
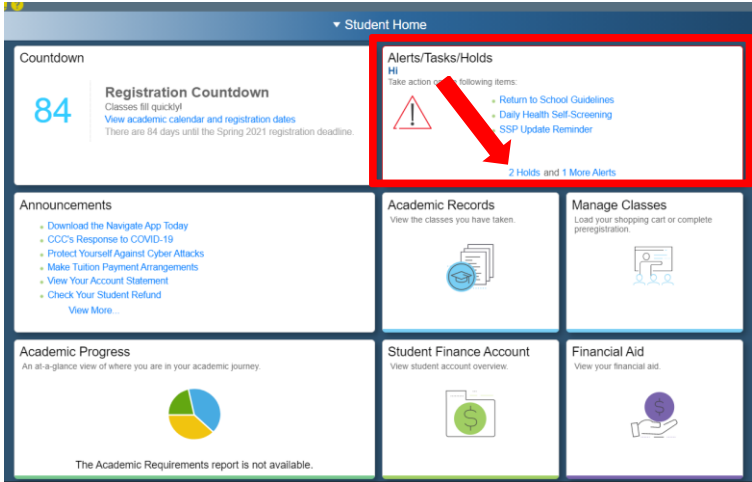
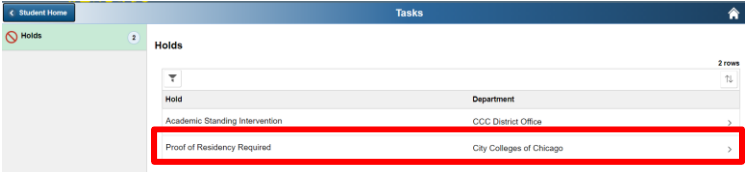
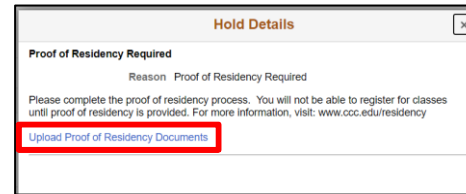


Residency Verification Process through the Student Portal

<p>1. Log in to my.ccc.edu</p>	 <p>The screenshot shows the my.ccc.edu login page. On the left, there is a 'WELCOME City Colleges Student' banner with a photo of a student. Below it is a link: 'Looking for your tuition payment deadline? Log into My.CCC.edu > Alerts/Tasks/Holds'. On the right, there is a login form with 'my.CCC.edu' at the top, a 'LOGIN' button, and a 'Forgot Password?' link. Below the login form are several links: 'Search Classes', 'Class Search Guide', 'Need Help Logging In?', and 'Want to Learn More?'.</p>						
<p>2. Within the Alerts/Tasks/Holds box, click on the link to your Holds.</p>	 <p>The screenshot shows the 'Student Home' dashboard. A red box highlights the 'Alerts/Tasks/Holds' section, which contains a warning icon and the text '2 Holds and 1 More Alerts'. A red arrow points from this section to the 'Holds' section in the next screenshot.</p>						
<p>3. On the next page, you will see a list of any current hold on your account. Click on Proof of Residency Required.</p>	 <p>The screenshot shows the 'Holds' page. A table lists the holds. The 'Proof of Residency Required' hold is highlighted with a red box. The table has columns for 'Hold' and 'Department'.</p> <table border="1"> <thead> <tr> <th>Hold</th> <th>Department</th> </tr> </thead> <tbody> <tr> <td>Academic Standing Intervention</td> <td>CCC District Office</td> </tr> <tr> <td>Proof of Residency Required</td> <td>City Colleges of Chicago</td> </tr> </tbody> </table>	Hold	Department	Academic Standing Intervention	CCC District Office	Proof of Residency Required	City Colleges of Chicago
Hold	Department						
Academic Standing Intervention	CCC District Office						
Proof of Residency Required	City Colleges of Chicago						

