



Montgomery County  
Community College

Enrollment Services- Records and Registration  
340 DeKalb Pike, College Hall, Blue Bell, PA 19422  
Phone: 215-641-6551 FAX: 215-619-7188

Pottstown Campus  
101 College Drive, Pottstown, PA 19464  
Phone: 610-718-1944 FAX: 610-718-1999

**NAME CHANGE / ADDRESS CHANGE / RESIDENCY CHECKLIST**

Please complete, print, and return the below form to the Enrollment Services Office.

First Name

Last Name

Student ID#

Last 4 digits of SS#

Is this ?

Name Change

Address Change

Both Name and Address Change

Mailing Address Update Only

**New Name or Address**

Name

New Home Address

Address (Line 2)

City

State

ZIP Code

Township

Preferred Phone

Phone Type

Cell

Home

Work

Secondary Phone

Phone Type

Cell

Home

Work

E-mail

**NOTE:** NAME CHANGES AFFECT LOGINS; THEREFORE, LOGINS MUST BE UPDATED WHEN NAME CHANGES ARE MADE

**Residency Information**

I have moved to:

Montgomery County

Remain In-County

Outside the County

Outside the State

**Instructions**

1. Student must provide proof of current residency by presenting a copy of one of the below documents listed in Item A.
2. Proof of date residency was established may be documented by providing one form of proof from Item B.

**Note:** A student may challenge his/her residency classification by e-mailing the Director of Records and Registration/Registrar at [ResidencyAppeals@mc3.edu](mailto:ResidencyAppeals@mc3.edu). If he/she is not satisfied with the decision made, the student may file a written appeal with the Executive Director of Enrollment Services (MCCC, 340 DeKalb Pike, Blue Bell, PA 19422). The decision of the Executive Director of Enrollment Services on the challenge is final.

**A. Proof of Residency within PA and Montgomery County**

**PA Driver's License or address update card with current address.**

**PA State Identification Card showing address.**

**B: Proof of Date of residency if different from Item A (Optional)**

**Lease papers or document of sale for a permanent, independent residence at stated address.**

**Copy of a vehicle registration card with the new address.**

**Voter Registration Card**

**Permanent Residency Card, Refugee Card, or Application to Adjust Status to Permanent Resident (I-485), plus one proof of current residence.**

**Effective Date of Change**

**Statement of Intention to Reside Indefinitely**

**Please read and sign the below statement:**

I intend to reside at the address indicated as current on the front of this form for at least one year. I have provided this information and certify it to be true and correct. If the information given is proven to be incorrect, I acknowledge that I will be subject to re-billing at the out of county/out of state rate.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Office Use Only**

Processed by: \_\_\_\_\_ Date \_\_\_\_\_

Copies of Required Documentation Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

County Code/Township Code in Colleague: \_\_\_\_\_

## Commonwealth Residency and County Residency

**§ 35.29b. Commonwealth of PA Residency-** To establish Commonwealth residency, you must demonstrate continuous residence in the Commonwealth for a period of twelve (12) months prior to registration as a student.

### County Residency

All residents of Montgomery County are eligible for the in-county sponsored tuition rate. In order to be considered a resident, you must demonstrate continuous residence in Montgomery County for a period of six (6) months prior to registration as a student.

Please note:

- Establishing an address for the purpose of attending college does not establish domicile.
- The proof for establishing residency or a change of residence rests with the student.

Cases are decided on the basis of facts submitted by the student, with determination based on the subjective intention of the student to reside indefinitely in the Commonwealth. A student may challenge his/her residency classification by e-mailing the Director of Records and Registration/Registrar at [ResidencyAppeals@mc3.edu](mailto:ResidencyAppeals@mc3.edu). If he/she is not satisfied with the decision made, the student may file a written appeal with the Executive Director of Enrollment Services (MCCC, 340 DeKalb Pike, Blue Bell, PA 19422). The decision of the Executive Director of Enrollment Services on the challenge is final.