

CERTIFICATE OF RESIDENCY – STEP-BY-STEP INSTRUCTION SHEET

CURRENT PDF FORM TO DOWNLOAD AND PRINT:

http://idcounties.org/wp-content/uploads/2015/07/Certificate-of-Residency-Fillable-PDF-Form-2016_01_29.pdf

1. Determine whether completing this form will be beneficial to you (the student).
 - a. If you are a legal resident of a county in Idaho *other than* Ada, Canyon, Kootenai, Jerome or Twin Falls, you may complete this form and submit it to that county for consideration of tuition and fee assistance.
2. Determine whether you are eligible for county assistance.
 - a. To be eligible for county assistance, the board of county commissioners of the county of your residence must verify your legal residence.
 - b. Residency is explained in Idaho Code §33-2110B. The residence of a minor shall be deemed the residence of the parent(s) or court-appointed guardian.
3. Obtain your current Idaho EDUID # and your College Student ID #.
 - a. Each high school student taking community college courses has two identifying numbers. These numbers are very important in order for your Certificate of Residency to be properly processed. Not providing both correct student identification numbers may result in a denial of your application for county assistance.
 - b. Your EDUID # can be obtained from your high school guidance counselor. If you are *not* a high school student, you do not need to provide an EDUID #.
 - c. Your College Student ID # is assigned by your community college and may be found when you logon to your profile on the community college website or it may be referred to in notices or correspondence to you from your community college. You may also obtain your College Student ID # by contacting your community college Student Accounts Department.
4. Fill out the form and gather adequate documentation.
 - a. To be approved for county assistance, you must complete this form in its entirety and provide appropriate documentation to your county of legal residence. Additional documentation may be required by the county to determine residency. Timeliness in submitting the form and documentation is your responsibility.
 - b. If you are 18 or older, attach the following:
 - i. A copy of your government-issued identification that shows 1) a picture of you, 2) your address, and 3) your signature.
 - ii. If you do not have government-issued identification as required above, then attach documentation that shows where you have been living for the past 12 months, such as the following: Idaho state income tax form; utility bills; lease agreement.
 - c. If you are under 18 years old, attach the following:
 - i. A copy of your government-issued identification that shows 1) a picture of you, 2) your address, and 3) your signature.
 - ii. A copy of your legal guardian's government-issued identification that shows 1) a picture of your guardian, 2) your guardian's address, and 3) your guardian's signature.
 - iii. If you do not have government-issued identification as required above, then attach documentation that shows where you and your legal guardian have been living for the past 12 months, such as the following: Idaho state income tax form; utility bills; lease agreement.
 - d. Some counties may require additional information and documentation.
5. **Remit in person, by mail, or scan and email a completed Certificate of Residency and accompanying documentation to your county clerk before September 15 if you plan to take classes in the Fall semester, and before February 15 if you plan to take classes in the Spring semester. Failure to comply with these deadlines may result in the denial of county assistance for that semester.** Contact information for most counties is located at:
<http://idcounties.org/counties/>
6. Watch for notification of county decision regarding your certificate.
 - a. If you submitted this form before the due date, the county will notify you and the community college by email and/or mail within 30 days of the date of submittal.
7. Pay any tuition and fees that you owe.
 - a. If the county approves your certificate of residency, you must pay the tuition and fees charged a resident student.
 - b. The maximum benefit that you can receive from the county for community college out-of-district tuition is five hundred (\$500) per semester, for a lifetime maximum of three thousand dollars (\$3,000) (Idaho Code §33-2110A).
 - c. If the county does not approve your certificate, you must pay the college the nonresident student tuition amount as well. You are ultimately responsible to pay all tuition and fee charges.
8. Re-file this certificate form when you change your county of residency, or at the beginning of each academic year, whichever occurs first.

