

Name: _____ ID: _____ Term: _____ Year: _____

IMPORTANT - All residency issues must be resolved by the end of the semester in question. Any residency reclassification petition submitted for a semester that has ended will automatically be denied. In accordance with FERPA, any third party, including parents, wishing to obtain information about a student must obtain prior written consent from the student. Petitions submitted without all required proofs will be denied. Please allow 3-5 business days for evaluation. If at any time you need to speak to a supervisor regarding this process, please email the Admissions and Records Office at admissions@citruscollege.edu.

GENERAL RESIDENCY POLICY: Under the California Education Code, the general rule is that 1) the student must have been a legal California resident for at least **one (1) year and one (1) day prior** to the start of the semester or session the student is attempting to reclassify; 2) the student must have demonstrated intent to establish California residency for a minimum of two years; 3) the student has not engaged in conduct that is inconsistent with a claim for California residence; and 4) the student is not prohibited by law from establishing California residency.

The burden of proof to demonstrate both physical presence in the state of California and intent to establish permanent California residency (if the citizenship status does not preclude the student from establishing residence in the United States) is on the student. This means the student **must** provide:

- Documentation of legal status** if the student is not a United States citizen; and
- A minimum of two (2) acceptable proofs** to establish California residency* (see list below)

Students who will be **under 19 years of age** at the start of the semester in question cannot establish residency on their own, they derive residency from their parent or legal guardian. If the student is not a US citizen, the student must submit documentation of legal status for the student only. Minimum of two proofs must be submitted for the parent or guardian. All documentation must be for the same parent or guardian. If the student lives with a legal guardian, court guardianship documents must also be submitted.

LISTED BELOW ARE ITEMS THAT MAY BE ATTACHED TO THIS PETITION AS EVIDENCE OF PHYSICAL PRESENCE AND INTENT. **A STUDENT MUST SUBMIT A MINIMUM OF TWO (2) ITEMS OF PROOF and may be required to submit additional items based on the student’s individual circumstance.***

*Minimum proof requirement may vary depending on information in the student’s application, information provided in this petition, and information provided through the reclassification process. Inconsistent information may require submission of additional specific proof. The need for additional proof will be made while processing and evaluating the reclassification petition.

All documents submitted must be valid, legible, and dated at least one (1) year and one (1) day before the session/semester start date and include NAME and A PHYSICAL CALIFORNIA ADDRESS, NO P.O. BOXES. With the exception of the driver’s license or California ID, documents CANNOT be older than 2 years prior to the start of the term for which residency is being requested. Students who attended an out-of-state public college may be required to show proof of paying nonresident tuition at that college.

1. California Driver License/ID, or California DMV Printout, or California car registration (current for all)
2. California bank account statement (for the appropriate year)
3. Voter’s registration card
4. Utility bill (DWP, gas, telephone, electric, cable, etc.) (for the appropriate time period)
5. Apartment/home lease (minimum one-year and current), or rental agreement (minimum one-year and current)
6. California car insurance (for the appropriate year)
7. California State Aid, Social Welfare, Court documents
8. California health insurance
9. California public library membership (card must be dated, otherwise include printout showing library activity)
10. Paycheck stub, or employment earnings statement, or employment verification on company letterhead
11. Military discharge papers (DD 214), or Leave and Earnings statement indicating California as home of record
12. Marriage license or divorce decree issued in California (for the appropriate time period)
13. California (540) tax return with a California home address for prior year (W2s or evidence of non-filing may be required)
14. Union membership in California
15. Licenses or certificate issued by the state of California with an issue date

Items not acceptable include: travel documents, parking tickets, arrest history, high school and college records, personal mail, affidavits, letters of support, medical records, and other items not listed above.

GENERAL INFORMATION AND DEFINITIONS

Initial Residency Classification

Students are automatically classified as resident or non-resident based on the answers the student provided on the state wide admissions application (OpenCCCApply). State laws and regulations require that students wishing to change that residency status to do so through this reclassification process. Students cannot submit a new application to change their status and students cannot go back and change the answers they provided on the application after the application is submitted.

