

Non-Louisiana Residency Reclassification

This form and required supporting documentation must be submitted within 21 days after the first day of classes.

Based on the information you provided on your admission application, you have been coded as a non-Louisiana resident for tuition purposes. Delgado Community College adheres to the guidelines established by the Louisiana Community and Technical College System (LCTCS).

For tuition purposes, a Louisiana resident is defined as one who has, or a dependent person whose parent or legal guardian has, abandoned all prior domiciles and has been domiciled and is employed full-time in the State of Louisiana continuously for at least one full year (365 days) immediately preceding the first day of classes of the semester of enrollment for which resident classification is sought. Other persons not meeting the 12-month legal residency requirement as defined by the LCTCS may be classified as temporary residents for tuition purposes only if they meet one of the categories listed on page 2.

To qualify as a Louisiana resident for tuition purposes, you must be a U.S. citizen, a legal permanent resident, a non-U.S. citizen who can demonstrate that he or she has been lawfully admitted to the United States for permanent residence; or meet one of the classifications of temporary resident as defined by the LCTCS (see listings below). Owning property in Louisiana, paying Louisiana state taxes, or establishing voter privileges in Louisiana do not, in themselves, qualify you for Louisiana residency.

My application for Non-Louisiana Residency Reclassification is based on one of the following:

The burden of proof rests with you, the student, to establish Louisiana residency. A minimum of two different documents is required (in certain instances a third document may be requested). Primary requirements are listed below. Secondary requirements are listed under the General Supporting Documentation section.

Check one of the following that applies to you.

- I have lived and worked in Louisiana for the last 12 months. **Attach a notarized verification letter from your employer on their business letterhead.**
- I am married to a Louisiana resident as defined by the LCTCS definition. **Attach a copy of marriage certificate along with a notarized verification letter from employer on their business letterhead.**
- I am a dependent child (Internal Revenue Code of 1954, section 152) of a graduate of Delgado Community College. **Attach the name of graduate, date of graduation, along with a signed/certified copy of parent's prior year tax document with you listed as a dependent.**
- I am a dependent child (Internal Revenue Code of 1954, section 152) of a Louisiana resident as defined by the LCTCS definition. **Attach a signed/certified copy of parent's prior year tax document with you listed as a dependent, along with notarized verification letter from parent's employer on their business letterhead.**
- I am a dependent child living with a legal guardian who is a Louisiana resident as defined by the LCTCS definition. **Attach copy of legal documents along with notarized verification letter from legal guardian employer on their business letterhead.**
- I am the dependent (child/spouse) (Internal Revenue Code of 1954, section 152) of a parent or legal guardian who can demonstrate they have abandoned their out-of-state domicile and have relocated (transferred) to Louisiana for employment. **Attach a notarized verification letter from employer on their business letterhead.**
- According to the United States Citizenship and Immigration Services (USCIS), I am a permanent resident and I meet the Louisiana resident definition as defined by the LCTCS. **Attach a copy of permanent resident card or Form I-551 and a notarized verification letter from your employer on their business letterhead.**
- I meet one of the criteria for temporary resident classification as defined in the Temporary Resident Classification section of this document.

Temporary Resident Classification for Tuition Purposes

Applicants classified as a temporary resident will be required to show proof of continual eligibility each semester.

Check one of the following that applies to you.

- I am active duty armed forces (spouse or dependent child) currently stationed in Louisiana (including Louisiana National Guard and Reserves) **Attach a copy of your current military orders and ID.**
- I am active duty armed forces who met the Louisiana residency requirement immediately prior to entering the armed forces **Attach a copy of your current military orders and ID.**
- I am active duty armed forces who have been transferred to another state. My spouse or dependent child continues to live in Louisiana **Attach a copy of your current military orders and ID.**
- I am now separated from the armed forces. I met the Louisiana residency requirements under these regulations immediately prior to entering the armed forces. I have resided continuously for a period less than two years in another state or foreign country. **Attach a copy of your current DD-214 indicating Louisiana as your home state.**
- Visa category A (government official) **Attach a copy of your current visa/passport.**
- Visa category E (treaty trader or investor) **Attach a copy of your current visa/passport.**
- Visa category G (representative of international organization) **Attach a copy of your current visa/passport.**
- Visa category I (foreign information media representative) **Attach a copy of your current visa/passport.**
- Visa category H (temporary worker in a “specialty” occupation (H-1 and H- 4) **Attach a copy of your current visa/passport.**
- Visa category K (fiancée, child of U. S. citizen) **Attach a copy of your current visa/passport and marriage certificate.**
- Visa category L (intercompany transferee/foreign employer) **Attach a copy of your current visa/passport.**
- According to the United States Citizenship and Immigration Services (USCIS) I have been lawfully admitted to the United States for permanent residence (refugee, amnesty alien, temporary protective status) and I meet the resident definition as defined by the LCTCS. **Attach a copy of your current visa/passport or related USCIS documentation.**

General Supporting Documents

You must have at least one of the following along with the specific requirement list above.

- Signed/certified Louisiana resident tax document from the past tax year
- Valid Louisiana driver’s license for at least one year; or Louisiana ID card for at least one year
- Louisiana voter registration card for at least one year
- Louisiana vehicle registration for at least one year
- Proof of apartment lease or mortgage for at least one year
- License for professional practice in Louisiana

Non-Louisiana Residency Reclassification Application

Name: _____ Semester _____
(Last) (First) (Middle Initial)

Social Security#/college ID# _____ - _____ - _____ Date of birth ____/____/____ Phone # (____) _____ - _____

Are you a U. S. Citizen? Yes ___ No ___ If no, are you a U.S. Permanent Resident? Yes ___ No ___

If no, what is your country of citizenship? _____ What type of Visa do you have? _____

Address shown on current W-2 form _____
address city state zip code +4

What state do you regard as your permanent home? _____

If Louisiana, when did your present stay begin? _____
month year

Have you previously attended a college/university? ___ Yes ___ No

If yes, what is the name of the college/university you attended last? _____

What is the location of your last attended college/university? _____
city state

Dates attended? From _____ To _____
month year month year

Are you presently employed? ___ Yes ___ No Are you employed full or part time? ___ Full-time ___ Part-time

Length of time with current employer? _____
years months

Are you a member of the U. S. Armed Forces? ___ Yes ___ No If yes, date joined? _____ From what state? _____

Certification

To be read and signed by applicant to certify the accuracy of the information provided.

I certify under penalty of perjury that the foregoing statements and any other information submitted by me in connection with the determination of my residency are true, complete and accurate. I certify that so long as I am a student at this institution, I will advise the Registrar's office if there is a change in any of the facts upon which my residency determination was made, such as the state of residence and military status of my parent if I am a minor, or changes in any of the above for my spouse, parent, or myself. I authorize release of any information submitted by me in connection with my application for admission and determination of residence to any person, firm, corporation, association or government, whether Federal, state, local or foreign, but only as necessary to verify or explain the information, to obtain pertinent records, or in connection with perjury proceedings.

Applicant Signature _____ Date _____

This form and all required supporting documentation must be submitted within 21 days after the first day of classes.

If you have any questions, please call:
City Park Office of Admissions at (504) 671-5099
City Park Registrar's Office at (504) 671-5022
West Bank Admissions (504) 762-3100
Northshore/Slidell (985) 646-6420
Northshore/Covington (985) 893-6286