



Enrollment Services  
10915 Hardin Valley Road  
PO Box 22990  
Knoxville, TN 37933-0990

Phone: 865.694.6400  
Fax: 865.539.7217  
www.pstcc.edu

## **APPLICATION FOR IN-STATE RESIDENCY CLASSIFICATION**

Please complete the Application for Residency and return to the above address. Complete all portions of the application. Provide the required documents to support the residency application. Incomplete applications or applications received without documentation WILL NOT be reviewed, and out-of-state fees will be assessed until Tennessee residency has been determined.

Residents are those persons who have moved to Tennessee to establish a home and have means of support for themselves and/or their family. Each applicant's situation is different and may require additional documentation.

These items **CANNOT** be used to establish residency:

- Lease agreements
- Utility bills
- Driver's license
- Voter registration
- Auto registration
- W-2s

**Students 23 years of age and younger will have their residency status determined by the domicile of their parents or legal guardian. Permanent residents must submit a copy of their Permanent Resident Card (front & back). Any student with a visa must submit a copy of his or her I-94 card.**

In order for you to receive in-state status for a specific term, the application and supporting documentation must be received by Enrollment Services within six weeks after registration for the semester for which you are applying.

Please allow two to three days for your application to be reviewed. You will be notified if further information is required. Once all supporting information is received, you will be notified of your residency status.

**PLEASE NOTE: SUBMISSION OF DOCUMENTATION DOES NOT GUARANTEE IN-STATE TUITION.**

Student name \_\_\_\_\_ ID #/ SSN \_\_\_\_\_

Semester applying for:      Fall             Spring             Summer     20 \_\_\_\_\_

Address \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ Years    \_\_\_\_\_ Months     Own     Rent     Other \_\_\_\_\_

If less than one year, please indicate all previous addresses for one - year period:

Address \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Date of birth \_\_\_\_\_ Phone number \_\_\_\_\_

E-mail address (to notify you of acceptance/denial) \_\_\_\_\_

**Please circle the number of the statement below that applies to you.**

1. I reside within Tennessee and I am dependent upon my parents (or guardians), who are citizens of the United States and permanent residents of Tennessee. **[Required documentation: photocopy of parent's most recent federal tax return (1040 form) with Tennessee address listed on the return, and listing applicant as a dependent.]**
  
2. I am not claimed as a dependent for income tax purposes by anyone other than myself, or my spouse. **[Required documentation: photocopy of most recent federal tax return (1040 form) with a Tennessee address listed on the return.]**
  
3. I (or my spouse or my parent) am (is) a member of the Armed Forces of the United States, and have (has) declared Tennessee my home state of record. **(Required documentation: DD 214 from military showing Tennessee as home state of record.)**
  
4. I work full time (35 hours a week or more) and will be attending school part time (11 hours or less). **(Required documentation: official letter from employer on company letterhead stating date of hire and full time status; phone number of the employer must be listed to verify hours worked.)**
  
5. I moved to Tennessee or my parents moved to Tennessee as a direct result of a job transfer. **(Required documentation: letter from employer verifying transfer to Tennessee.)**

*Information provided to Pellissippi State Community College will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974.*

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IS TRUE AND COMPLETE:

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

In State Residency \_\_\_\_\_ Out of State Residency \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Documentation Submitted \_\_\_\_\_