

WASHINGTON RESIDENCY RECLASSIFICATION

Washington Residency Defined

Please keep in mind that becoming a legal resident of Washington requires more than simply residing in the state for twelve months. Washington State Legislature and the Higher Education Coordinating Board have established specific criteria for students to qualify as residents for tuition paying purposes (references: RCW 28B.15 and WAC 250.18). In order to apply for reclassification as a Washington resident, you must:

- Be a U.S. citizen or have permanent resident (resident or visa) status.
- Declare intention to become a legal resident of the state by obtaining documents such as a Washington driver's license or vehicle registration. The "12-month clock" begins to tick on the date that such documents are obtained.
- Establish physical presence in the State of Washington for **at least** twelve months prior to the first day of the term for which you have applied.
- Prove you did not come to the state primarily for education purposes (defined as enrolling in more than six credits per term upon your arrival in Washington State).

Be aware that required documentation varies depending on your citizenship status and whether you are a dependent or independent student. See below for clarification:

- **Dependent Student**—claimed by parent/legal guardian as a dependent on federal income tax statement for current and prior calendar year. **Please note: spouses do not qualify as “dependents” for residency purposes.**
- **Independent Student**—NOT claimed as a dependent on federal income tax statement by parent/guardian for the current and prior calendar year.
- **Non-citizens of the United States**—All non-citizen students must provide—along with all required documents below—a copy of one of the following: their Resident Alien Card, front and back; I-94 Departure Record stamped with either “temporary I-551,” “refugee” or “asylee” status; A, E, G, H-1, I, K or L visa. Non-citizen **dependent** students must also provide a copy of their parent/guardian’s citizenship documentation along with all required documents under “Dependent Students,” below. (Please be aware, students holding a B, C, D, F, J, M, N, O-2, P, Q, R, S, TC, TN or TD nonimmigrant visa classifications do not qualify for in-state tuition or waivers.)

Important Note: If you moved directly to Washington from a qualifying Oregon bordering county (Columbia, Gilliam, Hood River, Multnomah, Clatsop, Clackamas, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco or Washington) you may qualify for residency through the Border County Opportunity Application (HB 1474). Email enroll@clark.edu for more information.

REQUIRED DOCUMENTS

INDEPENDENT STUDENTS	DEPENDENT STUDENTS
<p><input type="checkbox"/> Attach proof of your presence in Washington for the last 12 months (mortgage closing statement or lease or letter from landlord on business letterhead).*</p> <p>In addition, you must attach THREE documents from the list below dated a minimum of 12 months prior to the first day of the quarter for which you apply for reclassification:</p> <p><input type="checkbox"/> Washington driver’s license or Washington ID card</p> <p><input type="checkbox"/> Washington motor vehicle registration (not title) of the vehicle you own</p> <p><input type="checkbox"/> Washington voter registration card</p> <p><input type="checkbox"/> Location of checking and savings accounts indicating Washington address and date accounts were opened in Washington</p> <p><input type="checkbox"/> Evidence of employment in Washington state</p>	<p><input type="checkbox"/> Attach a copy of your parent/guardian’s income tax return (first and signature pages only)**</p> <p><input type="checkbox"/> Attach proof of your parent/guardian’s presence in Washington for the last 12 months (mortgage closing statement or lease or letter from landlord on business letterhead).*</p> <p>In addition, you must attach THREE documents from the list below dated a minimum of 12 months prior to the first day of the quarter for which you apply for reclassification:</p> <p><input type="checkbox"/> Parent/guardian’s Washington driver’s license or Washington ID card</p> <p><input type="checkbox"/> Parent/guardian’s Washington motor vehicle registration (not title)</p> <p><input type="checkbox"/> Parent/guardian’s Washington voter registration card</p> <p><input type="checkbox"/> Parent/guardian’s location of checking and savings accounts indicating Washington address and date accounts were opened in Washington</p> <p><input type="checkbox"/> Parent/guardian’s evidence of employment in Washington state</p>

* Note: If you live with a relative or friend (other than your spouse) you may submit a notarized letter from them verifying the residence address and dates you resided there.

**Financial disclosure information for parents is not required and so may be “blocked out” if preferred.

TIMELINES, TIPS & FAQ'S

Deadlines

Completed Questionnaires with supporting documentation will be accepted up to the 30th calendar day of the term. If all required documentation has not been submitted by the 30th calendar day, that request will be considered for the **following** term. Students cannot be refunded for previous term attended prior to application. See the term schedule of classes or contact the Enrollment Services at enroll@clark.edu

Notification Process

Upon receipt of the Residency Questionnaire and other pertinent documents, the Enrollment Services Office will review the application within ten business days and notify students e-mail of the decision. The burden of proof is the responsibility of the applicant, and a student's submission of inadequate documentation may result in denial of reclassification for that particular term.

