



All students are classified as either a resident of the State of California or non-resident when applying for admission. The residency status determines whether students will be charged non-resident tuition and capital outlay in addition to enrollment fees.

Under California law, a person who is married or 18 years of age or older, may establish CA residency if the person:

1. Is a U.S. citizen or is under an INS status that allows them to establish domicile **And**
2. Has lived in California continuously for at least one year and one day before the semester begins **And**
3. Can prove that they intend to make California his/her permanent home with concurrent relinquishment of the prior legal residence.

Reference: Education Code Section 68018, 68061, 76140, Title 5 54020, 54022

Status types under which a person may establish residency:

U.S. citizen, Refugee, Asylum, Permanent Resident, Temporary Protected Status, individuals approved under the Deferred Action for Childhood Arrivals (DACA) program, certain non-immigrant visas: A1-3, E1-3, G1-5, H1B/C, H4 (if spouse or child of H-1B or H-1C), I, K1-4, L1A/B-2, N8-9, NATO1-7, O1, O3(spouse or child of O-1), R1-2, T1-5, TPS, U1-4, V1-3. Documentation of status is required.

California law stipulates the burden of proof rests with the student, and merely living in California for a year does not support a claim of residency for tuition purposes. T5 54026 Please note: Each case for establishing CA residency is different based on the individual’s situation. The Saddleback College Residency Specialist has the right to request additional documentation.

To request a residency review:

1. Submit the California Residency Questionnaire and **copies** of documents listed below to support your claim of residency to the Office of Admissions, Records and Enrollment Services by the stated deadline (see website for specific deadlines)
2. If you are not a United States Citizen, provide a copy of your Permanent Resident Card or Visa & I-94 issued prior to the determination date.
3. Submit all required documents in person for same day service, otherwise allow at least 10 business days after all documents have been received for a determination on your status.

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

- California State Income Tax Return (CA 540) with a W-2 form for the year prior to the start of term.
- A California issued driver’s license or ID card (issued at least 1 year and 1 day prior to start of term).

If you do not have both California taxes and a valid California driver's license or ID, you must provide 3 forms of proof from the lists below. At least one must be from group A. **Documents must include the student’s name, the student’s California address, and a date at least one year and one day prior to the first day of the semester. In some cases, the most recently dated document may be needed as well.**

Group A:

- CA driver’s license or ID card
- Marriage license issued from CA
- Divorce papers issued from CA
- CA Voter registration card
- CA license for professional practice
- Verification of employment in CA
- CA Vehicle registration
- Recipient of CA state services (For example: unemployment, disability, etc.)
- CA 540 State Income Tax return and a W-2 form for the year prior to the start of term

Group B:

- Ownership of residential property as primary residence
- Continuous occupancy of rented or leased property in CA
- Maintaining active checking/savings accounts in CA banks
- Filing a lawsuit or divorce in California as a resident
- Federal taxes showing CA address (not used in conjunction with state taxes)
- Utility bills (cell-phone not accepted)
- Official high school transcripts, if completing high school in last 2 years
- Payment of non-resident tuition at an out-of-state institution, if attending within the past two years.
- Selective Service Registration with California Address

Special Exemptions

California Education code and state regulations exempt certain non-residents from paying non-resident tuition:

1. Members of U.S armed forces and their dependents: Submit military orders to California of the active service member and student’s military ID.
2. (AB 540) Students who have completed 3 years of high school in California and have graduated from a California high school: Submit an AB 540 “Affidavit for Exemption” available online at <http://www.saddleback.edu/admissions/forms-and-petitions>.



After reading the document, "Information Regarding California Residency," please submit the questionnaire with all pertinent residency documentation. Incomplete questionnaires and/or questionnaires without documentation will be returned. (Please print legibly using blue or black ink)

Semester/Year: Fall _____ Spring _____ Summer _____

Form with fields for: 1. Student's Name - Last, First, MI; 3. Student ID Number; 4. Date of Birth; 5. E-mail Address; 6. Mailing Address: Street, City, State, Zip Code; 7. Telephone Number (Cell, Other); **PARENT or GUARDIAN: I am the parent or legal guardian of the student and the responses apply to me. (Circle One) Yes No; IF you answered YES, please complete: NAME, PHONE, EMAIL.

