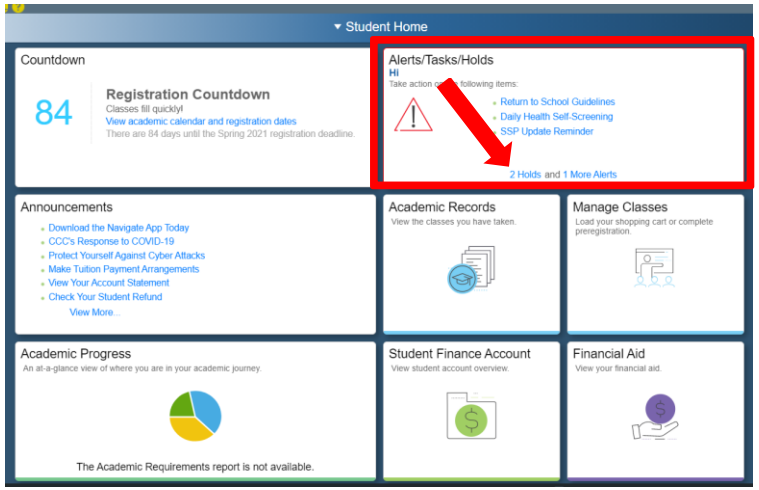
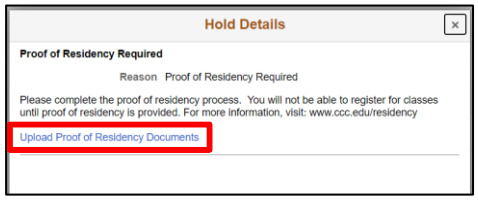
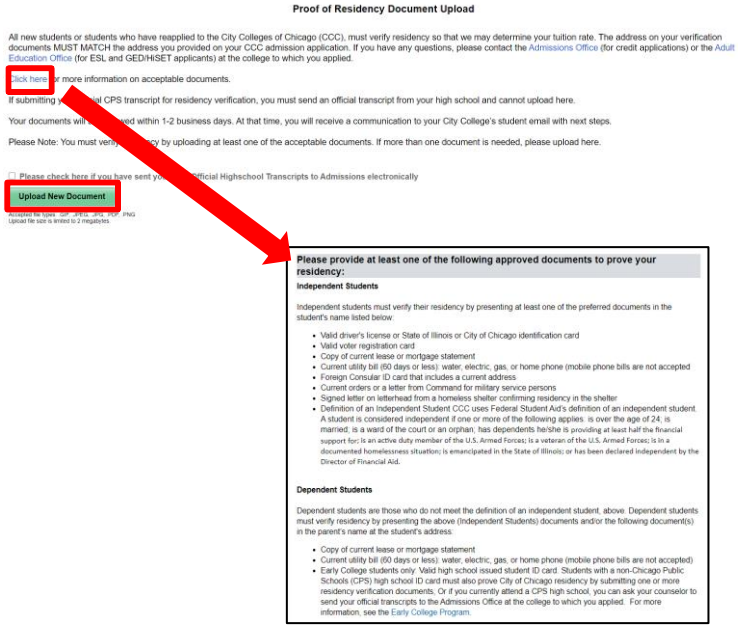
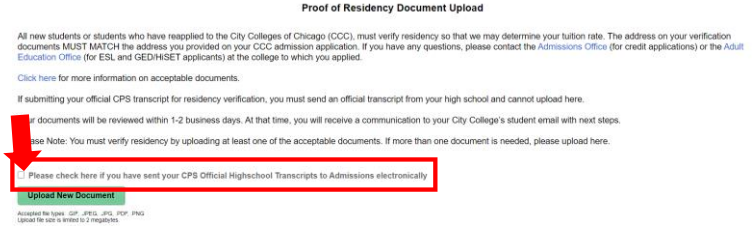
Residency Verification Process through the Student Portal

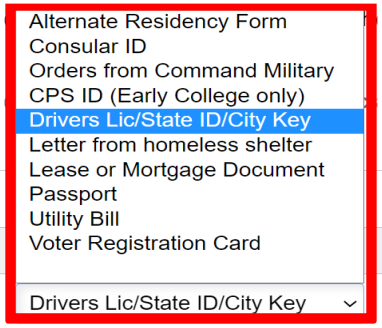
1.	Log in to **my.ccc.edu**	
2.	Within the **Alerts/Tasks/Holds** box, click on the link to your **Holds**.	
3.	On the next page, you will see a list of any current hold on your account. Click on **Proof of Residency Required**.	

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.	

