

OFFICE USE ONLY		
Resident _____	Non-Resident _____	Approved By _____
Date Received _____	Date Notified _____	Notified By _____ Email _____ Phone _____
Pending Additional Information _____		Appeal _____ By/Date _____ / _____

RESIDENCY QUESTIONNAIRE

Additional information is needed to determine your residency status. Complete, print, and sign this form then return it to the Gateway Community & Technical College Admissions Office, 790 Thomas More Parkway, Edgewood KY 41017. If you have any questions, please contact us at (859) 442-1134 or gateway-admissions@kctcs.edu. Incomplete forms will not be processed.

All fields in RED are required

PLEASE PRINT

First Name: _____ Middle: _____ Last: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Student ID: _____ Date of Birth: _____

Email Address: _____

Are you a U.S. citizen? _____ If yes, what is your citizenship status? _____

If not a U.S. citizen, what is your visa type? _____

When did your present stay in the State of Kentucky begin? _____

What was your reason for coming to Kentucky? _____

How long have you continuously lived in Kentucky? _____

When did you last file a Kentucky income tax return? _____

What term are you applying for: _____ 20 _____

Are you currently active duty military, stationed in Kentucky? _____

Are you a spouse or dependent of active military personnel, stationed in Kentucky? _____

If yes, list the name of the person and your relationship to him/her: _____

*** Military ID and copy of the sponsor's orders to Kentucky military base are required.**

Did you graduate from a Kentucky high school? _____

Name of high school: _____

Have you attended any other college, university or private high school in the past three years?
If yes, complete the following section: _____



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If you attended another college, university or private high school, please complete the following information about your residency status. If residency for tuition purposes is not applicable at an institution, please check "N/A."

Please check one: Type of Tuition Paid

College/University/Private High School (No Abbreviations)	Resident	Non-resident	N/A

If someone other than yourself provides major financial support to you (such as books, tuition, housing, or transportation) please provide their name, address, and relationship to you:

Is this person employed?

If yes, provide the following information:

Employer City State From To Part/Full Time

Where have your parents or guardians lived for the last two years?

City State From To

Where have you lived for the past 12 months?

Address City State From To

Are you employed?

If yes, provide the following information:

Employer City State From To Part/Full Time

Please provide a full explanation of the reason(s) why you believe you should be considered a Kentucky resident for fee purposes. If additional space is required, please attach a separate sheet.

I certify that all information I have provided above is true to the best of my knowledge. I understand that if I provide false information, my residency status may remain as out-of-state at Gateway Community & Technical College.

Student Signature

Date



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Residency Information

Below is information you may find useful to help you during the residency review process. If you have questions regarding your application for residency please contact the Admissions Office at (859) 442-1134 or by email at gateway-admissions@kctcs.edu Submit your completed form to:

Admissions Office
Gateway Community & Technical College
790 Thomas More Parkway
Edgewood, KY 41017
(859) 442-1134

Before you apply:

- Know the tuition deadline. Filing a residency appeal does not count as payment.
- Please allow one week between filing and the tuition deadline if the outcome of your appeal makes a difference in your enrollment. If you apply for residency within three (3) business days of the tuition deadline you need to be aware that your appeal may not be reviewed prior to tuition being due and you are responsible for your full balance or withdrawing from your courses.
- If you choose to stay in courses past the tuition deadline and your appeal is denied this appeal is not grounds for a 100% withdrawal from your courses.
- If you are filing as a dependent student you need to supply your parent or guardians information as documentation. (Example: Parent/guardian driver's license, lease/mortgage statement, and/or state tax papers with you identified as a dependent.)
- To be considered for a change of status in a current term you must apply **within 30 days of the start of the semester**. Any request received after this date will be considered only for future enrollment.
- Please provide your mailing address and a phone number where you can be reached or have access to voicemail.

After you apply:

- Pay your tuition by the tuition deadline.
- If additional information is needed, the Residency Officer may contact you by phone. Please respond to any inquiries about your residency appeal within five (5) business days. If the Residency Officer does not hear from you this may be reason for denial.
- Every student has the right of appeal through the Residency Appeal Committee. This is a formal hearing process that is outlined to you if your appeal is denied.



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