



# Central Ohio Technical College

## The Gateway – Student Records

1179 University Drive, Newark, OH 43055  
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### Application for Residency

*Residency applications must be received by the first day of the semester in which you desire reclassification to be considered. Attach all of the documents that pertain to the residency classification for which you are applying to before submitting the application to The Gateway. Applications without the appropriate documentation **will not be** processed until all of the requested documents have been submitted. Students attending the college under a foreign student visa or visitor visa (B-1, B-2, F-1, F-2, K-1 and K-2) are not eligible for Ohio residency rates. Please check with The Gateway for further information regarding Ohio residency fees.*

_____	_____	_____	_____
Last Name	First Name	Middle Name	Student ID
_____		_____	_____
Street Address		City	State      Zip
Phone: _____		<input type="checkbox"/> Landline <input type="checkbox"/> Mobile	COTC Email: _____

_____	_____	_____
Date of Birth	City and State/Country of Birthplace	Month/Year you moved to Ohio

Are you a U.S. Citizen    Yes    No

#### Select Residency Status for which you are applying:

- Conditional Residency:** A student over 24 years of age are eligible for Conditional Residency if it can be documented they are living and employed in Ohio on a self-supporting basis. Conditional residency will allow a student to attend college on a *part-time basis* (less than 12 credit hours) with in-state fees.
  - A copy of your lease, rental agreement and/or deed (**no handwritten agreements will be accepted**).
  - A typed letter from your employer on company letterhead indicating the date you were hired, your current salary, whether you work full-time or part-time, the number of hours you work per week, and the name and phone number of your immediate supervisor.
  - A copy of your most recent paycheck stub showing year-to-date earnings and Ohio tax withholding.
  - If you have lived in Ohio for more than 30 days, attach a copy of your Ohio driver’s license or State I.D. If you own a vehicle, attach a copy of your Ohio vehicle registration.
  - If you are not a citizen of the U.S., attached a copy of your passport with visa code or permanent resident card.
  
- Immediate Residency as a Forever Buckeye Student:** A student *may* be eligible for Immediate Residency if it can be documented that the student graduated from an Ohio High School and are currently residing in Ohio.
  - A copy of your lease, rental agreement and/or deed (**no handwritten agreements will be accepted**).
  - An official high school transcript showing date of graduation.
  - If you have lived in Ohio for more than 30 days, attach a copy of your Ohio driver’s license or State I.D. If you own a vehicle, attach a copy of your Ohio vehicle registration.
  - If you are not a citizen of the U.S., attached a copy of your passport with visa code or permanent resident card.

