

# REQUEST TO CHANGE RESIDENCY STATUS

Name: \_\_\_\_\_  
                    First                                    Middle                                    Last

k-number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**Confirm that all of the following statements are true before signing and submitting this form:**

- I hereby state that I am a citizen of the United States, a permanent resident of the United States, or have been granted political asylum or refugee status or am in the United States as a result of full-time employment by an Iowa employer.
- Education is not my primary purpose for residing in the State of Iowa.
- I have resided in Iowa for at least 90 consecutive days immediately preceding the start of the term for which this request is made, or I am a refugee or asylum grantee.
- It is my intention to maintain my permanent residence in the state of Iowa. Based on this statement, I request reclassification to Iowa resident status for tuition purposes.
- I understand that if reclassification is granted, it will be effective the **next term in which I enroll and may not be made retroactive to earlier terms.**
- I understand that I may be required to provide proof of residency documents if requested.
- I certify that all information submitted in this request is my own work, factually true, and honestly presented. I understand that information I submitted will be used to establish my residency status as it applies to tuition rates. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.
- I understand this form must be submitted by the Friday of the first week of the semester to be considered for the current semester. If submitted after the first week of the semester, it will be considered for the following semester.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## U.S. Military Veteran, Spouse, or Dependent

You do not need to apply for a residency status change. You will be changed to resident status when you provide your DD214 or current military orders as part of the VA benefit certification process. Contact [veterans@kirkwood.edu](mailto:veterans@kirkwood.edu) or provide your documents to the VA Certifying Official on 2nd floor Iowa Hall, on Main Campus.

Return this form to Enrollment Services, 3rd floor Iowa Hall, on Main Campus, or to the Welcome Desk at the KRCUI, Coralville.

**Once the form is received by Enrollment Services, please allow 7 to 10 business days for review. We may need additional documentation before making our decision. If we need additional documentation or we have made our decision whether to approve or deny the request, you will be notified by your Kirkwood student email address.**

Office Use Only: Rev. 05/01/24

Received and reviewed by: \_\_\_\_\_

Kirkwood Community College shall not engage in nor allow unlawful discrimination against individuals involved in its educational programs and activities on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, age, disability, or actual or potential parental, family, or marital status. If you have questions or complaints related to compliance with the policy, please contact the Vice President of Human Resources at Kirkwood Community College, 313 Kirkwood Hall, 6301 Kirkwood Blvd. SW, Cedar Rapids, IA 52404, Telephone: [319-398-5572](tel:319-398-5572), Email: [equity@kirkwood.edu](mailto:equity@kirkwood.edu), or the Director of the Office for Civil Rights U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204, Telephone: [312-730-1560](tel:312-730-1560), Fax: 312-730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov).