



**Admissions and Records Office**  
2425 Hwy 75  
Blountville, TN 37617

**Phone: 423-323-0253**  
**Fax: 423-323-0215**  
[admissions@northeaststate.edu](mailto:admissions@northeaststate.edu)

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

In accordance with the rules adopted by the College System of Tennessee, individuals domiciled\* in the State of Tennessee are classified as in-state residents.

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.**

Each Applicant's situation is different and may require additional documentation.

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. Applications received after the tuition due dates will be considered for up to 14 days past the start of the semester, however classes cannot be held for any tuition not received while the residency classification is in progress.

Please allow two 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: Presence or absence of any particular item(s) of evidence will not automatically result in an in-state classification.***

\*Domicile is defined as, "a person's true, fixed and permanent home and place of habitation; it is the place where he/she intends to remain, and to which he/she expects to return if he/she leaves without intending to establish a new domicile elsewhere."

Student's Name \_\_\_\_\_ ID # or Date of Birth \_\_\_\_\_

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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 or Permanent Resident?

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.
2. I am not claimed as a dependent for income tax purposes by anyone other than myself or my spouse.
3. I moved to Tennessee or my parents moved to Tennessee as a direct result of a job transfer.
4. I am a veteran, active-duty military personnel, reservists, member of the national guard, or ROTC program cadet.
5. Other

**Please refer to Page 3 to find a detailed list of the supporting documentation needed to submit your Application for Residency.**

*Information provided to Northeast 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

**Please provide all supporting documentation that coincides with the Statement number you circled on Page 2.**

### **Statement 1:**

- 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
- A valid, unexpired Tennessee license or Tennessee state issued ID

### **Statement 2:**

- Photocopy of most recent federal tax return (1040 form) with a Tennessee address listed on the return
- A mortgage or lease agreement with the Applicant's name and address. *Applicants who cannot provide a mortgage or lease may submit a notarized letter from the homeowner/lessee stating the name of the homeowner/lessee and applicant, the address, and the length of time the applicant has resided at the address*
- A bill such as water, electric, or cable and address **OR** a checking account statement with the Applicant's name
- A valid, unexpired Tennessee license or Tennessee state issued ID

### **Statement 3:**

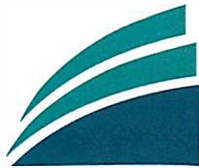
- Letter from employer verifying transfer to Tennessee
- A mortgage or lease agreement with the Applicant's name and address. *Applicants who cannot provide a mortgage or lease may submit a notarized letter from the homeowner/lessee stating the name of the homeowner/lessee and applicant, the address, and the length of time the applicant has resided at the address*
- A bill such as water, electric, or cable and address **OR** a checking account statement with the Applicant's name
- A valid, unexpired Tennessee license or Tennessee state issued ID

### **Statement 4:**

- Submit one of the following documents:
  - Military ID indicating the applicant is veteran, active-duty military personnel, reservists, member of the national guard, or ROTC program cadet
  - DD-214
  - Joint Service Transcript

### **Statement 5:**

- A mortgage or lease agreement with the Applicant's name and address. *Applicants who cannot provide a mortgage or lease may submit a notarized letter from the homeowner/lessee stating the name of the homeowner/lessee and applicant, the address, and the length of time the applicant has resided at the address*
- A bill such as water, electric, or cable and address **OR** a checking account statement with the Applicant's name.
- A valid, unexpired Tennessee license or Tennessee state issued ID



# NORTHEAST STATE

*We're here to get you there*

Office of Admissions and Records

P.O. Box 246 • 2425 Highway 75

Blountville, TN 37617

Phone: 423-323-0253

Fax: 423-323-0215

[admissions@northeaststate.edu](mailto:admissions@northeaststate.edu)

Northeast State Community College does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Linda W. Calvert, Vice President for Administration & Grant Development  
[AffAct@NortheastState.edu](mailto:AffAct@NortheastState.edu), P.O. Box 246, Blountville, TN 37617-0246, 423.323.0222

Please view Northeast State Community College's policy on nondiscrimination for more information.