- Immediate Residency as an Independent Student:** An independent student *may* be eligible for Immediate Residency if it can be documented that the student has been a resident of Ohio for at least 12 consecutive months immediately preceding enrollment at COTC and who is not receiving, and has not received for the past 12 consecutive months, financial support from persons or entities who are not residents of Ohio.
- A copy of your lease, rental agreement and/or deed (**no handwritten agreements will be accepted**).
  - A typed letter from your employer on company letterhead indicating the date you were hired, your current salary, whether you work full-time or part-time, the number of hours you work per week, and the name and phone number of your immediate supervisor.
  - A copy of your most recent paycheck stub showing year-to-date earnings and Ohio tax withholding.
  - If you have lived in Ohio for more than 30 days, attach a copy of your Ohio driver's license or State I.D. If you own a vehicle, attach a copy of your Ohio vehicle registration.
  - If you are not a citizen of the U.S., attached a copy of your passport with visa code or permanent resident card.
- Immediate Residency as a Dependent Student:** A student *may* be eligible for Immediate Residency if it can be documented that the student is a dependent of his/her parents. Ohio employment must be in place prior to the first day of the semester.
- A copy of your parents' lease, rental agreement and/or deed (**no handwritten agreements will be accepted**).
  - A typed letter from your parents' employer on company letterhead indicating the date they were transferred or hired, their current salary, whether they work full-time or part-time, the number of hours they work per week, and the name and phone number of their immediate supervisor.
  - A copy of your parents' most recent paycheck stub showing year-to-date earnings and Ohio tax withholding.
  - A copy of the most recent Federal and State Income Tax forms showing that your parents claimed you as a dependent.
  - If you have lived in Ohio for more than 30 days, attach a copy of your Ohio driver's license or State I.D. If you own a vehicle, attach a copy of your Ohio vehicle registration.
  - If you are not a citizen of the U.S., attached a copy of your passport with visa code or permanent resident card.
- Immediate Residency as a Spouse:** A student *may* be eligible for Immediate Residency if it can be documented that the student is a spouse of a living person and employed full-time in the state of Ohio. Ohio employment must be in place prior to the first day of the semester.
- A copy of your lease, rental agreement and/or deed (**no handwritten agreements will be accepted**).
  - A typed letter from your spouse's employer on company letterhead indicating the date they were transferred or hired, their current salary, whether they work full-time or part-time, the number of hours they work per week, and the name and phone number of their immediate supervisor.
  - A copy of your spouse's most recent paycheck stub showing year-to-date earnings and Ohio tax withholding.
  - A copy of your valid marriage certificate or license as proof of marriage.
  - If you have lived in Ohio for more than 30 days, attach a copy of your Ohio driver's license or State I.D. If you own a vehicle, attach a copy of your Ohio vehicle registration.
  - If you are not a citizen of the U.S., attached a copy of your passport with visa code or permanent resident card.
- Immediate Residency as a Veteran of the United States Military:** A veteran, the veteran's spouse and any dependent of the veteran, *may* be eligible for Immediate Residency, if they meet **both** of the following conditions:
- A. The veteran either 1. served one or more years on active military duty and was honorably discharged or received a medical discharge related to military service; OR 2. was killed while serving on active duty or has been declared to be missing in action or a prisoner of war.
  - B. The veteran must have established domicile in the state of Ohio as of the first day of enrollment. If the spouse or dependent of the veteran seeks residency, the veteran and the spouse or dependent must have established domicile in Ohio as of the first day of enrollment. If the veteran was killed while serving on active military duty or has been declared to be missing in action or a prisoner of war, only the spouse or dependent seeking residency status must have established domicile in Ohio as of the first day of enrollment.

- Proof of Honorable Discharge or Medical Separation with 1-year of Active Service. This can be documented through a Form DD214 (discharge papers) which indicate the length and character of service.
- Proof of Ohio domicile as of the first day of enrollment. This can be documented with a lease, mortgage, or sworn affidavit from roommate, parents, occupants, etc. stating the veteran is living at an address in Ohio. If the veteran was killed while serving on active duty or has been declared to be missing in action or a prisoner of war, proof of Ohio domicile should be provided for the spouse or dependent seeking residency.
- **Dependents Only:** Dependent children need to provide proof of dependent status as provided by the veteran parent's IRS tax filing for the previous year.
- **Spouses Only:** A spouse needs to provide proof of marriage by supplying a copy of the marriage certificate.

**Immediate Residency as Active Duty in the United States Military:** A person who enters and currently remains upon active duty status in the United States military service while a resident of Ohio for all other legal purposes and his/her dependents shall be considered residents of Ohio for these purposes as long as Ohio remains the state of his/her domicile.

- Verification of Ohio Home of Record, enlistment papers, DDD214 (discharge papers), State of Legal Residency Form dated at least 12 months prior to intended enrollment, or a letter from the base personnel officer verifying Ohio Home of Record.
- Documentation verifying that Ohio income taxes have been paid during the 12-month period prior to enrollment. This can be done by submitting your most recent W-2 and/or most recent Leave and Earnings Statement (LES).
- **Dependents/Spouses Only:** In addition to the above, a letter from the parent verifying the dependent status of the student or a copy of the marriage certificate.

**Immediate Residency as Active Duty in the United States Military Stationed in Ohio:** A person on active duty status in the United States military who is both stationed and residing in Ohio (and his/her dependents) shall be considered a resident of Ohio.

- A copy of your, your parent's, or your legal guardian's current active duty orders verifying orders to Ohio.
- **Dependents/Spouses Only:** In addition to above, a letter from the parent verifying the dependent status of the student or copy of the marriage certificate.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Gateway Use Only:** CRI Code RGCAPRES added with status of "Not Reviewed"

Residency Status Updated:  Yes  No

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_