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 physically present for one year and one day prior to the first day of the term. Documentation is required. *(Title 5 sec. 54010).*

**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**

California Residency Reclassification Request

- [ ] Contra Costa College
- [ ] Diablo Valley College
- [ ] Los Medanos College

Please print clearly (blue or black ink only)

Student Name: ___________________________  Student ID#: ___________________________

Present Address: ________________________________________________________________

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
- [ ] Refugee/Asylum
- [ ] Current Visa
- [ ] Other Status (Including Undocumented)

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

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? __________________

DEVELOPMENT—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.**

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

**Notes:**

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

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**Classified as:**

Initials: ____________________________ Date: ____________________________

Revised 11/09/17