age, Copy of **Parent's** Income Tax Return may be requested.

Non-US Citizens:

- Student's** copy of immigration Documents if answered Non-US Citizen (Section 1, #4; Section 3, #9).

*** ONLY permanent or temporary residency cards or A, E, G, H, I, K, L, N, O, R, S, T, U, and V visas, or Refugee/conditional entrant/PRUCOL status are eligible for residency ***

If you have any questions, please reach out to: residency@rtc.edu

Washington 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. Complete form in full and attach required documentation.*

Name (Last, First, MI)		Day Phone Number		FOR OFFICE USE ONLY	
Address (Street, State, Zip)		Student ID Number		Type	
E-mail Address		Birth City, State, Country	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 _____					
Class Standing: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Professional School: _____				Residence Classification Officer _____	
3. 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 _____					
4. 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, H-1, I, K, or L? <input type="checkbox"/> Yes <input type="checkbox"/> No			
		<i>If yes to any of the above, you must present your 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, H-1, I, K, or L visa, you cannot be classified as a resident.)</i>			
5. 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.			
6. 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

<p>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</p>	<p><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 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></p>
<p>2. Are you applying for resident status as a financially independent student? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>If yes, you must complete Section 3 of this form and provide all requested supporting documentation.</i></p>
<p>2a. Student's Sworn Statement: 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.</p> <p style="text-align: right;">Signature of Student _____ Date _____</p>	
<p>2b. To further substantiate your financial Independence, you are required to submit appropriate documentation.</p> <ul style="list-style-type: none"> • 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. • Your W2 form filed for the previous calendar year. • 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. • If you are 24 or younger, provide the first page and the 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. 	
<p>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</p>	
<p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

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. 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	If yes, present your current voter's card.	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 use 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. You must present your vehicle registration (not the title). 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	If yes, present your current driver's license.	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____
	Previous driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what state: _____	When did you first obtain a driver's license in that state? Date _____

7. Do you have a bank account? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, present documentation of date you opened account.	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	If no, present your Resident Alien Card, I-94 or other INS documentation.
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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;">STATEMENT OF INTENT</p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p> <p style="text-align: center;">CERTIFICATION</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>SIGNATURE OF PARENT (IF COMPLETING SECTION 3) _____ Date _____</p> <p>Parent Address (Street, City, State)</p> <p>_____</p> <p>_____</p> <p>Signature of Student _____ Date _____</p>
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