4. Next, click on **Upload Proof of Residency Documents** within the Hold Details box.



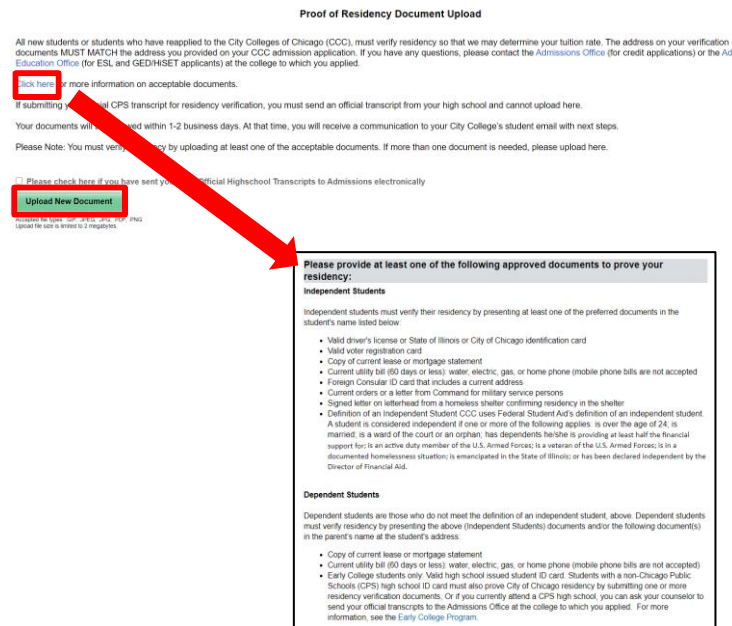
5. The next page provides detailed instructions. By clicking the “**Click here**” link, you will be directed to a page that provides all acceptable forms of documentation.

For questions about the process, please reach out to the **Admissions Office** at the college to which you applied.

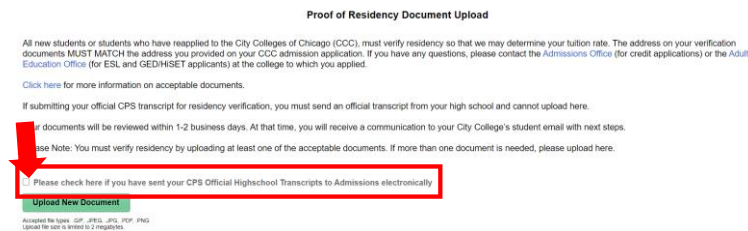
Once ready, click **Upload New Document**.

Note: Accepted file types are .GIF, .JPEG, .JPG, .PDF, or .PNG and a maximum size of 2MB (megabytes).

Documents can be uploaded from a mobile device.




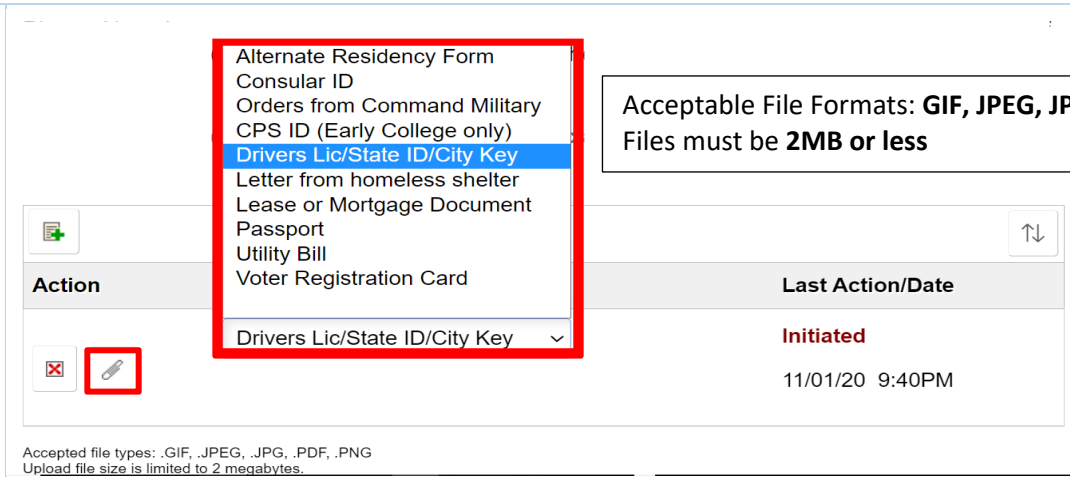
6. If you have had your CPS Official High School transcripts sent electronically to Admissions, make sure to click the checkbox here to alert the staff verifying your residency.



