

Greenville Technical College Petition for Change of Residency Status

Greenville Technical College is required by state law to determine the legal resident status of applicants and students for fee and tuition purposes. The *initial* determination residency is made at the time that an admission application is submitted. The determination made at that time, and any determination thereafter, prevails for each semester thereafter unless the person's situation changes and they request a change in residency. *Residency status may not be acquired by an applicant or student while residing in South Carolina for the sole purpose of enrollment at the college.* For more information on residency status, see <https://www.gvltec.edu/residency/>.

To apply for a change in resident classification, complete this form and provide supporting documentation **at least *three weeks prior to the first day of classes***. The change of residency is not retroactive and never results in a refund.

Dependent Applicants/Students applying for a residency change from Out-of-State to In-State or from Out-of-County to In- County must submit a copy of the current Federal Tax Return of the person claiming them on their tax return *and* provide the required documentation below from the person claiming them as a dependent. For more information on Independent/Dependent designation, see <https://www.gvltec.edu/residency/>.

Note: Students who falsify information regarding their state of permanent residence will be charged the appropriate tuition rate for each term attended and may incur additional financial penalties.

OUT-OF-STATE TO IN-STATE REQUIREMENTS

An applicant/student applying for a change of residency classification from out-of-state to in-state must provide the following documentation in addition to the Residency Certification form. ***The burden of proof is the responsibility of the person applying for a change of resident classification and those persons must show required evidence to document the change in resident status.***

- **Three of the four items listed below MUST BE presented when applying for residency. These items MUST show a twelve-month residency period IMMEDIATELY BEFORE THE DATE THAT CLASSES BEGIN FOR THE SEMESTER FOR WHICH RESIDENT STATUS IS CLAIMED.**
 1. A valid South Carolina driver's license, or if a non-driver, a South Carolina Identification Card
 2. A valid South Carolina Vehicle Registration Card
 3. Ownership of a principle residence (i.e. mortgage agreement property showing date South Carolina domicile was claimed) or a valid lease (copy from the apartment manager's office).
 4. Military personnel and/or their dependents must submit a copy of the service member's orders stating the service member's duty station or D214 document.

NOTE: PLEASE DO NOT SUBMIT W-2 Forms or Car Insurance Invoices

- ***Exception to the three of the four Item Requirement: Provide a letter that states full-time employment, date of hire on company letterhead from the Human Resources Office/Personnel Office at your place of employment, as well as your valid SC driver's license.*** (Please note, you must obtain a SC Driver's License within 45 days after moving to the state.)

OUT-OF-COUNTY TO IN-COUNTY REQUIREMENTS

An applicant/student applying for a change of residency classification from out-of-county to in-county must provide the following documentation in addition to the Residency Certification form. ***The burden of proof is the responsibility of the person applying for a change of resident classification and those persons must show required evidence to document the change in resident status.***

- **Both items listed below MUST BE presented when applying for residency.**
 1. A valid South Carolina driver's license, or if a non-driver, a South Carolina Identification Card (issue date must be 3 months prior to date of application)
 2. Most recent local utility bill (i.e. electric, natural gas, land-line telephone, cell phone, cable) or lease agreement/mortgage statement showing the new Greenville County address.

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*Submit this form with all documentation to Enrollment Services (recommend the Barton Campus location, Building 102)
or mail to: Enrollment Services MS 1025, Greenville Technical College, P.O. Box 5616, Greenville SC 29606-5616.*

1. Name of Applicant _____
(Last) (First) (MI)
2. Student ID Number: _____
3. Are you: ☐ US Citizen ☐ Non-US Citizen ☐ Permanent Resident
If not a US citizen, attach an official document verifying your immigrant status.
4. First date of present stay in South Carolina _____ / _____ / _____
Month Day Year
5. In what South Carolina County do you reside? _____
6. Date present stay in that county began _____ / _____ / _____
Month Day Year
7. **Do you have a South Carolina Driver's License?** ☐ Yes ☐ No **Issue Date** _____ / _____ / _____
Month Day Year
8. Are you currently considered a resident of another state while you have been living in South Carolina? ☐ Yes ☐ No
If so, which state? _____
9. **Your present address and phone number:**

Street City Zip Area Code/Phone
10. **Full-time** employment for the past year: (If none, please state "none")
Employer _____ **From (mo/yr)** _____ **To (mo/yr)** _____
11. Were you claimed as a dependent by your parent(s), guardian(s), spouse or any other person(s) on the most recent Federal Income Tax Return? ☐ Yes ☐ No
If yes, provide the following information for the person who claimed you as a dependent or exemption on last year's federal income tax return (a copy of your marriage license may be required if claimed by spouse):
 - a. Name of person _____ Relationship _____
If the person has legal custody of you, give the date legal custody granted _____
 - b. Citizenship ☐ US Citizen ☐ Non-US Citizen ☐ Permanent Resident
If person is not an US citizen, attach an official document verifying the person's visa status.
 - c. How long has the person been a legal resident of South Carolina? _____
 - d. **Does he/she have a South Carolina Driver's License?** ☐ Yes ☐ No **Issue Date** _____ / _____ / _____
Month Day Year
 - e. Address where the person has physically resided for the past year:

Street City Zip Area Code/Phone
 - f. Indicate the person's full-time employment for the past year:
Employer _____ **From (mo/yr)** _____ **To (mo/yr)** _____

I have read and understand the information provided for Residency Certification Change. I will comply and adhere to all governing rules. I certify that all the information given is true and accurate. I understand that if I provide erroneous information in an attempt to evade payment of out-of-county/out-of state/international student fee, I will be charged a penalty and charged retroactively the difference between what I paid and what I should have paid. I also understand that I may be subject to administrative, civil and financial penalties.

Signature of Applicant _____

Date _____

Click here to print your completed form then sign and return to Admissions.

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