



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Enrollment Services

Dear Applicant:

Thank you for your interest in the Community College of Rhode Island. Recently you submitted an Application for Enrollment to our institution. Because we were unable to determine from your application that you have been a resident of Rhode Island for at least one year, we assessed your tuition at the out-of-state rate. If, however, you submit proof of one year of Rhode Island residency as a dependent or independent student, we will adjust your tuition to reflect the in-state rate the following term. For the purpose of determining in-state and out-of-state classifications, the word “residency” shall mean domicile: the legal, documented, true and permanent home and place of habitation. For the unemancipated (dependent) student, the domicile will be that of the parents and/or guardians. For the emancipated (independent) student, the domicile will be that of the student.

For proof of residency, the term **independent student** refers to a student who has reached the age of 18 years and whose parents or guardians have entirely surrendered the right to the care and custody and earnings of such student; have not claimed the student as a dependent for tax purposes for two years; do not provide regular financial assistance to the student; and whose income was not taken into account by any agency furnishing financial education assistance to the student including scholarships, loans or otherwise. If any of these areas are not met, the student will be considered a **dependent student**.

If you are claiming recognition as an **independent student (emancipated)**, please provide the following:

- A signed copy of your federal income tax return for the most recent year.
- A current rental lease (or utility bills) covering your residency at the address listed on your **CCRI Application for Enrollment** showing one year of occupancy. If formal leases are unavailable, a notarized statement or receipts from the landlord for one year may be substituted.
- Your Rhode Island driver’s license and vehicle registration with an issue date that is at least one year prior to the first day of classes.
- *If you are younger than 24*, provide copies of your parents’ federal income tax return transcripts for the last two year or a notarized statement from your parents stating that you were not claimed as a dependent on their federal income tax return for the last two years and they have no intention of such claim in the future.

If you are claiming recognition as a **dependent student (unemancipated)**, please provide the following:

- A photocopy of your parents’ latest Rhode Island state income tax return.
- A signed copy of your parents’ federal income tax return for the most recent year.
- Your parents’ current rental lease (or utility bills) or evidence of property ownership indicating residency at the address listed on your **CCRI Application for Enrollment** showing one year of occupancy.
- Both parents’ Rhode Island driver’s licenses and vehicle registrations with issue dates that are at least one year prior to the first day of classes.

In addition to submitting documents listed above, complete all sections of the *Application for In-State Residency* along with your signature and date. You are also welcome to use page 3 to write an appeal letter to the CCRI Residency Appeals Board. Please submit **by the deadline listed below** to the Office of Enrollment Services at any CCRI location.

Sincerely,

Cathy Tessier  
Director of Records

**Residency application deadlines per semester:**

**Spring** (January 2024): **Deadline – Friday, Jan. 12**  
**Summer Session I** (May 2024): **Deadline – Friday, May 10**  
**Summer Session II** (June 2024): **Deadline – Friday, June 21**  
**Fall** (September 2024): **Deadline – Friday, Aug. 16**

# CCRI APPLICATION FOR IN-STATE RESIDENCY

**Personal data:** Complete this form after you have reviewed our program listings. Please print clearly.

Date of application		CCRI Identification number		
<small>Name as it appears on Social Security card or U.S. passport</small>				
Last name	First name	Middle initial	Date of birth (mm/dd/yy)	
<small>Previous/Maiden Name</small>				
Last name	First name	Middle initial		
Permanent home street address				
City		State	ZIP	
Cell number	Home telephone number	Email address		

Have you lived continuously in Rhode Island for one or more years as of the first day of classes for this semester?  Yes  No

Are you a U.S. citizen or Permanent Resident (Green Card) holder?  Yes  No

Is Rhode Island your legal and permanent state of residence?  Yes  No

Are you in the armed forces (or a dependent) currently stationed in Rhode Island?  Yes  No  
If yes, please send a copy of the current military orders with assignment to Rhode Island to the Office of Enrollment Services.

Will you be using military benefits at CCRI?  Yes  No      Will you be using military benefits as a dependent at CCRI?  Yes  No  
Veteran ID number \_\_\_\_\_ (Veteran ID number is the Social Security number of the veteran benefit holder.)

**Please note:** Misrepresentation concerning residency and/or citizenship is grounds for immediate dismissal from the college and liability for all tuition and fees that may result.

Please complete this form to be considered for in-state residency. Failure to complete all sections will result in being assessed out-of-state status for tuition calculation purposes. Please print clearly.

Have your parents (or legal guardian) claimed you as a dependent on their federal income tax return for the last two years?  Yes  No

**A. If answer to the above question is Yes, please supply the corresponding forms of documentation to determine residency status.**

- A photocopy of your parents' latest R.I. State Income Tax Return, including parents' signature.
- A signed copy of your parents' federal income tax return for the most recent year, including parents' signature.
- Your parents' current rental lease (or utility bills) or evidence of property ownership indicating residency at the address listed on your CCRI Application for Enrollment showing one year of occupancy.
- Both parents' R.I. driver's licenses and vehicle registrations with issue dates that are at least one year prior to the first day of classes

**B. If answer to the above question is No, please supply the corresponding forms of documentation to determine residency status.**

- A signed copy of your federal income tax return for the most recent year.
- A current rental lease (or utility bills) covering your residency at the address listed on your **CCRI Application for Enrollment** showing one year of occupancy. If formal leases are unavailable, a notarized statement from the landlord detailing dates and remittances may be substituted.
- Your Rhode Island driver's license and vehicle registration with an issue date that is at least one year prior to the first days of classes.
- If younger than 24, provide copies of your parents' federal income tax returns for the last two years or a notarized statement from your parents stating that you were not claimed as a dependent on their federal income tax return for the last two years and they have no intention of such claim in the future.

Military connected student or dependent of a military connected student. I can submit proof of VA Benefits, DD214, dependency status or official military orders. I understand that these documents will be reviewed to determine eligibility for in-state tuition.

My legal, documented and true and permanent home and place of habitation or domicile is (Street, City, State, ZIP Code, Country):  
 \_\_\_\_\_

**Agreement:**

I certify that the information that I have provided on this application is true and correct. Further, by signing this form, I agree to abide by the rules and regulations at and fulfill all financial obligations to the Community College of Rhode Island.

Signature of Applicant (If under age 18, signature of parent/guardian) \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use Only</b>	
In-State	<input type="checkbox"/>
NEBHE	<input type="checkbox"/>
Out-of-State	<input type="checkbox"/>

**You are welcome to use this page to write an appeal letter to  
CCRI Residency**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date