

Residency Office Use:	Approval Date: _____ Term Effective: _____
	Denial Date: _____ Reason: _____
	Staff Initials: _____ Notes: _____



Undetermined Residency Reclassification

This form is to initiate reclassification of Undetermined residency for tuition purposes. **This form must be turned in before the 30th calendar day of the quarter** you are applying for reclassification. Submissions past the deadline will be applied for the following quarter.

*Submitting the Undetermined Residency form **does not guarantee** residency for tuition purposes.* Additional documentation or clarification may be required to determine whether you have met the requirements for residency for tuition purposes.

Return this form to the Enrollment Services Desk in Robert C. Roberts Campus Center, Building I-218, upload the form to Residency on ctcLink, or send an email from your RTC student account to: residency@rtc.edu. *RTC recommends documents be submitted in person at the Enrollment Services desk OR uploaded to ctcLink.*

Any decision made regarding your tuition status is effective only at Renton Technical College. If you are reclassified or asked for further documentation, you will be notified through email. Notification will be sent to the email on your ctcLink account.

Full Legal Name: _____ **ctcLink Student ID:** _____

- | |
|---|
| <p>1. Have you earned a high school diploma, GED, or diploma equivalent before your first quarter at Renton Technical College? ☐ Yes ☐ No</p> |
| <p>2. Have you maintained a primary residence in Washington for at least 12 consecutive months immediately before your first term at Renton Technical College? The Washington residence must be for purposes other than college. (Note: If you take any courses at another Washington college during the prior 12 months, you cannot have taken more than six credits in any given term. If you exceed that limit you must prove that you have a Washington residence for non-college reasons). ☐ Yes ☐ No</p> |

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3. Is one of the following true: You are a U.S. citizen, U.S. national, or U.S. permanent resident *OR* You will file an application to become a permanent resident of the United States as soon as you are eligible to apply. You are also willing to engage in activities designed to prepare you for citizenship, including citizenship or civics review courses.

☐ **Yes** ☐ **No**

4. Do any of the following United States statuses apply to you?

U.S. Citizen

Asylee

U.S. National

Parolee

U.S. Permanent Resident

Cuban-Haitian Entrant

☐ **Yes** ☐ **No**

Refugee

Conditional Entrant

5. Were you claimed for federal income tax purposes by your mother, father, or your legal court-appointed guardian in the current or past calendar year? ☐ **Yes** ☐ **No**

6. Has your mother, father, or legal court-appointed guardian lived continuously in Washington for the past 12 months? ☐ **Yes** ☐ **No** ☐ **NA** (if you answered "No" to question 5)

7. Have you been a resident* of Washington and lived continuously in Washington for the last 12 months? *I certify that I have declared Washington as my true, fixed, and permanent place of habitation. ☐ **Yes** ☐ **No**

8. Are you getting financial assistance from another state, excluding federal student aid (FAFSA/WASFA)? ☐ **Yes** ☐ **No**

If **Yes**, please indicate which state: _____

By signing this form, I attest all the information I have provided is true and accurate and if there are updates, I will notify the Residency Officers at residency@rtc.edu.

Signature: _____ **Date:** _____

RTC Residency Officer Contact Information: Emily Terry 425-235-6557; eterry@rtc.edu – Note: all documentation submissions go to residency@rtc.edu

Enrollment Services | 3000 NE 4th St. Renton, WA 98056 | PH: 425-235-2371 | Email: registration@rtc.edu

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.