

# REQUEST TO CHANGE RESIDENCY STATUS

Name: \_\_\_\_\_ k-number: \_\_\_\_\_  
*Please print First Middle Last*

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
*Street*

\_\_\_\_\_ ZIP: \_\_\_\_\_  
*City and State*

**Confirm that all of the following statements are true before signing and submitting this form:**

- I hereby state that I am a citizen of the United States, a permanent resident of the United States, or have been granted political asylum or refugee status or am in the United States as a result of full-time employment by an Iowa employer.
- I am not residing in Iowa only to attend college.
- I have resided in Iowa for at least 90 consecutive days immediately preceding the start of the term for which this request is made, or I am a refugee or asylum grantee.
- It is my intention to maintain my permanent residence in the state of Iowa. Based on this statement and by submitting these documents, I request reclassification to Iowa resident status for tuition purposes.
- I understand that if reclassification is granted, it will be effective the **next term in which I enroll and may not be made retroactive to earlier terms.**
- I have included the correct proof of residency documents required for my situation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## U.S. Military Veteran, Spouse, or Dependent

You do not need to apply for a residency status change. You will be changed to resident status when you provide your DD214 or current military orders as part of the VA benefit certification process. Contact veterans@kirkwood.edu or provide your documents to the VA Certifying Official at 2nd floor Kirkwood Hall, on Main Campus.

## PROOF OF RESIDENCY DOCUMENTS REQUIRED

Documents must be turned in with this form. For your request to be effective for a semester below, the documents must be:

- ✓ Dated on or before the 90 Days Before Semester date and
- ✓ Turned in with this form by the Submission Deadline date

Semester	90 Days Before Semester	Submission Deadline
Summer 2021	2/24/2021	5/28/2021
Fall 2021	5/25/2021	8/27/2021
Spring 2022	10/20/2021	1/21/2022
Summer 2022	2/22/2022	5/27/2022

## SECTION 1 – Proof of Residency Documents Accepted

Provide at least **TWO documents** from this list. Make sure they:

- ✓ Are dated earlier than the **90 Days Before Semester** date
- ✓ Both are addressed to you, or issued to you, and show your name
- ✓ Both meet all requirements listed below

Mark which two proof of residency documents you're providing:

- Iowa driver's license, not expired  Iowa vehicle registration, not expired
- Iowa state income tax return filed for the most recent tax year, signed and dated or accompanied by evidence that it was accepted by the Iowa Department of Revenue
- Iowa voter registration card
- Employer pay stubs covering the three months prior to your first semester
- Written and notarized documentation from an employer that you have been employed in Iowa for at least 90 days prior to the start of your first semester
- Proof of Iowa homestead credit on property taxes
- Lease agreement, signed and dated, not expired
- Utility bill (electric, natural gas, water/sewer, or trash service at your Iowa residence)
- Bank statement

**If you are a refugee or asylum grantee, or if your current residency status is International, also provide one of the following:**

- A copy of your U.S. certificate of naturalization
- A copy of your USCIS form I-551 permanent resident card (green card)
- A copy of your I-94 card showing political asylum, refugee, or other appropriate status

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## SECTION 2 – Qualifying Reasons for Residency Status Change

Select one of these ways you may establish yourself as a permanent resident of Iowa for the purpose of tuition at Kirkwood:

- I was granted resident status at an Iowa public university (University of Iowa, Iowa State University, University of Northern Iowa)
  - In addition to two proof of residency documents from Section 1, provide a screenshot showing your approval as an Iowa resident from your student portal, your university bill, or your university ID for us to use to verify your status with the university.
- I have earned a Kirkwood degree, credit diploma, or credit certificate
  - Program/Major: \_\_\_\_\_
  - Provide two proof of residency documents from Section 1
- I am a returning student and have not enrolled in a college or university for at least three years
  - Provide two proof of residency documents from Section 1
- I originally came to Iowa to attend college but am no longer in college, have remained in Iowa for at least one year, filed an Iowa income tax return in the most recent year, and have been employed at least 90 days prior to enrollment
  - Provide your Iowa state income tax return for the most recent tax year (signed and dated or accompanied by evidence that it was accepted by the state of Iowa) **AND** employer pay stubs covering the three months prior to the term for which you're making the request

- I am a new citizen or new permanent resident of the United States
  - Provide your Certificate of Naturalization OR USCIS form I-551 permanent resident card (green card) and two proof of residency documents from Section 1
- I am the spouse of an Iowa permanent resident
  - My spouse's name is: \_\_\_\_\_
  - Provide your original Certificate of Marriage (we will make a copy for our files) and two proof of residency documents from Section 1 that show your **spouse's name**
- I am a graduate of an Iowa high school
  - Provide your official high school transcript and two proof of residency documents from Section 1
- I made a mistake on my application that resulted in the wrong residency status
  - Provide two proof of residency documents from Section 1 dated at least 90 days prior to your first semester

Bring this form and your supporting documents to One Stop office, 2nd floor Kirkwood Hall, on Main Campus, or to the One Stop office in Iowa City.

***Note:** Due to the level of personally identifiable information contained in some forms of supporting documentation, this request form and supporting documents **should not be emailed**. They should be delivered personally by the student or by the U.S. mail.*

**Once the form and supporting documents are received by the One Stop office, please allow 7 to 10 business days for review. We may need additional documentation before making our decision. If we need additional documentation or we have made our decision whether to approve or deny the request, you will be notified by your Kirkwood student email address.**

**OFFICE USE ONLY**

Please ensure the following:

- Student provided two documents from the list with appropriate dates
- If student is a refugee or asylum grantee, or if current residency status is International, student also provided immigration document from the list
- Received and reviewed by: \_\_\_\_\_

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