



Office of Admissions  
Phone: (844) 280-0100  
Email: admissions@westgatech.edu

### **PETITION FOR CHANGE OF RESIDENCY CLASSIFICATION**

Please complete all required sections, attach required documents from Section 3, and return to the Admissions Office.

<b>Section 1</b>			
Last name	First Name	Middle	Student ID Number
Street Address			
City	State	Zip Code	Date of Birth
WGTC Student Email Address			
Petition Submitted for the following semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year _____			

\*Petition for change in residency must be received by the last day of the drop/add period to be considered for the current semester. Request made after the end of the drop/add period, if approved, will be effective for future semesters only. The change will not affect present or past semesters.

<b>Section 2</b>
Please select change which applies to you (please check <b><u>ONE</u></b> ):
<input type="checkbox"/> Out-of-state to in-state Georgia <input type="checkbox"/> Foreign to out-of-state <input type="checkbox"/> Foreign to in-state Georgia

\*If you are not a United States Citizen, you must provide proof of permanent residence status or asylum status to be considered for in-state or out-of-state status.

<b>Section 3</b>
Please select <b><u>one</u></b> :
<input type="checkbox"/> I am 24 years old or older (Independent student)
<input type="checkbox"/> I am under 24 years old and my parent/guardian did not claim me on their most recent tax return (Independent student)
<input type="checkbox"/> I am under 24 years old and my parent/guardian claimed me on their most recent tax return (Dependent student)
<b>**Please attach <u>TWO</u> of the following documents. Documents <b><u>MUST</u></b> be <u>more than 12 months old</u> and in your name if you are an Independent student or in your parent/guardian's name if you are Dependent student. You must provide documentation of lawful presence <b><u>AND</u></b> Georgia residency.</b>
<div><input type="checkbox"/> Georgia State Income Tax Form 500</div> <div><input type="checkbox"/> Georgia Auto Registration</div> <div><input type="checkbox"/> Georgia Voter Registration</div> <div><input type="checkbox"/> Georgia Driver's License or state issued ID</div> <div><input type="checkbox"/> Notarized Letter on company letterhead indicating lease status</div> <div><input type="checkbox"/> Proof of ownership of primary residence in Georgia</div> <div><input type="checkbox"/> Utility Bill (cell phone bill <b><u>exempt</u></b>)</div>
<b>Dependent students only:</b> you must also attach a copy of your parent/guardian's most recent Georgia tax return showing that you were claimed on your parent/guardian's taxes (all information can be blacked out except the student's social security number).

Submission of this form does NOT guarantee a change or residency status; the decision to change residency is at the discretion of WGTC. This request will not be considered if the form is incomplete and/or missing required documentation. Please hand in this form to the Admissions Office. Students will be notified of the outcome of this request via Banner.

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

<b><u>FOR OFFICE USE ONLY</u></b>		
Approved _____	Denied _____	Reason: _____
Date status updated to student: _____	Official Signature: _____	

Revised 01/31/2019

Equal Opportunity Institution

**\*\*Check Banner Web status for update within 3 business days\*\***