Residence

The location with which a person is considered to have the most settled and permanent connection; it is also the place where that person intends to remain, and during absences, intends to return. Residence results from the union of physical presence with objective evidence that the intent is to remain at that place for other than a temporary purpose.

Reference: ECS 68062, T5 54020

Resident

A student who has established both physical presence and intent to make California the permanent home (domicile), for more than one year pursuant to the California Education Code, as of the residence determination date is, unless prohibited by law or regulation, to be considered a resident.

Reference: ECS 68017, ECS 68060

Burden of Proof

The burden is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residence.

Reference: ECS 68041, T5 54026

Reestablished Residence

If a student or the parents of a minor student relinquish California residence after moving from California, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence.

Reference: T5 54030

Conduct inconsistent with a claim for California residence includes but is not limited to:

- **Maintaining voter registration and voting in another state.**
- **Being a petitioner for a divorce or lawsuit as a resident in another state.**
- **Attending an out-of-state institution as a resident of that state.**
- **Declaring non-residence for California income tax purposes.**

Reference: T5 54024

Military Personnel

The laws and regulations governing residency and residency determination for military personnel and their dependents are complex. These students are encouraged to make an appointment in the Admissions and Records Office if they have any questions.

Non-US Citizen/Permanent Resident Students

A student who is not a US Citizen or Permanent Resident may establish his or her residence pursuant to the provisions of the California Education Code if not precluded by the Immigration and Nationality Act from establishing domicile in the United States; provided that the student has had residence in California for more than one year prior to the residence determination date for the semester or session for which attendance is proposed. *Reference: ECS 68062(h), T5 54045*

A non-US citizen/permanent resident is **precluded** from establishing domicile in the United States if they hold a visa type B-1, B-2, C-1, C-1D, C-2, C-3, C-4, D-1, D-2, F-1, F-2, F-3, H-1B1, H-2A, H-2B, H-3, H-4 (if spouse or child of H-1B1, H-2A, H-2B, or H-3), J-1, J-2, M-1, M-2, M-3, O-2, O-3 (if spouse or child of O-2), P-1, P-2, P-3, P-4, Q-1, Q-2, Q-3, S-5, S-6, S-7, TWOV (Transit Without Visa), and (NAFTA) TN and TD are precluded from establishing domicile in the United States. Also precluded are aliens under an "Order of Supervision," on "parole" status, visitors possessing a Border Crossing Card (BCC), Bering Straits (BE) agreement entrants, Visa Waiver Program (VWP) entrants under nonimmigrant categories WB and WT, and aliens whose very presence is unlawful, or those who overstay their visas (undocumented or out-of-status). *Reference: Immigration and Nationality Act, 8 U.S.C., 1101(a)(15). ECS = Education Code Section T5 = Title 5 Section*

Last Name: _____ First Name: _____ MI: _____

Part A- Legal Status

Are you a citizen of the United States? []Yes []No
If yes, skip to Part B. If you are not a US Citizen, please complete the following questions and provide proof of your legal status.
Do you have a permanent resident card? []Yes []No Issue Date _____ Expiration Date _____
Do you have an employment authorization card? []Yes []No Issue Date _____ Expiration Date _____ Category _____
Do you hold a valid nonimmigrant visa? []Yes []No Visa type _____ Issue Date _____ Expiration Date _____

Part B- Military Service

Service Member

Are you on active duty in the US military? []Yes []No
If yes, is your home of record or permanent military address in California? []Yes []No
If yes, are you assigned to CA for educational purposes? []Yes []No
*If no, provide a statement from your commanding officer listing the dates and location of assignment.
Were you formerly on active duty in the US military? []Yes []No
If yes, were you stationed in California for at least 1 year prior to being discharged? []Yes []No
What is your date of discharge? _____
Were you dishonorably discharged or discharged for bad conduct? []Yes []No
**If no, provide DD Form 214 and military orders listing dates and location of assignment.
Do you intend to use Chapter 30 Montgomery GI Bill-Active Duty (MGIB-AD) OR Chapter 33 Post 9-11 GI Bill education benefits? []Yes []No
Provide your DD Form 214 and Letter of Eligibility.

