Guidelines for Determination of Residency

Tuition rates at Community College of Philadelphia are determined by a student’s domicile. Domicile is the place where one intends to and does, in fact, permanently reside.

I. If you have moved to Philadelphia from another location in Pennsylvania:
You must provide proof that you have legally resided in Philadelphia for the past three consecutive months prior to the last day of the refund period* in which you are requesting a residency change.

You must submit at least two pieces of information; additional information may be requested.

1. Current (not expired) Philadelphia apartment lease or mortgage information with your name on it, issued at least three months ago.
2. Pay stubs with Philadelphia home address showing you have paid Philadelphia wage taxes for at least the past three months.
3. Transfer of bank accounts, automobiles, or other registered property to Philadelphia, dated at least three months ago.
5. Copies of official federal or state income tax forms for the most recent tax year including a Philadelphia address at least three months ago.

For high school students or recent high school graduates: you must submit at least two pieces of information:

1. Current Philadelphia apartment lease or mortgage information with your parent/guardian’s name on it, issued at least three months ago.
2. See #2 – 5 above.
3. Notarized letter from parent/guardian including address information and dates of residency (must be accompanied by current apartment lease or mortgage information with your parent/guardian’s name on it).
4. High school transcript from a high school showing school attendance in Philadelphia for at least the past three months.

II. If you have moved to Philadelphia from outside Pennsylvania (from another U.S. or a foreign country):
You must provide proof that you have legally resided in Philadelphia for the past twelve consecutive months prior to prior to the last day of the refund period* in which you are requesting a residency change.

You must submit at least two pieces of information, additional information may be requested.

1. Current (not expired) Philadelphia apartment lease or mortgage information with your name on it, issued at least twelve months ago.
2. Pay stubs with Philadelphia home address showing you have paid Philadelphia wage taxes for at least the past twelve months.
3. Transfer or bank accounts, automobiles, or other registered property to Philadelphia, dated at least twelve months ago.
5. Copies of official federal or state income tax forms for the most recent tax year including a Philadelphia address.

For high school students or recent high school graduates: you must submit at least two pieces of information:

1. Current (not expired) Philadelphia apartment lease or mortgage information with your parent/guardian’s name on it, issued at least twelve months ago.
2. See #2 – 5 above.
3. Notarized letter from parent/guardian including address information and dates of residency (this must be accompanied by current (not expired) apartment lease or mortgage information with your parent/guardian’s name).
4. High school transcript from a Philadelphia high school showing school attendance in Philadelphia for at least the past twelve months.

III. If you are not a United States citizen, you must also provide official documentation from the Immigration and Naturalization Service showing your current immigration status:

*I-94 card
*I-551 card
*I-688 card

* For Fall or Spring semester – refund period based on 15 week term
* For Summer – refund period based on 7 week term

Updated 10/2011
Division of Enrollment Services
Residency Statement/Documentation

Please allow up to 72 hours for your request to be processed. You may review MyCCP for updates. If you have any questions regarding residency, please contact us at OSRRhelp@ccp.edu.

Please review reverse to see documents you may submit with your request.

Last Name __________________________ First Name __________________________ M.I. ______

J __________________________________________ Student ID __________________________

Home Telephone __________________________ Work Telephone __________________________

Current Legal Residence

Street Address __________________________ City __________________________ State ______ Zip ______

What date did you begin living in Philadelphia? __________________________ Month ______ Year ______

What date did you begin living in Pennsylvania __________________________ Month ______ Year ______

What date did you begin living in the United States? __________________________ Month ______ Year ______

I affirm that all claims regarding my legal residence and status are correct and honestly presented. I have no intention to willfully defraud the College or its sponsoring agencies. I understand that in the event of non-residence, I will be personally responsible for the additional tuition charge.

_________________________________________ Student’s Signature __________________________ Date ______

Enrollment Services Administration Use Only

_____ Documentation acceptable for change of residency (Residency Code Change To: ______ From ______)

_____ Documentation not acceptable for change of residency

Effective Term: Fall Spring Summer 20____

_________________________________________ Authorized Signature __________________________ Date ______