



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

Appeal for Change of Residency Status

Staff Use Only
Completed Form (signed)
Address matches in RGPE
Column A
Column B
ID: State MD Issue Date
Staff Initials
Date Received

Legal residence for tuition purposes is based on a student's permanent place of residence for a period of no less than three months. 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. Change of Immigration Status requests are submitted to international student advisors in the Office of Admissions and Advising.
Complete Part I of this application and provide a minimum of one document from each column below in your name. If for the most recent 12 months, another person(s) 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 one document from each column listed below in your supporter's name. Your supporter must also prove residency for a period of no less than three months.
Please submit completed requests to RRVA in RCF 233 or to register@howardcc.edu. Residency appeals will not be accepted without documentation. Residency decisions will be emailed to your HCC email within two weeks of submission of the application.

Acceptable documents (only documents listed will be accepted):

One item from Column A:
Valid Maryland driver's license, MVA issued change of address card, or valid state issued ID
Voter's registration card
Rental agreement/deed/lease
Vehicle registration
All documents in this column must be dated at least 3 months prior to the start of the term

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

1. Student ID Number [ ] [ ] [ ] [ ] [ ] [ ] [ ] 2. Term \_\_\_\_\_ Year \_\_\_\_\_
3. Student Name \_\_\_\_\_
4. Home Address \_\_\_\_\_ Apt./Unit \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
County (i.e. Howard, Montgomery, etc.) \_\_\_\_\_
5. Dates of residency at current address \_\_\_\_\_ to \_\_\_\_\_ Phone Number \_\_\_\_\_
6. For the most recent 12 months, has another person(s) provided one-half or 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 true 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

Acceptable Documents from Column A:

\_\_\_\_\_ MD driver's license or ID

\_\_\_\_\_ Voter's registration Card

\_\_\_\_\_ Rental agreement/lease/deed

\_\_\_\_\_ Vehicle registration card

Acceptable Documents from Column B:

\_\_\_\_\_ Utility bill

\_\_\_\_\_ Howard County tax bill

\_\_\_\_\_ MD income tax return

\_\_\_\_\_ MD withholding form

\_\_\_\_\_ Pay stub

\_\_\_\_\_ Supporter Form

Decision:

\_\_\_\_\_ In County

\_\_\_\_\_ In State/Out  
of County

\_\_\_\_\_ Out of State

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Rebill Requested

**Part II – To be completed by supporter**  
**(Complete only if the answer to question 6 on Part I is “Yes”)**

1. Student ID Number 

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2. Student Name \_\_\_\_\_
3. Name of Supporter \_\_\_\_\_ Relationship to Student \_\_\_\_\_
4. Home Address \_\_\_\_\_ Apt./Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
County (i.e. Howard, Montgomery, etc.) \_\_\_\_\_  
Phone Number \_\_\_\_\_
5. Are you registered for vote?  Yes  No \_\_\_\_\_ County \_\_\_\_\_ Date of Registration \_\_\_\_\_
6. Do you possess a valid driver’s license or state ID ?  Yes  No \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_
7. Do you own a motor vehicle?  Yes  No \_\_\_\_\_ State of Registration \_\_\_\_\_ Date of Registration \_\_\_\_\_
8. List where you filed income tax returns for the past two years.  
Year \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_  
Year \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_
9. 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