

All residency documents must be submitted by the end of the refund period for tuition to be adjusted for the term. For residency documents submitted after the refund period, tuition billing will not be adjusted until the following term.

**MONMOUTH COUNTY RESIDENT:** A person with a permanent Monmouth County address, who has lived in New Jersey for at least one year prior to the first day of instruction, is a Monmouth County resident. Armed Forces personnel and their dependents stationed in the county are considered Monmouth County residents.

**OUT-OF-COUNTY RESIDENT:** A resident of a county other than Monmouth, who has lived in New Jersey for at least one year prior to the first day of instruction, is an out-of-county resident.

**OUT-OF-STATE/COUNTRY RESIDENT:** A person who has not lived in New Jersey for at least one year prior to the first day of instruction is an out-of-state resident. An out-of-country resident is a person in the United States for purposes other than that of establishing permanent residence, with non-immigrant status as defined by the United States Immigration and Naturalization Service.

**INSTRUCTIONS:** Please complete Part I and II of this form and submit copies of all required documents to the Office of Admission, Registration and Records (Lincroft Campus, CAR Building, Parking Lot #5) for processing. You may also bring the required documents to any of the Higher Education Centers and they will be forwarded to the Lincroft Campus for processing.

**PART I** (please print clearly)

Name: \_\_\_\_\_

Student ID or Social Security No: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I declare my present county of residence to be \_\_\_\_\_ in the state of \_\_\_\_\_  
County of Residence

\_\_\_\_\_. I have resided in this County since \_\_\_\_\_  
State of Residence Month Date Year

Student signature: \_\_\_\_\_

**PART II**

In order to certify that these changes are true and accurate, **you must bring the following documents along with this form:**

- 1) **PHOTO ID WITH CURRENT ADDRESS** (NO PO BOXES) - Photo Driver's License or Photo ID Card issued by the Division of Motor Vehicles, official government agency, or any accredited educational institution. This ID is accepted as one of the two documents required below.
- 2) Any **two** of the following **valid** documents (**dated within one year**):
 

<input type="checkbox"/> Photo Driver's License	<input type="checkbox"/> Voter Registration Card
<input type="checkbox"/> Current Lease or Deed	<input type="checkbox"/> Utility Bill, Bank Statement, or Postmarked Correspondence

**PLEASE NOTE: ONLINE PRINTED DOCUMENTS ARE NOT ACCEPTED.**

**OFFICE USE ONLY:**      Residency Status      INCO    OUCO    OUST

Date processed: \_\_\_\_\_  
Month      Day      Year

\_\_\_\_\_  
 Processed By