



Residency Reclassification Application

First Name: _____ Last Name: _____

Student ID#: _____ Date of Birth: _____ / _____ / _____

Desired Semester/Year of Resident Reclassification:

Fall 20_____

Spring 20_____

Summer 20_____

Section A: Application Instructions and Signature

Applicants filing immediately prior to registration or approaching the first day of classes must be prepared to pay based on their current assigned residency and wait for a refund (if applicable) if the application is approved. Such applicants shall include any information or documents required by the College, together with any supporting evidence which the student desires to submit.

- An application will not be considered if received more than 30 days after the first day of classes
- Failure to comply with the appeal procedures and deadlines shall constitute a waiver of all claims for reclassification for the applicable term or terms.
- Applicants must complete all items and provide all supplemental documentation requested by this office. Failure to do so may result in the application being returned, thus delaying consideration.

Signature: (this form will not be accepted if not signed and dated)

I hereby certify that the information given in this application and in all attachments thereto is true, correct and complete to the best of my knowledge. I authorize the Northshore Technical Community College and the Louisiana Community and Technical College System to verify all facts relevant to my claim for residency.

Signature of applicant _____ Date _____

If applicable, Signature of Guardian _____ Date _____

<i>(For Office Use Only)</i>	
CLASSIFICATION ASSIGNED BY CAMPUS	
RESIDENT EFFECTIVE: () FALL 20_____	NON RESIDENT _____
() SPRING 20_____	
() SUMMER 20_____	
Approved by: _____	Date: _____

Section B: Documentation

The burden of proof rests with you, the student, to establish Louisiana residency. A minimum of two different documents are required (in certain instances additional documents may be required). At least one primary requirement document must be submitted. *Please attach documentation to this application.*

Primary Requirement (must submit at least one):

- I have lived and worked in Louisiana for the last 12 months. **Employer must complete the attached employee verification form.**
- I am married to a Louisiana resident as defined by the LCTCS definition. **Attach a copy of marriage certificate, along with a copy of spouse's employee verification form.**
- I am a dependent child of a Louisiana resident as defined by LCTCS definition. **Attach a signed/certified copy of parent's prior Louisiana tax document with you listed as a dependent, along with a copy of a parent's employee verification form.**
- I am a dependent child living with a legal guardian who is a Louisiana resident as defined by the LCTCS definition. **Attach copy of legal documents along with a copy of a parent's employee verification form.**
- I am a dependent (child/spouse) of a parent or legal guardian who can demonstrate they have abandoned their out-of-state domicile and have relocated (transferred) to Louisiana for employment.
- I am now separated from the armed forces. I met the Louisiana residency requirements under these regulations immediately prior to entering the armed forces. I have resided continuously for a period less than two years in another state or foreign country. **Attach a copy of your current DD-214 indicating Louisiana as your home state.**
- According to the United States Citizenship and Immigration Services (USCIS), I am a permanent resident and I meet the Louisiana resident definition as defined by the LCTCS. **Attach a copy of permanent resident card form I-551 or a copy of the residency approval on passport and employee verification form.**

Secondary Requirement:

- Louisiana driver's license or I.D. (for at least one year)
- Louisiana vehicle registration (for at least one year)
- Louisiana voter's registration (for at least one year)
- Louisiana marriage certificate
- Louisiana tax document from the past year
- Louisiana homestead exemption
- License for professional practice in Louisiana (for at least one year)

Additional Documentation Serving as Evidence:

- Depending on your specific situation, you may be required to submit additional documentation to serve as evidence towards your residency claim.
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