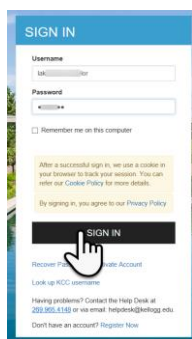
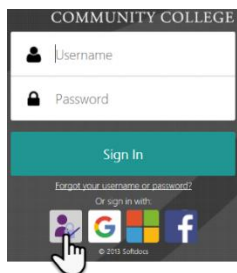


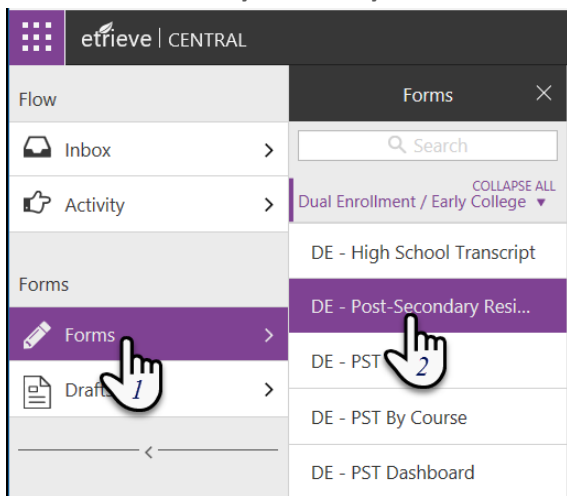
# DE – Post-Secondary Residency

This form is submitted to the Registrar's office to establish a student's residency. This is for new Dual Enrolled or Early College students only. Residency only is required to the first semester of attendance or if there is a change in the student's address.

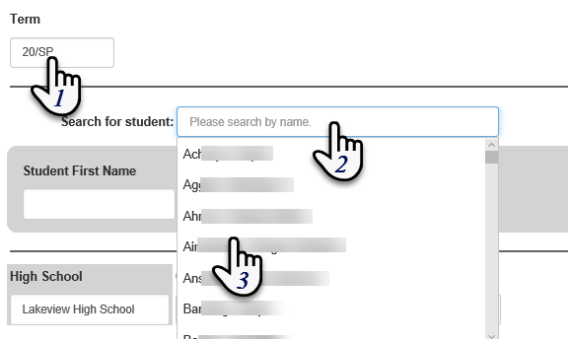
- Go to <https://etcentral.kellogg.edu>, click on the Purple Icon at the bottom of the page to bring up the Ethos login page.
- Enter the username and password you were given. Click **Sign In** at the bottom of the page.



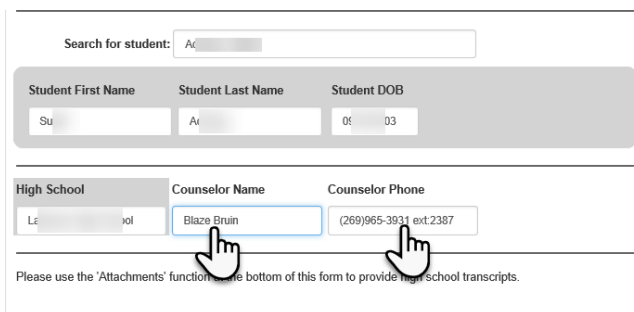
- Once logged in, click on the **Forms** and select **DE – Post-Secondary Residency**.



- Select the **Term** and **Search for student** by either scrolling down the list or typing their name.

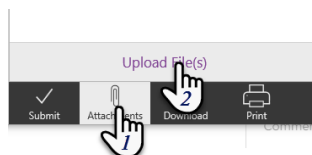


- Fill in **Counselor Name** and **Counselor Phone**

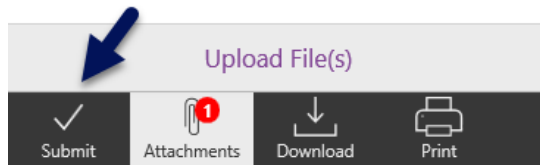
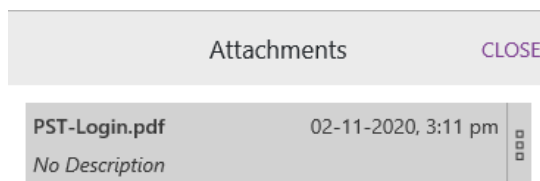


- Click on the **Attachment** button at the bottom of the screen then click on **Upload**. Acceptable documentation:

- Valid driver's license
- Valid Michigan ID
- Voter Registration Card
- Lease agreement
- Business mail
- Power School or Skyward Demographics
- High school ID and transcript



- Locate the file you wish to upload, select it, and click **Open**. When finished click **Submit**.



## Still need help, Contact:

**Dual Enrollment:** (269) 565-2042  
dualenrollment@kellogg.edu

**Help Desk:** (269) 965-4148  
helpdesk@kellogg.edu Rev. 2/2020