



Admissions and Records Office  
2046 North Parkway  
Jackson, TN 38301

Phone: 731-425-2654  
Fax: 731-425-2653  
[www.recdocs@jscc.edu](mailto:www.recdocs@jscc.edu)

## **APPLICATION FOR IN-STATE RESIDENCY CLASSIFICATION**

Please complete the Application for Residency and return to the above address. Complete all portions of the application. Provide the required documents to support the residency application. Incomplete applications or applications received without documentation WILL NOT be reviewed and out-of-state fees will be assessed until Tennessee residency has been determined.

Residents are those persons who have moved to Tennessee to establish a home and have means of support for themselves and/or their family. Each applicant's situation is different and may require additional documentation.

***Documentation that can be used to prove residency:***

- Statement of benefits documentation showing proof of receiving state benefits
- Current mortgage or deed for property in TN
- Proof of current classification as in-state for fee purposes at another TN higher education institution
- Military orders assigning person to TN

***\*Additional documentation may be requested. Please refer to the list of documentation that can be provided to prove TN residency.***

Students twenty-four years of age and younger will have their residency status determined by the residence of their parents or legal guardian. Permanent residents must submit a copy of their Permanent Resident Card (front & back). Any student with a visa must submit a copy of his or her I-94 card.

In order for you to receive in-state status for a specific term, the application and supporting documentation must be received in the Admissions and Records Office before the beginning of the semester that you are applying.

Please allow ten business days for your application to be reviewed. You will be notified if further documentation is needed. You will be notified of your residency status once all documentation has been received and reviewed.

***PLEASE NOTE: SUBMISSION OF DOCUMENTATION DOES NOT GUARANTEE IN-STATE TUITION.***

Student's Name \_\_\_\_\_ ID #/ SSN \_\_\_\_\_

Semester applying for:   Fall 20\_\_\_\_\_   Spring 20\_\_\_\_\_   Summer 20\_\_\_\_\_

Address \_\_\_\_\_

Length of time at this Address: \_\_\_\_\_ Years \_\_\_\_\_ Months   Own   Rent   Other \_\_\_\_\_

If less than one year, please indicate all previous addresses for one year period:

Address \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Address \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you a US Citizen  Yes  No

**Please circle the number of the statement below that applies to you.**

1. I reside within Tennessee and I am dependent upon my parents (or legal guardian), who are citizens of the United States and permanent residents of Tennessee. ***[Required documentation: Photocopy of parent's or legal guardian's most recent federal tax return (1040 form) with Tennessee address listed on the return, and listing applicant as a dependent.]***
2. I am not claimed as a dependent for income tax purposes by anyone other than myself or my spouse. ***[Required documentation: Photocopy of most recent federal tax return (1040 form) with a Tennessee address listed on the return.]***
3. I am a member or a dependent of a member of the Armed Forces of the United States. ***[Required documentation: Submit assignment or separation documentation to the JSCC VA Coordinator for verification.]***
4. I work full-time and will be attending school part-time (11 hours or less). ***[Required documentation: Official letter from your employer on company letterhead stating date of hire and full-time status; phone number of the employer must be listed to verify hours worked.]***
5. I moved to Tennessee or my parents moved to Tennessee as a direct result of a job transfer. ***[Required documentation: Letter from employer verifying transfer to Tennessee.]***
6. Other ***[Please attach additional sheets of paper for further explanation of residency requests.]***

*Information provided to Jackson State Community College will be kept confidential in accordance with the Family Educational Rights and Privacy Act of 1974.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Documentation to Prove Tennessee Residency

Students must provide at least one item from Group A, or two items from Group B, or one item from Group B and two items from Group C.

### Group A

- Statement of Benefits documentation showing proof of receiving State benefit (i.e., TennCare, SNAP)
- Current mortgage or deed for property in TN where the person resides
- Proof of current classification as in-state for fee purposes at another TN higher education institution (excluding Academic Common Market)
- Military orders assigning person to TN

### Group B

- Proof of full-time employment in TN
- Proof of multiple part-time employment positions equivalent to full-time employment (35 or more hours)
- A current lease for a residence in TN where the person resides (persons not listed on lease must have a notarized letter from the lease holder regarding their residence arrangement)
- A federal tax return showing a TN residence from the most recent prior tax year
- Current enrollment of a Pre K – 12<sup>th</sup> grade dependent in a TN public or private school

### Group C

- Notarized letter from a parent or legal guardian stating the student will not be claimed as a dependent for the current or upcoming federal income tax year
- Valid non-temporary TN driver's license or State ID
- Valid TN vehicle registration
- DD-214 showing TN as the home of record

If you were not born in the United States, documentation will also be required to verify lawful permanent residence in the US.