



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
**California Residency Reclassification Request**



**Contra Costa College**

**Diablo Valley College**

**Los Medanos College**

California law requires that residence classification be made for tuition purposes at the time that applications for admission are accepted or when a student has been absent for more than 2 semesters. In order to establish residence in California, you must be physically present for one year and one day prior to the first day of the term. Documentation is required. (*Title 5 sec. 54010*).

**Please print clearly (blue or black ink only)**

Student Name \_\_\_\_\_ Student ID#: \_\_\_\_\_

Present Address \_\_\_\_\_

I am currently homeless

Birth Date: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_ @insite.4cd.edu

Term/Year: \_\_\_\_\_ Note: **Fees may only be adjusted within the current fiscal year, Summer-Fall-Spring. Deadline: June 30th.**  
(Ex: FA2017)

**Legal Status:** To establish residency you must be a U.S. citizen, permanent resident, applicant for permanent resident status, or possess a visa that does not preclude establishing domicile in the U.S. (*Title 5 sec. 54045*).

- \_\_\_\_\_ U.S. Citizen
- \_\_\_\_\_ Permanent Resident      Number \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp. Date \_\_\_\_\_
- \_\_\_\_\_ Refugee/Asylum      Date Asylum Issued \_\_\_\_\_
- \_\_\_\_\_ Current Visa      Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Exp. Date \_\_\_\_\_
- \_\_\_\_\_ Other Status (Including Undocumented)
- \_\_\_\_\_ I have applied for legal status

**When did you arrive in California? (enter date)** \_\_\_\_\_

**1. California Status:** If you have been present in California for more than a year and a day before the start of the term, then answer the following questions. If you do not meet this criteria, skip to Section 2. If you are under 19 you may use your parent's information to answer the following questions. You must demonstrate a combination of physical presence and intent to make California your permanent home. (*Title 5 sec. 54020 and 54022*). See list of accepted documentation on last page.

- Have you been away from California since the above date temporarily?      Yes  No
- If yes, state the purpose of your absence from California. \_\_\_\_\_
- Are you in California solely for the purpose of pursuing an education? \_\_\_\_\_
- Do you own residential property or have continuous occupation of rented or leased property in California?      Yes  No
- Are you registered to vote and voting in California?      Yes  No
- Do you maintain a license from California for professional practice?      Yes  No
- Do you maintain an active membership in service or social clubs?      Yes  No
- Do you have a spouse, children or other close relatives in the state?      Yes  No
- Do you show California as your home address on your federal income tax return?      Yes  No
- Have you recently paid California state income tax as a resident?      Yes  No
- Do you have California motor vehicle license plates?      Yes  No
- Do you have a California driver's license?      Yes  No
- Do you maintain active California bank accounts?      Yes  No
- Have you petitioned for a divorce in California?      Yes  No

**2. AB540:** Students meeting certain requirements may be exempt from out-of-state tuition. (*Title 5, sec. 54045.5*). Did you attend a California high school for at least 3 years AND graduate or obtain the equivalent of a California high school diploma or California GED?  
Yes  No   
If yes, sign the form and request an affidavit from Admissions & Records and attach an unofficial transcript.  
If no, continue to the next section.

**3. SB150:** Students attending K-12 meeting certain requirements may be exempt from out of state tuition. (*Title 5, sec. 76140*). Are you currently attending a K-12 California school?      Yes  No   
If yes, sign this form and attach an unofficial high school transcript. If no, continue to next section.

