

INSTRUCTIONS FOR SUBMITTING RESIDENCY DOCUMENTATION

Please read these instructions carefully, as incomplete documentation will result in an immediate denial of your residency reclassification request.

The residency questionnaire must be filled out completely and signed. 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 Office of Admissions and Records will make a determination within three business days. The student will be notified via the email address provided on the form. If none is provided, please allow an additional 3 business days for a mailed response.

REQUIRED DOCUMENTATION

To be considered a resident for the Summer 20____ Fall 20____ Spring ____ Semester
Student must present documents dated no later than _____

You may establish your residency by submitting the following required documentation:

- California State taxes for the year prior to the start of term.
- A California issued driver's license or ID card.

If you do not have California taxes, you must provide 3 forms of proof from the lists below. **Please note: at least one must be from Group A.**

DO NOT WRITE BELOW THIS LINE - For Office Use Only

Group A:

	Dates	Initials
<input type="checkbox"/> CA driver's license or ID card	_____	_____
<input type="checkbox"/> Marriage license/Divorce papers issued from CA	_____	_____
<input type="checkbox"/> Military Home of Record CA (DD214)	_____	_____
<input type="checkbox"/> Registering to vote in CA	_____	_____
<input type="checkbox"/> Licensing from CA for professional practice	_____	_____
<input type="checkbox"/> Carrying on of business or employment 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	_____	_____

Group B:

	Dates	Initials
<input type="checkbox"/> Active resident membership in service or social club	_____	_____
<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"/> Selective service registration	_____	_____
<input type="checkbox"/> Federal taxes showing CA address	_____	_____
<input type="checkbox"/> Utility bills (electricity, phone, water)	_____	_____
<input type="checkbox"/> Official high school transcripts (not college)	_____	_____

Classified as : _____ **Initials:** _____ **Date:** _____

Notes/Comments: _____

Financial Independence Requirement

If your parents are not residents of California for tuition purposes, you will be required to be financially independent in order to be a resident for tuition purposes. If you are an adult student and your parents are not California residents, you must demonstrate financial independence, along with physical presence and intent, when seeking resident classification for tuition purposes. You are considered "financially independent" if one of more of the following applies:

1. The student is at least 24 years of age by December 31 of the calendar year for which resident classification is requested
2. The student is a veteran of the U.S. Armed Forces
3. The student is a ward of the court or both parents are deceased
4. The student has legal dependents other than a spouse
5. The student is married or has a registered domestic partner, and was not claimed as an income tax deduction by parents or any other individual for the tax year immediately preceding the term for which resident classification is requested.
6. The student is a single undergraduate student and was not claimed as an income tax deduction by parents or any other individual for the two tax years immediately preceding the term for which resident classification is requested, and can demonstrate self-sufficiency for those two years and the current year
7. The student reached the age of 18 in California while his or her parents were residents of California, and the parents left the state to establish a residence elsewhere while the student continued to be a resident of California after the parents' departure.

Verifying Financial Independence

To verify financial independence (self-support) per item 6 above, you must document your income and verify that you were not claimed as an exemption by parents or anyone else for the two years prior to the request for residence. You are also required to present a budget showing how you are able to be supported by the funds claimed. Self-support is defined as money the student has earned through his or her own employment or loans obtained with the student's own credit, without a co-signer. A gift or loan to the student from a parent, grandparent, or other family member does not constitute self-support regardless of the terms.

Residing in California with an aunt, uncle, grandparent, or friend who provides the student with room and board cannot be considered self-support, even if that person meets the CCSF residence requirement.

General Rules Applying to Minors

If you are an unmarried minor (under age 18), the resident of the parent with whom you live is considered your residence. If you have a parent living, you cannot change your residence by your own act, by the appointment of a legal guardian, or by the relinquishment of a parent's right of control. If you live with neither parent, your residence is that of the parent with whom you last lived. Unless you are a minor alien present in the U.S. under the terms of a non-immigrant status which precludes you from establishing domicile in the U.S., you may establish your own residence when both your parents are deceased and a legal guardian has not been appointed. If you derive California residence from a parent, that residence must satisfy the one-year requirement.