

_____ Term Name _____
_____ Deadline Date SID # _____

APPLICATION TO ESTABLISH RESIDENCY

A student wishing to establish residency in Morris County must submit all of the following documents showing the same Morris County residential address to the Office of Student Development in the Student Community Center, Room 132. A decision regarding residency status will be made after all of the required documents have been submitted. **Please refer to the reverse side for additional information regarding these residency requirements.**

1. Affidavit (obtained from the Office of Student Development)
2. One of the following:
 - a. Current Lease
 - b. Deed
 - c. Recent property tax bill
 - d. Recent water bill
 - e. Notarized letter from individual with whom you reside
3. Valid NJ motor vehicle license, registration, voters registration or state-issued I.D. card.
4. Two pieces of current business mail sent to the student. Personal mail or mail sent from County College of Morris cannot be used. Mail sent to a P.O. Box is unacceptable; the address must show a street address.
5. A student under 23 years old, claiming himself/herself for tax purposes, and not living with his/her parents or guardian must submit:
 - a. Copy of his/her most recent 1040 or New Jersey income tax form; and
 - b. Copy of his/her parents' most recent 1040 or New Jersey income tax form.
6. International students must demonstrate that they have had their eligible Visa status for one year. Individuals who have permanent residency must demonstrate one year residency in New Jersey and/or permanent residency status.

NOTE: I have read all of the above requirements and understand that my request will not be approved until all documentation has been received.

Student Signature _____ Date _____
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Approved _____ Comments _____

Denied _____ Comments _____

Signature _____ Date _____

1. The residency requirement for a *New Jersey* resident moving into Morris County is one day.
2. The residency requirement for an *out-of-state resident* moving into New Jersey is one year. After the one year residency requirement has been met, the student may submit all of the required documents. Out-of-state residents moving into a county other than Morris County will continue to be charged out-of-state tuition rather than the lower out-of-county tuition for one year and then must submit all of the required documents to establish New Jersey residency.
3. In order to be eligible for a lower tuition rate, a student must be established as a Morris County or New Jersey resident **before** the first day of classes of the new semester. A student who is not able to provide all of the necessary documentation before the payment due date will be required to pay the higher rate of tuition. A refund for the difference in tuition will be issued, for the current semester only, as long as documentation is submitted prior to the end of the 8th week of classes; this is pro-rated for summer sessions.
4. Refunds will be approved only if the documentation establishes that the change in residence took place **before** the first day of classes of the new semester. Refunds will not be approved after this date. Refunds will be given for no more than one (1) semester.
5. All international students are required to pay the out-of-state tuition. The only exceptions are permanent residents, refugees and E, G, H, I, L Visa holders, as long as they have been domiciled in the state for one year. International students, and their dependents, who are in Morris County or New Jersey on other Visas are considered non-resident aliens, and are required to pay the out-of-state tuition. Those international students whose Visa changes to Permanent Resident status must still show that they have lived in the state for one (1) year before they are entitled to the lower tuition rate.
6. United States military personnel and their dependents who are living in New Jersey and enrolled at the college shall be regarded as residents of New Jersey for the purpose of determining tuition.
7. Residence established solely for the purpose of paying the lower tuition rate cannot be considered as fulfilling the residency requirements.