

# Residency Questionnaire

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 (855) 346-4282 or by email at [gateway-admissions@kctcs.edu](mailto:gateway-admissions@kctcs.edu). Submit your completed form and supporting documentation to:

Gateway Community & Technical College  
Attention: Registrar  
790 Thomas More Parkway  
Edgewood, KY 41017  
(855) 346-4282

## **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 guardian's 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.



**GATEWAY**  
COMMUNITY  
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## OFFICE USE ONLY

Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Approved By \_\_\_\_\_ Date Received \_\_\_\_\_

Date Notified \_\_\_\_\_ Notified by: Email \_\_\_\_\_ Phone \_\_\_\_\_

Pending Additional Information \_\_\_\_\_

Appeal \_\_\_\_\_ By/Date \_\_\_\_\_/\_\_\_\_\_

Additional information is needed to determine your residency status. Complete, print, and sign this form then return it with your supporting documentation to the Gateway Community & Technical College Registrar, 790 Thomas More Parkway, Edgewood KY 41017. If you have any questions, please contact us at (855) 346-4282 or gateway-admissions@kctcs.edu

Please complete all fields. Any fields that do not apply, mark with "N/A" or leave blank. Incomplete forms will not be processed

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 KY? \_\_\_\_\_

Are you a spouse or dependent of active military personnel, stationed in KY? \_\_\_\_\_

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: \_\_\_\_\_

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."

College/University/Private High School (No Abbreviations)	Please check one: Type of Tuition Paid		
	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(s): \_\_\_\_\_

City(ies): \_\_\_\_\_

State(s): \_\_\_\_\_



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

