

## REQUEST TO CHANGE RESIDENCY STATUS

A student enrolling at Iowa Western Community College shall be classified as resident or non-resident of the state of Iowa for purposes of tuition assessment. This classification is determined by the Director of Admissions at the time of application to the College. This classification shall be based upon information furnished by the student and all other relevant information available about the student. The student shall remain a non-resident for tuition purposes unless the student changes his/her permanent residence to the state of Iowa and submits a Request to Change Residency Status to the Registrar in Clark Hall. In order for the Request to Change Residency Status to be granted, the following terms and conditions must be met:

- The student must submit the Request to Change Residency Status within the first week of the term for which the change is sought.
- The student must submit a brief statement explaining his/her main purpose in moving to the state of Iowa, as well as three supporting documents that include a date ninety (90) days prior to the start of the term for which the change is sought.
- The student must not have moved to the state of Iowa primarily for educational purposes; students who are in the state of Iowa for educational purposes cannot be granted residency status.

### Biographical Information

Name \_\_\_\_\_  
Last First Middle Initial

Permanent Address \_\_\_\_\_  
Street Address City State Zip

Student ID Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

### Supporting Documents

Attach a brief statement explaining your main purpose in moving to the state of Iowa, as well as copies of **three** supporting documents that include **your name, your Iowa address, and a date ninety (90) days prior to the start of the term for which you are requesting residency**. The supporting documents can be selected from the following:

- |                                       |                           |   |
|---------------------------------------|---------------------------|---|
| a. rent receipt                       | d. vehicle registration   | g. utility bill (water, gas, or electric) |
| b. tax receipt, ownership of property | e. Iowa income tax return | h. other similar document                 |
| c. Iowa voter registration card       | f. Iowa driver's license  |   |

### Certification Statement

Term and year for which you are requesting residency: ☐ Fall ☐ Spring ☐ Summer Year 20\_\_\_\_\_

By signing below, I certify that I have established a permanent residence in the State of Iowa and have resided at said residence for at least ninety (90) days prior to the start of the term for which I am requesting residency status. I also hereby certify that the above information, as well as the attached documentation, is true and correct. In accordance, therefore, with proper procedures and submissions of documented evidence of residency, I am requesting residency status for tuition purposes.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### FOR OFFICE ONLY:

The student's application for residency status has been reviewed and the following action has been taken:

☐ Request Granted

☐ Request Denied

\_\_\_\_\_  
Registrar

\_\_\_\_\_  
Date

Updated 05/02/12

**Please Contact the Records & Registration Office with any questions:**

Office Hours: Monday – Friday 8 a.m. – 4:30 p.m. [Registrar@iwcc.edu](mailto:Registrar@iwcc.edu) |  
800.432.5852 or 712.325.3277 | [iwcc.edu](http://iwcc.edu)