CERTIFICATE OF RESIDENCY

Type of Student: <i>(check one)</i> <input type="checkbox"/> Dual Credit Fast Forward <input type="checkbox"/> Dual Credit for Early Completers <input type="checkbox"/> Post High School Credits		Assistance is requested from: _____ County		
Enrollment Dates: <i>(Academic Year yyyy-yyyy)</i> 20____ - 20____ <input type="checkbox"/> Fall & Spring <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only		Student's Grade Level: <i>(High School)</i> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Post-Secondary		
School Providing Course(s)/Dual Credit(s): <i>(check all that apply)</i> <input type="checkbox"/> College of Southern Idaho <input type="checkbox"/> College of Western Idaho <input type="checkbox"/> North Idaho College		Idaho EDUID #: _____	College Student ID #: _____	
Student Contact Information and Residence	Last Name: _____		First Name: _____	M.I. _____
	Maiden Name (if married): _____		Birth Date (mm-dd-yyyy): _____	Phone #: _____
	High School Last Attended (high school students only): _____		Current Academic Year (yyyy-yyyy) 20____ - 20____	SSN: _____
	Email address: _____			
	Current Mailing Address: _____ City: _____ State: _____ Zip: _____		Current Physical Address: <i>(if different than mailing address)</i> _____ City: _____ State: _____ Zip: _____	
	Previous Mailing Address: _____ City: _____ State: _____ Zip: _____		Previous Physical Address: <i>(if different)</i> _____ City: _____ State: _____ Zip: _____	
	Dates of Residency at Current Address: <i>(mm/dd/yyyy)</i> _____ to current		Dates of Residency at Previous Address: <i>(mm/dd/yyyy)</i> _____ to <i>(mm/dd/yyyy)</i> _____	
Parents OR Court-Appointed Guardian	Parent/Guardian Last Name: _____		Parent/Guardian First Name: _____	M.I. _____
	Parent/Guardian Email address: _____			Phone #: _____
	Current Parent/Guardian Mailing Address: _____ City: _____ State: _____ Zip: _____		Current Parent/Guardian Physical Address: _____ City: _____ State: _____ Zip: _____	
	Dates of Residency at this Address: <i>(mm/dd/yyyy)</i> _____ to current			
Residency Specifics	<i>(Check and complete all that apply)</i> <input type="checkbox"/> I am a registered voter in _____ County. <input type="checkbox"/> My vehicle is registered in _____ County. My license plate number is: _____ <input type="checkbox"/> My parent(s) or court-appointed guardian(s) have lived in _____ County for at least 12 consecutive months prior to the start of the term in which I am enrolling. <input type="checkbox"/> My parent(s) or court-appointed guardian(s) provide more than 50% of my financial support. <input type="checkbox"/> I provide more than 50% of my support and have lived in _____ County for at least 12 consecutive months prior to the start of this term. (continued in next column →)		<input type="checkbox"/> I am on active military orders and am stationed at _____ and residing in _____ County. <i>(Please attach copy of orders)</i> <input type="checkbox"/> I was honorably discharged after serving 2 years and designated _____ County as my residence. <i>(Please attach a copy of the DD214 form)</i> <input type="checkbox"/> I am a resident of _____ County but have been living in another county for less than 1 year and have not established residency. <input type="checkbox"/> I have received tuition assistance from another county. <i>(List all counties and dates below)</i> _____	
	Documentation I have attached a copy of at least ONE of the following to prove my residency in this county <i>(check all that apply)</i> : <input checked="" type="checkbox"/> For the student: <input type="checkbox"/> The student's government-issued identification <input type="checkbox"/> Other: _____ <input checked="" type="checkbox"/> Student's parent/court-appointed guardian (required if the student is a minor): <input type="checkbox"/> Student's parent/court-appointed guardian government-issued identification <input type="checkbox"/> Other: _____			

I certify that all statements I have made in this Certificate of Residency are complete, true and correct.

Student's Signature: X _____	Parent or Court-Appointed Guardian's Signature: <i>(required if student is a minor)</i> X _____
Date: <i>(mm-dd-yyyy)</i> _____	Date: <i>(mm-dd-yyyy)</i> _____

For County Use Only Below this Line

This Certificate of Residency has been: Approved Denied

Reason, if denied: Non-residency Lifetime limit met Incomplete Application Other: _____

By: _____ Attest: _____ Date: _____