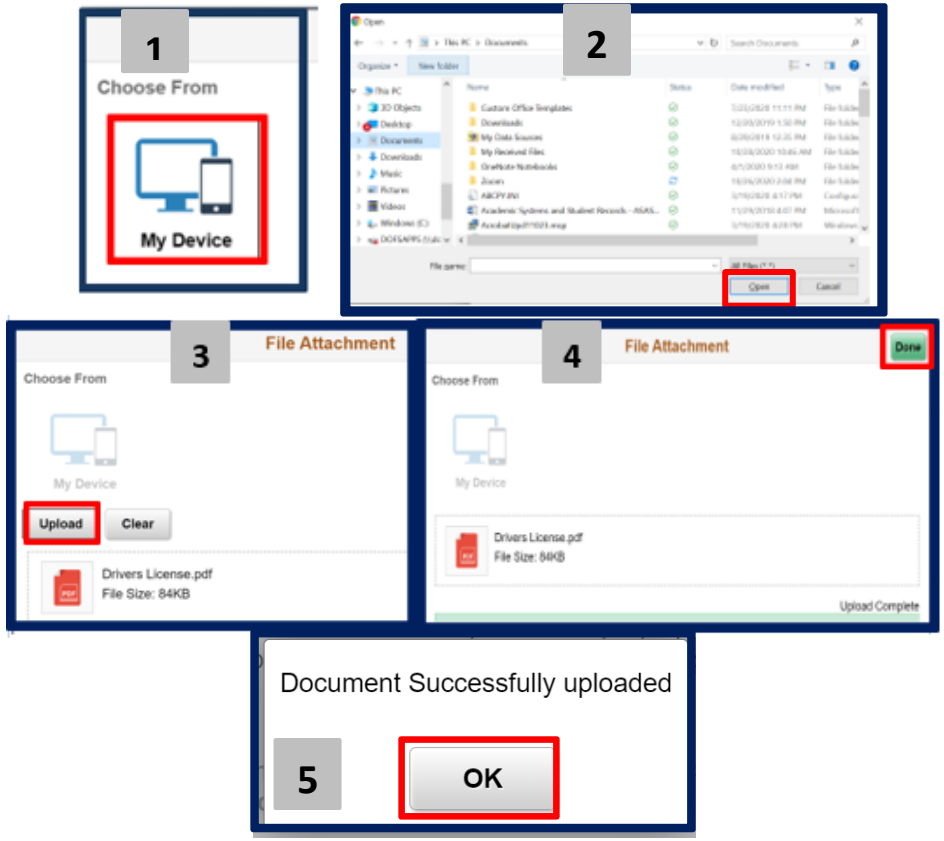
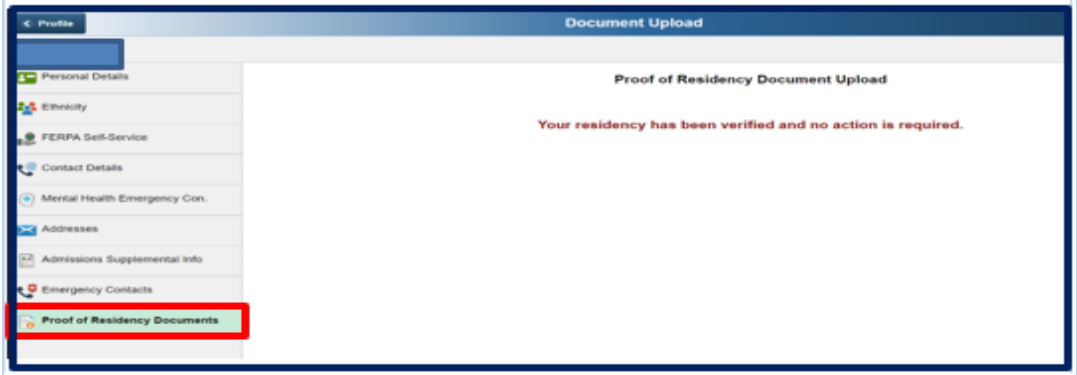
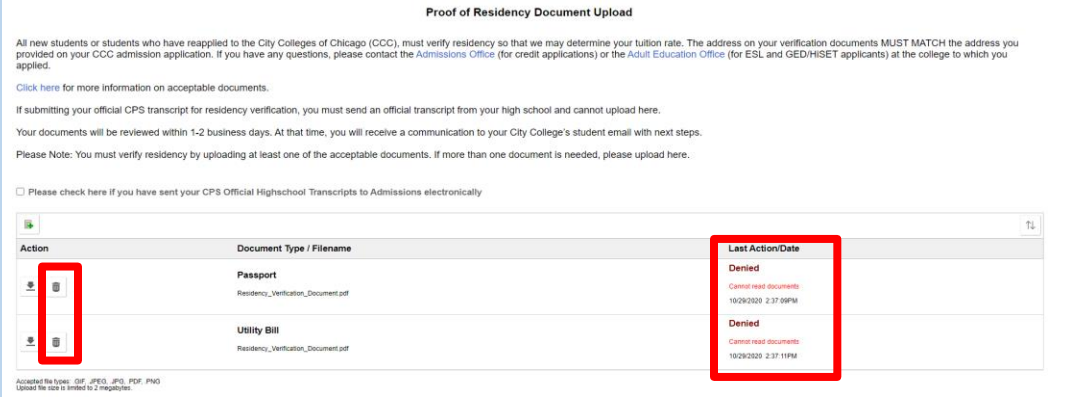
7. Select the **Document Type** from the drop-down menu list.

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

Follow step 1-5 to attach residency documents.



Acceptable File Formats: **GIF, JPEG, JPG, PDF, & PNG**
Files must be **2MB or less**



	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.	 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.