Office of Records, Registration and Veterans’ Affairs [RRVA]

Appeal for Change of Residency Status

Directions: Complete all items on the appeal and submit to RRVA. Requests will be considered during the first three weeks of fall and spring terms or the first week of winter and summer terms. After that time, requests will be considered for the next term. For change of immigration status, please complete the Change of Immigration Status with an international student advisor in the office of admissions and advising.

Complete Part I of this application and provide a minimum of two documents (at least one from each column below) in your name. If for the most recent 12 months, another person has provided one-half or more of your financial support, you must complete Parts I and II of this application and provide a minimum of two documents listed below in your supporter's name. Your supporter must also prove 3 month residency.

A decision will be emailed to your HCC email within two weeks of submission of the application.

Acceptable documents:

One item from Column A:
- Valid Maryland driver’s license, MVA issued change of address card, or valid state issued ID
- Voter registration card
- Rental agreement/deed/lease
- Vehicle registration card

One item from Column B:
- Utility bill dated at least 3 months prior to the start of the term: gas, electric, phone, cable, water
- Howard county tax bill dated at least 3 months prior to the start of the term
- Maryland or US income tax return from the most recent tax year
- Maryland or US withholding form from the most recent tax year
- Pay stub with current address dated at least 3 months prior to the start of the term

Part I – To be completed by student

HCC Student ID Number ____________________________ Term and Year ____________________________

Student Name ____________________________________________

Home Address ____________________________________________ Apt./Unit ________

City ____________________________ State ________ Zip Code __________

County (i.e. Howard, Montgomery, etc.) ____________________________

Dates of residency at current address ____________________________ to ____________________

Are you registered for vote? ☐ Yes ☐ No County ________________ Date of Registration ________________

Do you possess a valid driver’s license? ☐ Yes ☐ No State ________ Expiration __________________

Do you own a motor vehicle? ☐ Yes ☐ No State of Registration ________ Date of Registration ________________
List where you filed income tax returns for the past two years:

Year ________  State ________  County ________

Year ________  State ________  County ________

For the most recent 12 months, has another person provided one-half of more of your financial support? (If the answer to this question is Yes, Part II must be completed by your supporter.)  ☐ Yes  ☐ No

I certify that all the information I have provided on this application is accurate, honestly presented and complete. I understand that failure to provide accurate information and falsification of identity can lead to legal action and college sanctions, including dismissal from the college, and/or retroactive adjustment of tuition. I agree to provide additional documents upon request to verify information submitted on this form.

Student Signature  ____________________________________________  Date ______________

OFFICE USE ONLY

Column A:                      Column B:

_______ MD driver’s license or ID  _______ Utility bill

_______ Voter’s registration Card  _______ Howard County tax bill

_______ Rental agreement/lease/deed  _______ MD income tax return

_______ Vehicle registration card  _______ MD withholding form

_______ Pay stub

Decision:  In County  In State/Out of County  Out of State  Signature  Date

RRVA 2/27/17
Part II – To be completed by supporter
(Complete only if another person provided one-half of more of your financial support)

HCC Student ID Number ______________________________________

Student Name ____________________________________________________________

Name of Supporter ______________________________________________________ Relationship to Student ______________________

Home Address ___________________________________________________________ Apt./Unit __________

City __________________________________________ State ________ Zip Code __________

County (i.e. Howard, Montgomery, etc.)

__________________________________________________________

Are you registered for vote? ☐ Yes ☐ No County ______________ Date of Registration ______________

Do you possess a valid driver’s license? ☐ Yes ☐ No State ___________ Expiration __________________________

Do you own a motor vehicle? ☐ Yes ☐ No State of Registration ______________ Date of Registration ____________

List where you filed income tax returns for the past two years:

Year ________ State ________ County ________

Year ________ State ________ County ________

Additional Information ______________________________________________________

I certify that I have financially supported the above-named student for the most recent 12 months and that the information I have provided on this form is true and complete. I agree to provide additional documentation upon request to verify information submitted on this form.

Signature of Financial Supporter __________________________________________ Date ______________