Dependent

Are you a dependent, spouse, or child of an individual currently on active duty in California? []Yes []No
If yes, provide a statement from the military member's commanding officer listing the dates and location of assignment along with your military dependent ID card.
Are you a dependent eligible for transferred education benefits under either the Montgomery GI Bill-Active Duty (MGIB-AD) or Post-9/11 GI Bill education benefit programs? []Yes []No
Are you a dependent eligible for benefits under the Marine Gunnery Sergeant John David Fry Scholarship? []Yes []No
Provide your Letter of Eligibility and military dependent ID card.

Part C- Physical Presence and Intent

Are you a ward of the court? []Yes []No

If yes, attach ward of court proof and skip to Part D.

Date California became your permanent home? _____

Are you 19 years of age or older? ** Yes No

Are you an emancipated minor? ** Yes No

If yes, attach emancipation court documents.

****If you answered No to both questions above, sign on page 4 and complete Pages 5 and 6. Students under the age of 24 but over the age of 19 who are still financially dependent on their parents may likewise petition to derive their residency from their parents by completing Pages 5 and 6.**

Do you have a valid driver's license or ID? Yes No

If yes, by which state was it issued? _____

Issue Date _____

Expiration Date _____

Do you own a registered motor vehicle? Yes No

If yes, in which state is the vehicle registered? _____

Registration Date _____

Expiration Date _____

Are you registered to vote? Yes No

If yes, in which state are you registered to vote? _____

Date of Registration _____

Did you work in the last two years? Yes No

If yes, in what state did you work? _____

Did you file a state tax return in the last two years? Yes No

If yes, which state did you file your tax return? _____

Attach two proofs from the list on page 1. Please note additional proof may be required.

Part D- Signature and Acknowledgement

I declare under penalty of perjury that all statements and information in the petition are true and correct to the best of my knowledge and that I am not withholding any pertinent information.

WARNING: Falsifying information about US citizenship, California residency, financial aid, and/or military status could result in student disciplinary action and/or monetary charges such as back payment of nonresident tuition fees.

Student's Signature: _____ Date: _____

For Office Use Only Received by: _____ Date: _____ Processed by: _____ Date: _____

Resident Non Resident Military Waiver VACA HS non-resident exemption (Z Code)

Comments: _____

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Student ID# _____ Last Name: _____ First Name: _____

The person most recently responsible for your support is: Birth Parent Adopted Parent Legal Guardian Other Caretaker: _____

If you answered “Adopted Parent” or “Legal Guardian” you must provide supporting court documents showing adoption or guardianship.

Parent/Legal Guardian Name _____

Parent/Legal Guardian Address _____

City _____ State _____ Zip _____

If you answered “Other Caretaker” above, are you currently under continuous and direct care and control of any person or persons other than a parent? Yes No

**If yes, give name and address of such person(s):

Name _____

Address _____

City _____ State _____ Zip _____

How long have you continuously been under such direct care and control? _____

Physical Presence of Parent/Guardian/Other Care Taker

Does your parent/guardian/other caretaker have a valid driver’s license or ID? Yes No
If yes, by which state was it issued? _____

Issue Date _____

Expiration Date _____

Does your parent/guardian/other caretaker own a registered motor vehicle? Yes No
If yes, in which state is the vehicle registered? _____

Registration Date _____

Expiration Date _____

Did your parent/guardian/other caretaker file a California state tax return in the last two years? Yes No
Were you, the student, claimed as a dependent on the state tax return? Yes No

Did your parent/guardian/other caretaker file a federal tax return in the last two years? Yes No
If yes, which state was the tax return filed in? _____

Were you, the student, claimed as a dependent on the federal tax return? Yes No

**Please attach two proofs for your parent/guardian/other caretaker from the list on page 1.
Please note, additional proof may be required.**

Signature and Acknowledgement

I declare under penalty of perjury that all statements and information in the petition are true and correct to the best of my knowledge and that I am not withholding any pertinent information.

WARNING: Falsifying information about citizenship, California residency, financial aid, and/or military status could result in student disciplinary action and/or monetary charges such as repayment of nonresident tuition fees.

Student Signature

Date

Parent/Guardian/Other Caretaker Signature

Date