Legal Status: To establish California residency you must be a U.S. citizen, permanent resident, an applicant for permanent resident status, or possess a visa that does not preclude you from establishing domicile in the U.S.

Check the one that applies:

- U. S. Citizen
 Refugee/Asylee: Date Issued _____
 Permanent Resident: Number _____ Issue Date: _____ Exp Date: _____
 Type of Current Visa: _____ Issue Date: _____ Exp Date: _____

Physical Presence and Intent: Physical presence is proved by being physically and continuously present in California for one year and a day prior to the start of the semester. Physical presence within California solely for educational purposes does not allow a student to establish residence, regardless of the length of time present in the state [EC 68043 | T5 54022(c)].

- 1) What state do you claim as your permanent home? _____
2) When did your current stay in California begin? _____
3) What was the main reason for your move to California? _____
4) I am 19 years of age or older: Yes No
If No, please complete:

Parent/Legal Guardian Name: _____

Residence Address: _____
Address City State Zip

- 5) I have owned or rented AND lived in California continuously for the past two years: Yes No
6) I am registered to vote in California: Yes No
If Yes, enter date last voted (Month/Year) _____
7) I have a current California license for professional practice: Yes No
8) I have listed CA as my home address on my Federal Income Tax Form: Yes No
If No, enter state listed on tax form _____
9) I have filed a California State Income Tax Form (540) as a resident: Yes No
If Yes, enter year last filed _____
If No, enter state of last filing _____
10) I have a valid California driver's license: Yes No If Yes, date issued _____

Student ID# _____

- 11) I have a valid California resident motor vehicle registration: Yes No If Yes, date issued _____
- 12) I have a valid California state identification card: Yes No If Yes, date issued _____
- 13) I have an active California bank account: Yes No If Yes, date opened _____
- 14) I have petitioned for divorce in another state within the last year: Yes No If Yes, list state _____
- 15) I have attended an out-of-state educational institution as a resident of that state within the last year: Yes No If Yes, list name/state of institution: _____
- 16) I have voted in an out-of-state election within the last year: Yes No If Yes, list state _____

MILITARY: Respond to the following statements, if you are currently active in the military, a dependent, or have been discharged from the military within the last year.

- 17) I am an active member of the military: Yes No
If Yes, enter date duty in CA began _____ and
List state of legal residence on military records _____
(To claim a military exemption: provide a copy of valid military ID and military orders to CA)
- 18) I am a dependent of an active duty military person: Yes No
If Yes, enter date sponsor's duty in CA began: _____ and
List state of legal residence on military records: _____
(To claim a military exemption: provide a copy of valid military ID and military orders to CA)
- 19) I have been discharged from active military duty within the last year: Yes No
If Yes, enter discharge date (mm/dd/yyyy): _____ and
List state of legal residence on military records: _____
(To claim a military exemption: provide a copy of your DD 214)

Student Financial Independent Status: California Education Code requires that financial independence is to be considered when a non-resident student is seeking reclassification. If you are an adult student and your parents are not California residents, you must demonstrate financial independence, along with physical presence and intent. Please answer the following questions regardless of your age. (CA Ed Code 68044, title 5 54020, 54032)

- 1. Have or will your parents claim you for tax purposes this calendar year? Yes No
- 2. Were you claimed as a dependent for tax purposes within the last two years? Yes No
- 3. Have or will you receive \$750 or more in financial assistance from your parents/sponsor this calendar year? Yes No
- 4. Did you receive \$750 or more in financial assistance from your parents/sponsor within the last two years? Yes No
- 5. Have or will you live with your parents for more than six weeks this calendar year? Yes No
- 6. Did you live with your parents for more than six weeks at any time within the last two years? Yes No
- 7. Are your parents/guardians California residents? Yes No
If YES, California residents since: _____
If NO, indicate the state where each parent/guardian lives:

Mother/Guardian 1

Father/ Guardian 2

Declaration: I declare under penalty of perjury that these statements and all information submitted by me in conjunction with my request for a residency review are both true and accurate to the best of my knowledge. I understand that falsification of any information is grounds for disciplinary action under South Orange County Community College District Board Policies..

Student Signature

Date