Changes to Tuition Rate

If your request for residency reclassification is approved for the current quarter after you have paid for your tuition at the higher non-resident rate, you will be refunded the difference. Please note that if you do not pay your tuition by the published deadline, you could be dropped from your classes.

Factors Preventing Students from Qualifying for Residency Status

Please be aware that if any of the following apply to you, you will **not be eligible for reclassification**:

- Possessing a current out-of-state driver's license or vehicle registration or other document that gives evidence of being domiciled in another state.
- Receiving financial assistance from another state government within the past year (including reciprocity awards and Alaska Permanent Fund)
- Attending, **as a resident**, a state-supported college in another state within the past year. (In other words, you cannot simultaneously be receiving in-state tuition in one state while establishing residency in another state.)

Tips for Completing the Residency Reclassification Application

- Be sure to fill out **all** sections, as this is a state mandated form.
- A signature is required on both **side one and side two** of the Residency Questionnaire.
- Refer to the list of required documents on page one of this form before submitting your request.

Frequently Asked Questions

Q: Not all of my supporting documents from page one are dated twelve months or more. Can I still apply for residency reclassification?

A: Physical presence (mortgage closing statement or rental lease agreement) must be dated twelve months or more prior to the first day of the term for which you apply, without exception. The three supporting documents must also be dated twelve months or more if you moved to Washington for the purposes of education (defined as enrolling in more than 6 credits per quarter). If you **did not** move here for the purposes of education (or enrolled in **no more than** six credits per term) then at least ONE of the three supporting documents must be dated twelve months. Please note that individuals are required to obtain a Washington driver's license within 30 days of becoming a resident (RCW 46.20.020), so this documentation (or state issued ID if you do not drive) is required.

Q: I only have two out of the three supporting documents required from the list on page one. Is there any other document I could use to support my intent to remain in Washington?

A: By Washington state law, you may submit proof of membership in a local community organization (such as PTA or Chamber of Commerce) or a local benevolent organization. Also acceptable is proof you are receiving benefits under a Washington state public assistance program (not including federally funded programs such as TANF).

The College is obliged to uphold residency reclassification requirements to be in compliance with state laws. We appreciate the patience and understanding of anyone inconvenienced by these requirements.

● ● ●
Contact Us If You Have Questions!

Enrollment Services:
E-mail: enroll@clark.edu
Subject Residency

● ● ●



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.*

SECTION 1

Name (Last, First, MI)		Day Phone Number		FOR OFFICE USE ONLY	
				Type	
Address (Street, State, Zip)		ctcLink ID Number		Status	
				<input type="checkbox"/> DEP <input type="checkbox"/> INDEP	
E-mail Address	Birth City, State, Country	Date of Birth	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 Fall Winter Spring Summer				Resident Non-Resident	
If you have previously applied at this institution for a change in residence status, indicate: Term _____ Year _____				_____	
3. Class Standing: Undergraduate Graduate Professional School: _____				Residence Classification Officer	
4. At this Institution, you are or will be enrolled as a: New Student Continuing Student Returning Former Student from Clark					
If continuing or former student from Clark, 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 _____					
5. Country of citizenship:		5a. Do you hold permanent or temporary resident immigration status?			
		Yes No			
If not USA, answer 5a, 5b and 5c.		5b. Do you hold "Refugee-Parolee," "Conditional Entrant" or PRUCOL status?			
		Yes 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?			
		Yes No			
6. Have you received financial assistance from a state governmental unit or agency during the past twelve months? Yes No		If yes , indicate state, agency, type of assistance, disbursement dates, etc.			
7. Will you be receiving state financial assistance during the next twelve months? Yes 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?</p> <p style="text-align: center;">Yes 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 a true and correct copy of 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? Yes 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:</p> <p>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>Signature Date</p>	
<p>2b. To further substantiate your financial independence, you are required to submit appropriate documentation.</p> <ul style="list-style-type: none"> • A true and correct copy of 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. • A true and correct copy of 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 a true and correct copy of the first and 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? Yes No</p>	
<p>4. Did you spend at least 75% of both your junior & senior years in a Washington state high school, <i>and</i> did you enroll in college within 6 months of leaving high school, <i>and</i> were your parents/legal guardians domiciled in Washington for at least 1 year within the 5-year period before you graduated from high school? Yes 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

