



# REQUEST TO CHANGE RESIDENCY STATUS

Mail or personally deliver completed form and documentation to:

**Hawkeye Community College**  
**Records & Registration**  
**1501 East Orange Road**  
**PO Box 8015**  
**Waterloo, IA 50704-8015**

Hawkeye ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
(Number & Street) (Apt. #) (City & State) (Zip)

Please initial after each statement below.

I hereby state that ...

- I am not living in Iowa primarily for educational purposes. \_\_\_\_\_ (initial)
- I have resided here for a period of not less than ninety (90) days prior to the first day of the semester in which I will be attending. \_\_\_\_\_ (initial)
- I am providing supporting documentation proving Iowa residency (See list of acceptable documents below.)
- I am not classified as a non-resident by another Iowa university. \_\_\_\_\_ (initial)

**Please note that a student cannot be a resident of two states at the same time. If your home is in another state and you are living in Iowa for the purpose of attending school, you are a resident of your home state and not a resident of Iowa.**

By submission of documented evidence of residency, I am asking to be classified as a resident of Iowa for tuition and fee purposes. I understand that if reclassification is approved, it will be effective the next term I enroll and will not be retroactive to earlier terms.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

At least two dated documents are required by the Iowa Department of Education. The first document you must provide must be from one of the items listed in 1 through 5 below. The second document you must provide may be from 1 through 7. These documents must be submitted **prior to the first day of the semester** for which you are registering. Residency status **cannot** be re-classified once the semester begins.

- \_\_\_\_\_ 1. Iowa driver's license
- \_\_\_\_\_ 2. Iowa vehicle registration form
- \_\_\_\_\_ 3. Iowa state income tax return, signed and dated
- \_\_\_\_\_ 4. Iowa voter registration card
- \_\_\_\_\_ 5. Proof of Iowa Homestead credit on property taxes
- \_\_\_\_\_ 6. Written and notarized documentation from an employer that you are employed in Iowa
- \_\_\_\_\_ 7. Other indicators of Iowa residency, such as apartment lease dated and signed by both you and the manager, utility bills, bank statements, etc., dated and showing your Iowa address. (No two of these items can relate to the same source, i.e., apartment lease and utility bill.)

**If you are not a citizen of the United States, you will also need to do one of the following:**

- Submit proof of your legal immigration status in the form of a copy of an I-94 card showing appropriate status -- OR --
- Submit a copy of your U.S. Permanent Resident Card.

OFFICE USE ONLY:

I have reviewed this student's application for Iowa residency status and have taken the following action:

\_\_\_\_\_ Request Approved                      \_\_\_\_\_ Request Denied (see attached letter)

\_\_\_\_\_  
(Signature and Title of Official)

\_\_\_\_\_  
(Date)