

# 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](mailto: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.
- 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

### RESIDENCY POLICY AND DEFINITIONS:



• 1515 Howard Street • Petoskey, MI 49770 • toll free (888) 298-6605 • [www.ncmich.edu](http://www.ncmich.edu)

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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.

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

- Michigan Driver's License.
- 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.