

Admissions & Records  
Supplemental Residency Questionnaire  
Request for Change in Residence Status



**Nonresident Classification**

You have been classified as a NON-RESIDENT of California for educational purposes and as such are subject to nonresident tuition. Please read the information below.

As a non-resident student you will need to apply for re-classification of your residency status. This must be done in advance of the term you wish to be considered for resident tuition purposes. Complete the **Supplemental Residency Questionnaire Form** and submit it along with supporting documentation to the Admissions & Records office.

**Establishing Residency**

If you intend to become a resident of California, you must fulfill the requirements listed below:

**For a person 19 years of age and older:** (a) Continued physical presence in the state of CA, (b) being under an immigration status that allows you to establish residency and (c) having at least two proofs of intent in your own name. All three of these requirements must be dated one year and one day prior to the residency determination date.

**For a person younger than 19 years of age (by the residency determination date):** A minor takes the residency of the parent (natural or adopted) with whom the minor last lived. Both the minor and the parent must be under a status that allows establishment. The minor's residency is derived from the parent. Physical presence and the two proofs of intent will come from the parent. Student must submit proof of dependency with parents' state or federal taxes. (Federal tax forms cannot be used as a method to prove residency)

**Status types under which a person may establish residency:**

U.S. citizen, Refugee, Asylum, Permanent Resident, Temporary Protected Status, certain non-immigrant visas: A, E, G, HI, H4, I, KI-4, LI-2, N8-9, NATO-1, OI, O3, RI-2, TI-5, TPS U, V

**Types of Documents Required to Show Proof of Intent**

*You must provide THREE proofs of residency demonstrating physical presence and intent. Two of the three must be dated at least one year and one day prior to the start of the term for which you are applying. These items must not be older than two years prior to the start of the term. Examples of appropriate documentation include:*

- California voter's registration card
- California (540) tax returns giving California as the home address (with acceptable dates)
- Paycheck stub OR letter of employment verification on company letterhead (signed by a manager of the personnel department)
- California Driver's License OR California ID card OR DMV printout
- California Bank account – checking or savings statements
- Marriage license or divorce decree issued in California (with acceptable dates)
- License or certificate issued by the State (with issue and expiration dates)
- California utility bill (gas, telephone, cable - all utility bills count as one proof)
- California State Aid or Social Welfare
- California vehicle registration and/or car insurance (California company)
- California health insurance OR Medi-Cal ID with current physical address noted
- Military discharge papers (DD214) OR Leave & Earnings statement (indicating California as Home of Record)
- California Property Taxes (students name only)
- Union membership in a California local
- California apartment/home rental and/or lease agreement (1 year current)
- California public library membership (verified by letter or printout with letterhead or branch stamp)

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This form is to be completed if you are requesting a residency reclassification or wish to clarify your residency. The burden of proof to clearly demonstrate both physical presence in California and intent to establish California residence lies with you in accordance with Education Code Section 68040 and RCCD Board Policy. Please read the information provided on the backside of this form and then answer the following questions that apply to you.

\_\_\_\_\_  
Last Name First Name M.I. RCCD ID# or SSN

\_\_\_\_\_  
Number and Street Apt# City State Zip

\_\_\_\_\_  
Date of Birth ( ) Phone Number RCCD Student Email Address

<b>Citizenship Status:</b>	<input type="checkbox"/> US Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> Temporary Resident
	<input type="checkbox"/> Amnesty Refugee/Asylee	<input type="checkbox"/> Other Visa _____	<input type="checkbox"/> Other Status
	_____ Alien ID Number (if applicable)	_____ Issue Date	_____ Expiration Date

**Term of Requested Change:** SUM\_\_\_ FAL\_\_\_ WIN\_\_\_ SPR\_\_\_ **Currently enrolled in classes:**  YES  NO

**Parent/Guardian Status:**

- I am 19 or older and I am NOT claimed as a dependent on my parent's last income tax returns.
- I am 19 or older and I am claimed as a dependent on my parent's last income tax returns filed in the state of \_\_\_\_\_.
- I am under 19 AND unmarried. I will answer the following questions for my \_\_\_\_\_.  
Relationship, Name

**Residence in California:**

Indicate the date when you began residing in California. Do not include absences (such as vacations, etc.) which can be explained without conflicting your residency: \_\_\_\_\_  
Month/Day/Year

- Do you intend to maintain California as your legal state of residence?  YES  NO
- Have you attended a California high school for three or more years?  YES  NO
- Have you received a California high school diploma, GED, or certificate of completion?  YES  NO

**Required Documentation:**

You will need to attach documentation for **THREE** or more of the following activities to request a change of residency. If you are under 19, answer for your parent/guardian. Two of the three activities must have been completed a year and a day prior to the start of the term for which you are seeking residency. These items must not be older than two years prior to the start of the term.

- California voter's registration card
- California (540) tax returns giving California as the home address (with acceptable dates)
- Paycheck stub OR letter of employment verification on company letterhead (signed by manager of the personnel department)
- California Driver's License OR California ID card OR DMV printout
- California Bank account - checking or savings statement
- Marriage license or divorce decree issued in California
- California utility bill (gas, telephone, cable - all utility bills count as one proof)
- California vehicle registration and/or insurance (California company)
- California Property Taxes OR California apartment/home rental and/or lease agreement
- Military discharge papers (DD214) OR Leave & Earnings statement (indicating California as Home of Record)
- Other:

DATES (Month/Day/Year)	

**WARNING: Providing false information about your citizenship, military status, and/or California residency could result in criminal charges for perjury and/or fraud, with the possibility of imprisonment if you are convicted.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*****FOR OFFICE USE ONLY*****			
Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO	XASP Updated By: _____	Date: _____	Effective: SUM___ FAL___ WIN___ SPR___