

INSTRUCTIONS FOR SIGNING A RESIDENCY AFFIDAVIT

In order to complete the registration process, you must submit a residency affidavit if you are living in another person's home. A parent/legal guardian and the property owner/leasee must go to the Student Records office to sign an affidavit of residency.

Documents you will need to bring with you:

From Property Owner:

1. Real Estate Tax Receipt, mortgage statement or copy of signed Lease Agreement **and**
2. Current unpaid utility bill, credit card bill or bank statement
3. Photo ID

From Parent:

1. Photo ID
2. Two proofs of residency such as:
Current credit card bill, bank statement, cell phone bill, insurance or employer verification

Proofs of residency must be current and must contain name and address.

If the parent has just moved into the home, proofs of residency from the parent will not be required at the time you come to sign the affidavit.

If you have any questions, please contact Mary Theriot, Student Records, at 314-415-5062. Mrs. Theriot is available from 8:00 am to 4:00 pm. **An appointment is not necessary.**

DIRECTIONS TO STUDENT RECORDS OFFICE:

Ms. Theriot's office is in the Instructional Services Center at 12657 Fee Fee Road. You may take I-270 to 364 West. Take the Bennington exit and go left on Bennington. Turn left at Fee Fee. You will see our building on the corner of Fee Fee and Bennington. Once inside of building proceed to Student Records Office.

Thank you for your cooperation!