**4. Military Service:**

Are you an **active member** of the U.S. Armed Forces? Yes  No

Are you the dependent or spouse of an active member of the U.S. Armed Forces? Yes  No

Military ID expiration date \_\_\_\_\_ Legal state of residence on military records \_\_\_\_\_

Are you a **veteran** of the U.S. Armed Forces? Yes  No

Are you the dependent or spouse of a veteran of the U.S. Armed Forces? Yes  No

Military ID expiration date \_\_\_\_\_ Legal state of residence on military records \_\_\_\_\_

**To be completed only if you were charged out-of-state tuition in a prior term.**

**Financial independence:** Adults are required to show proof of financial independence in order to be considered a resident for tuition purposes. (*Title 5, sec. 54032*). For unmarried students under the age of 19, residency is derived via parents.

a. Are you 19 years old or over and have you resided in California continuously for the last two years? Yes  No

b. Are you under 19 years old and have you and a parent resided together in California continuously for the last two years? Yes  No

If yes, answer the following questions.

a. Were you claimed as an exemption for state tax purposes by your parent(s) in either of the last two years? Yes  No

b. Will your parent(s) claim you as a dependent for state tax purposes for the current calendar year? Yes  No

c. Is your parent(s) or legal guardian(s) a California resident? Yes  No

If yes, when did his/her/their California residency begin? \_\_\_\_\_

**DECLARATION—TO BE COMPLETED BY ALL STUDENTS**

I declare under penalty of perjury that the statements and documents submitted in connection with the determination of my residency are true and correct. I will notify the Office of Admissions & Records if there is any change in any of the facts regarding my residency.

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

Please note that **all documentation provided must be dated at least one year and one day prior** to the start of the semester. Non-citizens must provide proof of their eligibility to establish residency.

Once the residency questionnaire and documentation have been submitted, the Admissions & Records Office will make a determination and you will be notified by email via your InSite email address.

**REQUIRED DOCUMENTATION**

**DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY**

To be considered a resident for Summer 20\_\_\_\_\_ Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_ Semester  
 All documents must be dated on or after \_\_\_\_\_ and no later than \_\_\_\_\_

You may establish your residency by submitting both of the following:

- California State taxes for the year prior to the start of the term.
- A California issued Driver’s License or ID Card

**OR**

Students who do not have the above documents within the dates required must provide two or more of the items listed below as required documentation in support of a request for California residence reclassification. **(This is not an exhaustive list.)**

**Items of like content may only be used once.**

	Dates	Initials
<input type="checkbox"/> CA Driver’s License or ID card	_____	_____
<input type="checkbox"/> California taxes (540)	_____	_____
<input type="checkbox"/> Divorce papers issued from CA	_____	_____
<input type="checkbox"/> Military Home of Record as CA (DD214 or LES)	_____	_____
<input type="checkbox"/> Voter registration confirmation	_____	_____
<input type="checkbox"/> Licensing from CA for professional practice	_____	_____
<input type="checkbox"/> Carrying on of business or professional practice in CA	_____	_____
<input type="checkbox"/> CA Vehicle registration	_____	_____
<input type="checkbox"/> Recipient of CA State services	_____	_____
<input type="checkbox"/> Ownership of residential property as primary residence	_____	_____
<input type="checkbox"/> Paying non-resident tuition at an out-of-state school	_____	_____
<input type="checkbox"/> Continuous occupancy of rented or leased property in CA	_____	_____
<input type="checkbox"/> Maintaining active checking/savings accounts in CA banks	_____	_____
<input type="checkbox"/> Possession of hunting/fishing license as a CA resident	_____	_____
<input type="checkbox"/> Dated Selective Service registration	_____	_____
<input type="checkbox"/> Federal taxes showing CA address (1040)	_____	_____
<input type="checkbox"/> Utility bills (electricity, phone, water)	_____	_____
<input type="checkbox"/> High school transcripts	_____	_____
<input type="checkbox"/> Affidavit from landlord stating length of residence	_____	_____
<input type="checkbox"/> California car insurance	_____	_____
<input type="checkbox"/> Proof of jury duty service in a California court	_____	_____
<input type="checkbox"/> Active resident membership in service or social club	_____	_____
<input type="checkbox"/> W-2 form showing CA address	_____	_____
<input type="checkbox"/> Have spouse, children or other close relatives in CA	_____	_____

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
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Classified as:	Initials:	Date:
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