How to Upload Residency Verification Documents

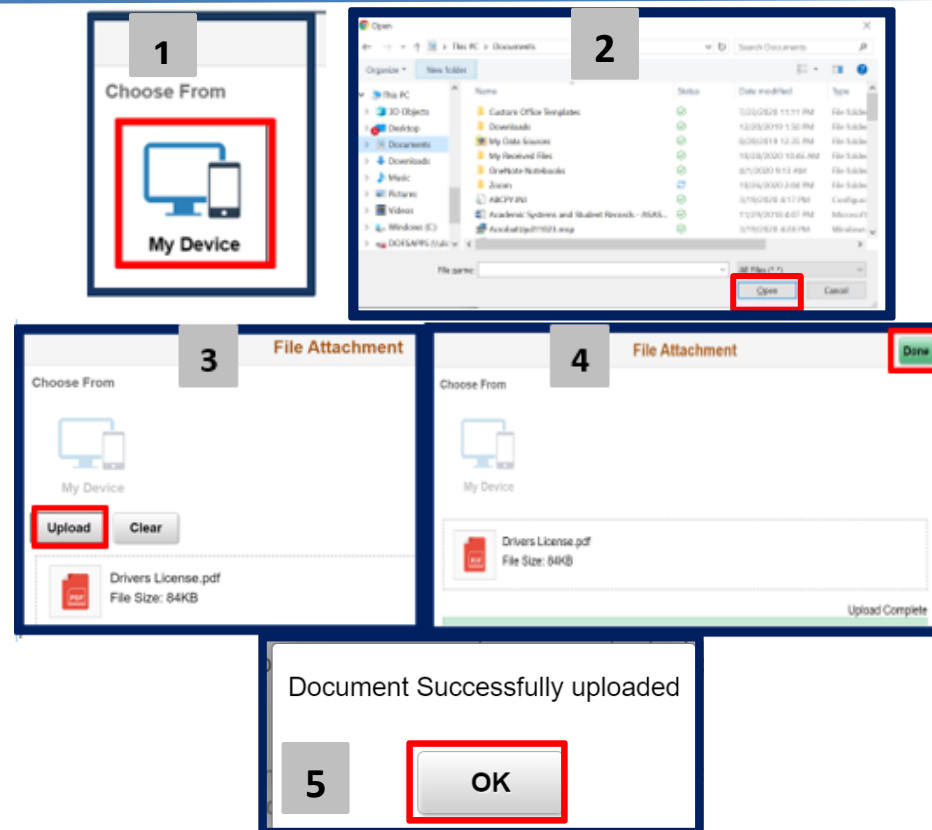
7. Select the **Document Type** from the drop-down menu list.

Once selected, a  icon will appear. Click the icon to attach your file.



Accepted file types: .GIF, .JPEG, .JPG, .PDF, .PNG
Upload file size is limited to 2 megabytes.

Follow step 1-5 to attach residency documents.



1. Choose From
My Device


2. Open
File name: Drivers License.pdf

3. File Attachment
Upload


4. File Attachment
Drivers License.pdf
File Size: 84KB
Done

5. Document Successfully uploaded
OK

Once a document successfully uploads, the **Last Action/Date** updates to *Awaiting Review*.

