

# **Residency Verification Process through the Student Portal**





## Help Guide How to Upload Residency Verification Documents

A Next click on Linload Proof of Residency		
4. Next, elick of opioid roof of residency	Hold Details ×	
<b>Documents</b> within the Hold Details box.	Proof of Residency Required Reason Proof of Residency Required	
	Please complete the proof of residency process. You will not be able to register for classes	
	Upload Proof of Residency Documents	
5. The next page provides detailed instructions. By	Proof of Residency Document Upload	
clicking the " <b>Click here</b> " link, you will be directed to	All new students or students who have reapplied to the City Colleges of Chicago (CCC), must writh residency so that we may determine your fullion rate. The address on your verification downeets MIST MATCH the address was provided no way CPC admission profession, making and admission called a discussion. Cliffer, the radiation of the admission and admission admission admission. All the admission admi	
a nage that provides all acceptable forms of	Education Office (for SLs and GENERET spritcations) at the college to which you applied.	
desumentation	If submitting y we CPS transcript for residency verification, you must send an official transcript from your high school and cannot upload here.	
documentation.	Your documents with the ord within 1-2 business days. At that time, you will receive a communication to your City Callege's student email with next steps.	
	rease rule. Tou inter relity the y by guideduig at least the or the auceptable documents. It muse that the uses the documents is readed, prease uplicationers.	
For questions about the process, please reach out	Please check here d you have sent you and thick Highschool Transcripts to Admissions electronically Upload New Document	
to the Admissions Office at the college to which	Auspiele Register Jahr Zhang Jahr (Hug Lipsch für sich a Kinnell of Zingslichen	
you applied.	Please provide at least one of the following approved documents to prove your	
, ,,	residency: Independent Students	
Once ready, click Unload New Document	Independent students must verify their residency by presenting at least one of the preferred documents in the student's name listed below.	
Once ready, chek opioad New Document.	Valid driver's license or State of Illinois or City of Chrcago identification card     Valid voter registration card     Copy of current less or montgase statement	
	Current utility bill (60 days or less) water, electric, gas, or home phone (incide phone bills are not accepted     Foreign Considial TD card that incident accurrent address     Current orders or an active from Command for millity engine persons	
Note: Accepted file types are .GIF, .JPEG, .JPG, .PDF,	<ul> <li>Signed latter on latterhead from a homelass shaller confirming residency in the shalter</li> <li>Definition of an independent Student CC cases Federal Student Add's definition of an independent student.</li> <li>A student is constrained independent from en one of the federal models in some the new of 24 is</li> </ul>	
or .PNG and a maximum size of 2MB (megabytes).	manned, is a wand of the court of an orphan, has dependents hashe is providing at least half the financial support just an active dury member of ULS. Annued Forces (a section of the ULS. Annued Forces) is a domainant of bornaus and autority is an active of the force of the court of the ULS. Annued forces the base downed because the the the domainant of bornaus and autority is an active of the force of the court of the court of the the co	
	Director of Financial Ad.	
	Dependent Students Dependent Students Dependent students are those who do not meet the definition of an independent student student students	
Documents can be unloaded from a mobile device	must verify residency by presenting the above (independent Students) documents and/or the following document(s) in the parent's name at the student's uddress	
Documents can be uploaded from a mobile device.	Copy of current lease or morpage statement     Current while buil (b) days or leasy: the existing current lease and accepted)     Current while buil (b) days or leasy: the existing current lease and statement (D card Students with a non-Chicase Public)	
	Schools (CPS) high school ID card must also prove City of Chcago residency by submitting one or more residency wellication documents: Or injuga currently alland a CPS thigh school, you can ask your course/or to send your official transcers to the Admission Offician the College function was packed. For more	
	information, see the Early College Program.	
6. If you have had your CPS Official High School	Proof of Residency Document Upload	
transcripts sent electronically to Admissions, make	All new students or students who have reapplied to the City Colleges of Chicago (CCC), must verify residency so that we may determine your fullion rate. The address on your verification	
sure to click the checkbox here to alert the staff	documents KUST 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/HSET applicants) at the college to which you applied.	
vorifying your residency	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.	
verifying your residency.	r 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.	
	ase 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 Udlead New Document	
	Accepted the logics. (JP J, JPC) JPC	







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

If you need to add additional documents, click on



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

**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.



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** 

< Profile	Document Upload
Personal Details	Proof of Residency Document Upload
Ethnicity	Your residence has been unified and as action is required
FERPA Self-Service	tour residency has been verified and no action is required.
Contact Details	
Mental Health Emergency Con.	
Addresses	
Admissions Supplemental Info	
Emergency Contacts	
Proof of Residency Documents	

#### 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 fullion 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 applied.

Click here for more information on acceptable documents.

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 step

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 electronical

ction	Document Type / Filename	Last Action/Date
	Passport Residency_Verification_Document.pdf	Denied Central read documents 10/29/2020 2 37 09PM
•	Utility Bill Residency_Verification_Document.pdf	Denied Contra read documents 100/2002 2.27 / 194