

Oxnard College  
Admissions & Records Office  
(805) 986-5810

## Residency Determination Checklist

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\_\_\_\_\_  
**Student's Name**

\_\_\_\_\_  
**SS#/ID#**

Under the Education Code, the general rule is that a student must have been a legal California resident for at least one year immediately preceding the semester residence determination date in order to qualify as a "resident student" for admission and tuition purposes. The residence determination date for a given semester is the day before the semester starts.

The burden is on the student to demonstrate clearly both physical presence in the state of California and intent to establish permanent California residence. Presence and intent may be manifested in many ways—no one factor is controlling.

**Listed below are items that may be presented as evidence of presence and intent. A student must present a minimum of two items from Group A, as well as two from group B. The more items presented, the stronger the case for classification as a resident.**

All documents presented must be valid, readable, dated at least one year before the residence determination date, and be properly identified with respect to student's name and address.

**To be considered a resident for the Spring\_\_\_\_\_ Summer\_\_\_\_\_ Fall\_\_\_\_\_ semester**  
**Student must present documents dated no later than \_\_\_\_\_**

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### GROUP A (minimum of two items required)

- California State income tax form 540NR (required by law of any part-year taxpaying resident of California) or 540 or 540A from previous year (W2 forms and check stubs are not acceptable). \_\_\_\_\_
- Documentation of purchase of residential real estate in California and living there (e.g., loan papers, tax receipts, etc.). \_\_\_\_\_
- California voter registration. \_\_\_\_\_
- Documentation of entry into a legal agreement in California (e.g., marriage license, petition for divorce). \_\_\_\_\_
- License from California professional practice. \_\_\_\_\_
- Moving personal belongings to California (e.g., moving contract, airplane ticket). \_\_\_\_\_
- California automobile registration. \_\_\_\_\_
- Documentation of California as military home state of record (e.g., DD214). \_\_\_\_\_
- Selective Service registration with California permanent address. \_\_\_\_\_

**GROUP B** (two items required)

1.  Federal income tax form 1040, 1040A, or 1040EZ from previous year with California address and/or set of W-2 forms from previous year with California address and place of employment. (W2 forms and check stubs are not acceptable). **This item does not count if student has item 1 in Group A.** \_\_\_\_\_
2.  California driver's license (State law requires a resident driver to obtain a California driver's license within 10 days from the date residence is established) or Department of Motor Vehicles documentation of California's driver's license issuance date and current validity. \_\_\_\_\_
3.  Lease or rental agreement signed and dated one year or more before the residence determination (month to month agreement not acceptable). \_\_\_\_\_
4.  Checking or savings accounts, active for one year as of residence determination date, or no longer active but showing reasonable continuity with one active as of the residence determination date. The student must be the principal signer. \_\_\_\_\_
5.  Documentation of active resident membership in California professional, service, or social organization (school organization not acceptable). \_\_\_\_\_
6.  California identification card. **This item does not count if student has item 2 in Group B.** \_\_\_\_\_
7.  Documentation of credit agreements with California business (e.g., installment bills, dated credit card with California address, time purchase agreement). \_\_\_\_\_
8.  Utility bills (e.g., water, gas, power, telephone). \_\_\_\_\_
9.  Hunting or fishing license. \_\_\_\_\_
10.  Documentation of the student as a California resident having received rehabilitation, unemployment, welfare, or other State services (e.g., service receipts or agreements, or certification by the appropriate agency of the student as such a recipient.) \_\_\_\_\_
11.  Serving as a member on a California jury panel. \_\_\_\_\_
12.  Official rent receipts or cancelled checks verified as payment for rent. **This item does not count if the student has item 3 in Group B.** \_\_\_\_\_
13.  Affidavit from landlord verifying length of tenancy. **This item does not count if student has item 3 in Group B.** \_\_\_\_\_
14.  Checking or savings account inactive or active, in which the student is merely a cosigner with his or her parent or guardian. **This item does not count if the student has item 4 in Group B.** \_\_\_\_\_
15.  Public library card (school library card not acceptable). \_\_\_\_\_
16.  Official transcripts from a California high school, college, or university. \_\_\_\_\_

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**Office Use Only**

- Resident       Non-Resident       Refer to Registrar (give reason below)

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Records Clerk Signature \_\_\_\_\_ Date \_\_\_\_\_