

NORTH CENTRAL MICHIGAN COLLEGE

RESIDENCY CHANGE APPLICATION

PERSONAL INFORMATION:

Student Name: _____ Student ID #: _____

Current Address: _____
Street Address City State Zip

Previous Address: _____
Street Address City State Zip

Phone Number: _____

Student Signature: _____ Date: _____

INSTRUCTIONS:

- Complete this form and attach appropriate documentation
- Return to the Registrar's Office located in Student Services, email to nmorris@ncmich.edu or fax to 231.439.6590.
- This form and the corresponding documentation must be received by the Registrar's Office on or before 5pm of count day in the semester for which you petition for a change. Requests received after this deadline date will be considered for the following semester

Please attach one of the following to this form:

- Michigan Driver's License. The date of issue on the license must be no less than six months prior to the first day of the semester.
- Lease Agreement (Your name must be in the lease).
- Property tax receipt (if you reside in Emmet County).
- Voter's registration card.
- Identification card from the Secretary of State Office.

For residency determination, a student must have resided within the State of Michigan or in Emmet County prior to the first day of classes of the semester in which he/she plans to enroll.

FOR OFFICE USE ONLY
Residency status changed _____ date _____ () hold until next registration period

NORTH CENTRAL MICHIGAN COLLEGE

RESIDENCY POLICY AND DEFINITIONS:

It is the policy of North Central Michigan College to determine a student’s residency status when first admitted. A student will maintain that status until that student applies for and is granted a change or moves outside Emmet County.

Residency classifications are as follows:

In-District Residing in Emmet County prior to the first day of classes of the semester for which the student plans to register.

Out-District Residing in Michigan prior to the first day of classes of the semester for which the student plans to register.

Out-of-State Residing anywhere outside the state of Michigan.

*****IMPORTANT*****

- 1) An approved change in residency status for tuition assessment is not retroactive to any previous semester.
- 2) Copies of all documentation are due along with the completed Application for Residency Change on or before the last day to register of the semester you petition for a change.

Acceptable Documentation (a copy of one of the following must be submitted with the application):

- Michigan Driver’s License: The date of issue on the license must be no less than six months prior to the first day of the semester.
- Lease Agreement (Your name must be in the lease).
- Property tax receipt (if you reside in Emmet County).
- Voter’s registration card.
- Identification card from the Secretary of State Office.