If you need to add additional documents, click on the  icon and repeat these steps.

Note: A photo id is required, if the document uploaded verifies identity and residency, only 1 document is required.



Action	Document Type / Filename	Last Action/Date
 	Drivers Lic/State ID/City Key Drivers_License.pdf	Awaiting Review 11/01/20 9:40PM

Accepted file types: .GIF, .JPEG, .JPG, .PDF, .PNG
Upload file size is limited to 2 megabytes.

If you need to upload a different document or replace the one that you had uploaded, click the trashcan icon. Repeat the process outlined in **Step 7**

9a. You will receive a 3C email when documents are approved or denied residency verification.

IF APPROVED

Under the **Profile** tile, click on **Proof of Residency Documents**, you will also see confirmation of your approval and that no further action is required.

IF DENIED

You will receive a 3C email letting you know the documents you provided were not accepted and the denial reason.

If documents are denied, new documents are required before residency will be removed.

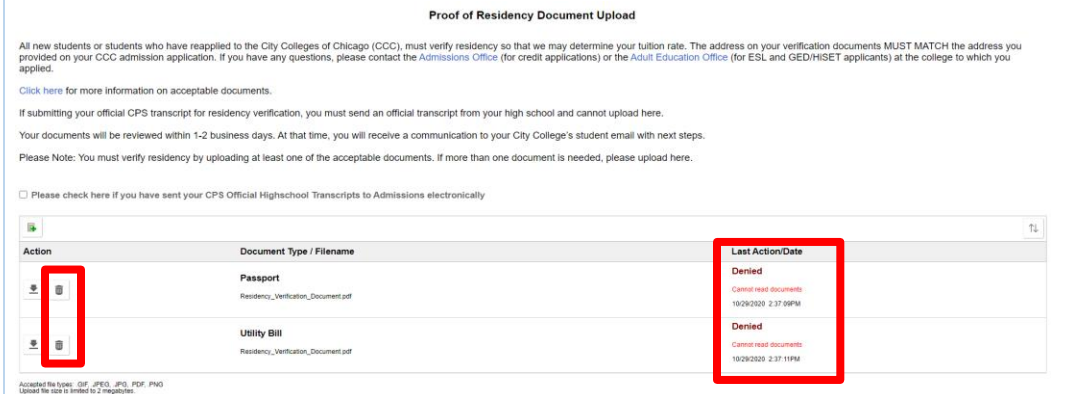
You must delete the denied document before uploading a new file. Refer back to Step 7 on uploading a new document.



Document Upload

Proof of Residency Document Upload

Your residency has been verified and no action is required.







Proof of Residency Document Upload

All new students or students who have reapplied to the City Colleges of Chicago (CCC), must verify residency so that we may determine your tuition rate. The address on your verification documents MUST MATCH the address you provided on your CCC admission application. If you have any questions, please contact the [Admissions Office](#) (for credit applications) or the [Adult Education Office](#) (for ESL and GED/HISET applicants) at the college to which you apply.

[Click here](#) for more information on acceptable documents.

If submitting your official CPS transcript for residency verification, you must send an official transcript from your high school and cannot upload here. Your documents will be reviewed within 1-2 business days. At that time, you will receive a communication to your City College's student email with next steps. Please Note: You must verify residency by uploading at least one of the acceptable documents. If more than one document is needed, please upload here.

Please check here if you have sent your CPS Official Highschool Transcripts to Admissions electronically

Action	Document Type / Filename	Last Action/Date
 	Passport Residency_Verification_Document.pdf	Denied Cannot read documents: 10/26/2020 2:37:06PM
 	Utility Bill Residency_Verification_Document.pdf	Denied Cannot read documents: 10/26/2020 2:37:11PM

Accepted file types: .GIF, .JPEG, .JPG, .PDF, .PNG
Upload file size is limited to 2 megabytes.