Applying for Resident Status

A Washington law determines whether students can be considered residents of Washington eligible to pay in-state resident tuition rates at public institutions (RCW 28B.15.012). This law was revised in 2003 to allow certain students attending public colleges and universities to be eligible for resident student tuition rates. In 2014, the state’s financial aid law was amended so these students are eligible to be considered for need-based state aid (State Need Grant) if they are attending either public or participating private colleges in Washington (RCW 28B.92.101). For information on eligibility and the application process for State Need Grant, please visit www.readysetgrad.org/wasfa.

To qualify for resident status, students must complete the Washington Higher Education Residency Affidavit/Declaration/Certification if they have met the following conditions:

1. Completed the full senior year of high school and obtained a high school diploma at a Washington public or private high school or received the equivalent of a diploma;
2. Lived in Washington for at least three calendar years (36 months) immediately prior to receiving the diploma or its equivalent;
3. Continuously lived in the State of Washington after receiving the diploma or its equivalent and until such time as the student is admitted to an institution of higher education.

Application Process:

- Complete the Washington Higher Education Residency Affidavit/Declaration/Certification Form
- Submit completed form along with all required documents to Enrollment Services Office, Bldg. 17
- Once your review is complete, you will receive an email notification of your status. Please make sure Enrollment Services has your current email address or provide your email below (#3).

Additional documents may be requested.

Incomplete form and supporting documentation will not be considered for review. Email and faxed documents are not accepted. Student’s failure to disclose and submit complete and accurate information and all required documents may result in denial or reversal of the student’s resident classification.

Deadlines:
Form and all supporting documentation must be accepted by the quarter’s 30th calendar day for which the application is made. Applications and/or documentations received after the 30th day will be considered for the following quarter.

Contact:
Tracey Songao, Enrollment & Residency Specialist
Telephone: (253) 589-5830
Email: residency@cptc.edu

For more information on CPTC’s Residency Requirements, visit www.cptc.edu/enrollment-services/residency

To apply for resident status, complete the following:

1. Complete the Washington Education Residency Affidavit/Declaration/Certification Form

2. Submit completed form along with the following documentations:
   - [ ] Official high school transcript or equivalency of a high school diploma.
   - [ ] Copy of your Washington driver’s license or identification card.
   - [ ] Copy of your Immigration document or visa (only if you have this documentation)
   - [ ] Copy of your (Green Card) I-485 Form (only if you have filed this form)

3. For notification of your status, please provide your email address:
   Student Email Address:_________________________________________________