



RESIDENCY CLASSIFICATION INFORMATION

DEADLINES: The Residence Questionnaire Form and all supporting documentation must be received by the **30th calendar day of the quarter** for which you are applying for recognition of residency in order to become effective beginning that quarter.

Residency must be established **12 months prior to the start of the quarter** for which the student is applying for recognition of residency.

There are three main areas Cascadia will examine in order to determine your residency. Please provide the documentation required for each area to Kodiak Corner.

1) CITIZENSHIP

If you are a US citizen, you do not need to provide any documentation regarding citizenship.

- If you are not a US citizen, but hold temporary or permanent resident immigration status, you must provide a copy of your immigration document, both front and back.

- If you are not a permanent resident or US citizen, you may be eligible for resident status if you have met the following conditions:
 - Resided in Washington for three (3) years immediately prior to receiving a high school diploma, and completed the full senior year at a Washington high school
OR
 - Completed the equivalent of a high school diploma and resided in Washington State for three (3) years immediately before receiving the equivalent of the diploma.
AND
 - Continuously resided in the state since earning the high school diploma or its equivalent.

If you meet the conditions listed above, then please submit the Washington Higher Education Residency Affidavit form to The Kodiak Corner.

- Additionally, you may be eligible for Washington state residency if you have an A, E, G, H, I, L or K visa, or are a member of the military.
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2) FINANCIALLY INDEPENDENT OR DEPENDENT

All applicants must provide proof of their financial dependence or independence as this can affect residency.

A FINANCIALLY INDEPENDENT student is not claimed as a dependent by their parent(s) and pays more than 50% of all expenses (room, board, tuition, books, supplies etc.)

The student must provide ...

- A copy of their US income tax return for the last calendar year. If no US income tax return was filed, or if the income was below \$7,000, documentation of resources must be provided.
- If under the age of 25, the student must provide a copy of their parent(s)'s or legal guardian's most recent US tax return (top half of first page only) that shows the dependents claimed.
- Verification of year-to-date earnings (a copy of the student's most recent pay stub with year-to-date earnings listed, or a W2 form.)

A FINANCIALLY DEPENDENT student is claimed as a dependent on the federal tax return of their parent(s) or legal guardian. In order to be determined to be a Washington state resident, a financially dependent student's parent(s) or legal guardian must have maintained a bona fide domicile in Washington State for at least one year prior to the beginning of the quarter for which the student claims residency.

The student's parent(s) or legal guardian must provide...

- A copy of their most recent US Federal Income Tax return showing that the student is claimed as a dependent.
Please provide only the pages showing the dependents claimed and the signature, the other pages are not required.

NOTE: For financially dependent students, the reverse side of the residence questionnaire needs to be filled out and signed by the student's parent or legal guardian and all supporting documentation must be from the parent or legal guardian.

3) ESTABLISHMENT OF A DOMICILE IN WASHINGTON

The student must prove conclusively that they have established a bona fide domicile in Washington State for reasons other than education for **12 months prior** to the start of the quarter for which they are applying for recognition of Washington State residency (in the case of financially dependent students, their parent or legal guardian must submit this proof.)

If a student (or parent, if student is dependent), has attended a Washington institution for more than six credits per term anytime during the 12 months in which residency is being established, state law presumes the move to the state was primarily for educational purposes and the time of enrollment is NOT counted toward the establishment of residence. If the move was for purposes **other** than education, proof must be submitted.

In order to prove Washington State residency, please submit three or more of the items listed below.

NOTE: All legal drivers must hold a valid Washington State license and submit a copy.

- Lease/rental agreement, mortgage settlement or rent receipts
- Washington driver's license
- Washington motor vehicle registration (not title)
- Washington voter registration card
- Evidence of full-time employment (employer statement noting hire date and full-time status)
- Checking or saving account
- Address listed on selective service registration
- Membership in professional, business, civic or other organizations
- Receipt of benefits under public assistance programs
- Hunting or fishing license

In determining whether domicile has been established, no single factor or specific combination of factors guarantees that domicile has been established.

**Mail or deliver the original residency application (photocopies/faxes are not accepted);
along with photocopies of all supporting documentation to:**

Cascadia College
Kodiak Corner
18345 Campus Way NE
Bothell, WA 98011
Phone: (425) 352-8860