

## Residency Reclassification Request

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

ID# \_\_\_\_\_

Pursuant to the California Education Code (Sec 68040 et seq) 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" for admission and tuition purposes. The residence determination date for any semester or intersession is the day before the semester/intersession starts. In seeking reclassification as a California resident for tuition purposes, a student must demonstrate all of the following:

1. Financial independence.
2. Living in California for at least one year and one day prior to the beginning of the term for which reclassification is requested.
3. Establishing intent to become a permanent California resident.

Students may demonstrate financial independence, physical presence and intent by answering the following questions, and providing documentation as required from the list of acceptable proofs. The burden is on the student to demonstrate clearly financial independence, 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.

### RESIDENCE RECLASSIFICATION QUESTIONNAIRE

1. When did you arrive in California with the intent to become a resident? \_\_\_\_\_
2. Did you file your own taxes last year? If yes, indicate: California \_\_\_\_\_ Federal \_\_\_\_\_
3. If you did not file your own taxes last year, are you being claimed as a dependent on your parents' taxes for last year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
4. Will you file your own taxes this year? Is yes, indicate: California \_\_\_\_\_ Federal \_\_\_\_\_
5. If you will not file your own taxes this year, will you be claimed as a dependent on your parents' taxes for this year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Did you receive more than \$750.00 in financial assistance from your parents last year?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
*Note: Financial assistance can include but is not limited to cash, rent payment, credit cards, deposits to checking or savings accounts.*
7. Will you receive more than \$750.00 in financial assistance from your parents this year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
8. Did you live in your parents' home for more than six weeks last year (including vacations from school)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
9. Have you lived in your parents' home for more than six weeks in any year of the three years before last year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
10. Will you live in your parents' home for more than six weeks this year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. What state do your parents live in? \_\_\_\_\_

**I certify under penalty of perjury that the information provided above is correct and I understand that falsification or failure to report any change in residency may result in my dismissal.**

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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. Other types of documentation may be substituted on a case by case basis, pending approval by the Registrar or designee. 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)

1.  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). \_\_\_\_\_
2.  Documentation of purchase of residential real estate in California and living there (e.g., loan papers, tax receipts, etc.). \_\_\_\_\_
3.  California voter registration. \_\_\_\_\_
4.  Documentation of entry into a legal agreement in California (e.g., marriage license, petition for divorce). \_\_\_\_\_
5.  License from California professional practice. \_\_\_\_\_
6.  Moving personal belongings to California (e.g., moving contract, airplane ticket). \_\_\_\_\_
7.  California automobile registration. \_\_\_\_\_
8.  Documentation of California as military home state of record (e.g., DD214). \_\_\_\_\_
9.  Selective Service registration with California permanent address. \_\_\_\_\_
10.  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. \_\_\_\_\_

**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.  Lease or rental agreement signed and dated one year or more before the residence determination (month to month agreement not acceptable). \_\_\_\_\_
3.  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. \_\_\_\_\_
4.  Documentation of active resident membership in California professional, service, or social organization (school organization not acceptable). \_\_\_\_\_
5.  California identification card. **This item does not count if student has item 2 in Group B.** \_\_\_\_\_

- 6.  Documentation of credit agreements with California business (e.g., installment bills, dated credit card with California address, time purchase agreement). \_\_\_\_\_
- 7.  Utility bills (e.g., water, gas, power, telephone). \_\_\_\_\_
- 8.  Hunting or fishing license. \_\_\_\_\_
- 9.  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.) \_\_\_\_\_
- 10.  Serving as a member on a California jury panel. \_\_\_\_\_
- 11.  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.** \_\_\_\_\_
- 12.  Affidavit from landlord verifying length of tenancy. **This item does not count if student has item 3 in Group B.** \_\_\_\_\_
- 13.  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.** \_\_\_\_\_
- 14.  Public library card (school library card not acceptable). \_\_\_\_\_
- 15.  Official transcripts from a California high school, college, or university. \_\_\_\_\_

**Office Use Only**

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

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