

CERTIFICATE OF RESIDENCY – STEP-BY-STEP INSTRUCTION SHEET

CURRENT FILLABLE PDF FORM TO SAVE, SIGN, PRINT, AND EMAIL:

<http://idcounties.org/resources>

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 student taking community college courses will have two identifying numbers issued. These numbers are critical to properly processing your Certificate of Residency application. Not providing both correct student identifying numbers constitutes an incomplete application and may result in a denial from your county.
 - b. Your EDUID # can be obtained from your high school guidance counselor if you have attended public school in Idaho after 2010. If you do not have an EDUID #, contact the registrar at your community college and they will issue you one.
 - c. Your College Student ID # is assigned by your community college. You can obtain this number by (i) logging on to your profile on the community college website, (ii) reading the notices or correspondence to you from your community college, or (iii) contacting the registrar at your community college and they will issue you one.
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 December 1st if you plan to take classes in the Fall semester, and before May 1st if you plan to take classes in the Spring semester. Failure to comply with these deadlines is sufficient grounds for denial of county assistance for that semester.** County contact information 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 on or before December 20th for certificates for the Fall semester, and on or before May 20th for certificates for the Spring semester.
7. Pay any tuition and fees that you owe.
 - a. If the county approves your Certificate of Residency, the county may either (i) pay the entire out-of-district tuition amount (so you only pay resident student tuition), (ii) pay part of the out-of-district tuition amount, or (iii) pay none of the out-of-district tuition amount. The maximum benefit you can receive from counties for community college courses is \$500 per semester with a lifetime maximum of \$3,000 (Idaho Code §33-2110A).
 - b. If your application is denied, the county has determined you are not eligible and *you* are responsible for paying all tuition and fee charges to your community college.
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:		Assistance is requested from: _____ County: _____		
Enrollment Date: _____		Student's Grade Level: _____		
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	<i>Last Name:</i> _____		<i>First Name:</i> _____	
	<i>Maiden Name (if married):</i> _____		<i>M.I.</i> _____	
	<i>Birth Date (mm/dd/yyyy):</i> _____		<i>Phone #: (numbers only)</i> _____	
	<i>High School Last Attended (high school students only)</i> _____		<i>Current Academic Year:</i> _____	
	<i>SSN: (numbers only)</i> _____		<i>Email address:</i> _____	
	<i>Current Mailing Address:</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____		<i>Current Physical Address: (if different than mailing address)</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____	
	<i>Previous Mailing address:</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____		<i>Previous Physical Address: (if different)</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____	
<i>Dates of Residency at Current Address:</i> _____ <i>to current.</i>		<i>Dates of Residency at Previous Address:</i> _____ <i>to</i>		
Parents OR Court-Appointed Guardian	<i>Parent/Guardian Last Name:</i> _____		<i>Parent/Guardian First Name:</i> _____	
	<i>M.I.</i> _____		<i>Phone #: (numbers only)</i> _____	
	<i>Parent/Guardian Email address:</i> _____		<i>Current Parent/Guardian Mailing Address:</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____	
	<i>Current Parent/Guardian Physical Address: (if different)</i> _____ <i>County:</i> _____ _____ <i>City:</i> _____ <i>State:</i> _____ <i>Zip:</i> _____		<i>Dates of Residency at This Address:</i> _____ <i>to current.</i>	
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 copy of your 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 or am receiving 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> : ▪ For the student : <input type="checkbox"/> The student's government-issued identification <input type="checkbox"/> Other: _____ ▪ Student's parent/court-appointed guardian (required if 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: (required if student is a minor) X		
Date: _____		Date: _____		

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: _____