<p>1. This section is being completed and signed by:</p> <p style="padding-left: 20px;">Student</p> <p style="padding-left: 20px;">Parent</p> <p style="padding-left: 20px;">Legal Guardian</p>	<p>Date of your arrival in Washington :</p> <p>Month: _____ Day _____ Year _____</p> <hr/> <p>Date you took action to officially declare Washington as your permanent, legal domicile:</p> <p>Month: _____ Day _____ Year _____</p>	<p>Purpose of moving to Washington State:</p>																																																														
<p>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. If a section does not apply to your situation mark N/A, not applicable to you.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="3">DATES OF EMPLOYMENT</th> <th colspan="2">LOCATION</th> <th colspan="2">OCCUPATION</th> <th colspan="3">HOME ADDRESS</th> </tr> <tr style="background-color: #cccccc;"> <th>Mo.</th> <th>Day</th> <th>Yr.</th> <th>Mo.</th> <th>Day</th> <th>Yr.</th> <th>City</th> <th>State</th> <th>Employer</th> <th>Hrs/wk</th> <th>Street</th> <th>City</th> <th>State</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			DATES OF EMPLOYMENT			LOCATION		OCCUPATION		HOME ADDRESS			Mo.	Day	Yr.	Mo.	Day	Yr.	City	State	Employer	Hrs/wk	Street	City	State																																							
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<p>Note: You must provide proof of your physical presence in Washington the past 12 months (e.g. copies of rent receipts, lease or home purchase agreements, cancelled rent checks, letter from landlord, letter from employer, etc.).</p>																																																																
<p>3. If you were out of Washington during the last 12 months, give dates, and reasons for your absence:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="3">DATES OF ABSENCE</th> <th colspan="2">LOCATION</th> <th colspan="3">PURPOSE OF ABSENCE</th> </tr> <tr style="background-color: #cccccc;"> <th>Mo.</th> <th>Day</th> <th>Yr.</th> <th>Mo.</th> <th>Day</th> <th>Yr.</th> <th>City</th> <th>State</th> <th> </th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			DATES OF ABSENCE			LOCATION		PURPOSE OF ABSENCE			Mo.	Day	Yr.	Mo.	Day	Yr.	City	State																																														
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<p>4. Have you ever registered to vote?</p> <p>Yes No</p>	<p>If yes, attach a copy of your current voter's card.</p>	<p>If yes, list date, city and state for your last two registrations.</p> <p>Date _____ City _____ State _____ Date Voted _____</p> <p>Date _____ City _____ State _____ Date Voted _____</p>	
<p>5. Do you own or use any motor vehicles (car/truck/suv), RV's, boats or mobile homes?</p> <p>Yes No</p>	<p>If yes, give type of vehicle, license number, state and dates of registry. You must attach a copy of vehicle registration (not the title).</p> <p>Type of vehicle _____ License Number _____ State _____ Date of Registry _____</p> <p>Type of vehicle _____ License Number _____ State _____ Date of Registry _____</p>		
<p>6. Do you have a valid driver's license or state I.D.?</p> <p>Yes No</p>	<p>If yes, you must attach a copy of your current driver's license.</p>	<p>If yes, in what state:</p> <p>_____</p>	<p>When did you first obtain a driver's license in that state?</p> <p>Date _____</p>
<p>Previous driver's license?</p> <p>Yes No</p>	<p>If yes, in what state:</p> <p>_____</p>	<p>When did you first obtain a driver's license in that state?</p> <p>Date _____</p>	
<p>7. Do you have a bank account?</p> <p>Yes No</p>	<p>If yes, please attach documentation of date you opened account.</p>	<p>If yes, since what date?</p> <p>_____</p>	<p>Name of Bank _____ Branch _____</p> <p>City _____ State _____</p>
<p>8. Have you ever paid in-state tuition at any public institution of higher education?</p> <p>Yes No</p>	<p>If yes, date of last term _____</p> <p>Name of Institution _____</p> <p>Dates Attended: From _____ To _____</p>		<p>8a. Have you ever attended a Washington college/university for more than 6 hours per term?</p> <p>If yes, where _____</p> <p>Dates attended From _____ To _____</p>
<p>9. Are you a US Citizen?</p> <p>Yes No</p>	<p>If no, attach a copy of your Permanent Resident Card, I-94 or other INS documentation.</p>		
<p>10. List business or professional licenses (name & state of issue)</p>			

Additional Comments:

<p>STATEMENT OF INTENT</p> <p>I certify that I have declared Washington as my true, fixed, and permanent place of habitation.</p>	<p>Signature of Parent (if completing SECTION 3) _____</p> <p>Date _____</p>
<p>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>Parent Address (Street, City, State)</p> <p>_____</p> <p>_____</p> <p>Signature of Student _____</p> <p>Date _____</p>

AG Form #151 – Revised 1/15/02 – AG Approval 4/19/02. Revised by HECB 6/2009, AG approval 6/10/2009, effective 7/01/2009.

**Please return form and required documents to
Enrollment Services Office
E-Mail to: enroll@clark.edu Subject Line: Residency**

**Mail to: Clark College Enrollment Services MS# GHL 128
1933 FORT VANCOUVER WAY
VANCOUVER, WA 98663-3598**

**Contact us at:
Email: enroll@clark.edu
Website: www.clark.edu**