



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

Effective Date of Change

**New Name or Address**

Last Name

New Home Address

Address (Line 2)

City

State

ZIP Code

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 of residency may be provided by using providing a copy of one form of documentation from Item B.

**Note:** A student may challenge his/her residency classification by filing a written petition with the Director of Records and Registration/Registrar. 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 with in 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.**

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

**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 rebilling 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 Datatel: \_\_\_\_\_

## Commonwealth Residency and County Residency

### § 35.29b. Commonwealth Residency

(a) Domicile is the place where one intends to and does, in fact, permanently reside. In order to establish Commonwealth residency, the following presumptions shall be considered along with documentary evidence or statements from disinterested persons, or both:

(1) Continuous residence in this Commonwealth for a period of 12 months prior to registration as a student. A student may rebut this presumption by convincing evidence.

(2) A noncitizen shall have taken formal action toward becoming a citizen or shall have been admitted to the United States on an Immigrant Visa.

(3) A minor, under the age of 18, or student whose age is 18 to 23 and is claimed as a dependent on his/her parent's Federal Income Tax Return, shall be presumed to have the domicile of the parents or guardian and will be bound to use the address of the parents or legal guardian as his/her permanent address/residence.

(4) A member of the armed forces who was domiciled in this Commonwealth immediately preceding entry into government service, and who continuously maintained legal residence in this Commonwealth, shall be presumed to have domicile. Active duty military students stationed in the county shall be considered in county for billing purposes with proof of duty station.

(b) Domicile may not be established for a student receiving a scholarship or grant dependent upon domicile from another state.

(c) Examples of factors which may provide convincing evidence include the following: lease or purchase of a permanent independent residence (student's name must be on the lease or purchase agreement and student will have moved into residence for purposes other than attending college); Montgomery County voter registration card showing the new address; PA Vehicle Registration Card with the new address or update card from the DMV.

### County Residency

Any permanent resident of Montgomery County is eligible for in-county tuition rates. In order to be considered a permanent resident, you must demonstrate continuous residence in Montgomery County for a period of six (6) months prior to registration as a student.

Please note:

- A minor, under the age of 18, or student whose age is 18 to 23 and is claimed as a dependent on his/her parent's Federal Income Tax Return, shall be presumed to have the domicile of the parents or guardian and will be bound to use the address of the parents or legal guardian as his/her permanent address/residence.
- 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 filing a written petition with the Director of Records and Registration/Registrar. 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.