

## **Coast Community College District** **Residency Determination Checklist**

Based on the answers you provided on the state wide CCCApply admissions application, you have been classified as a non-resident for tuition purposes pending your ability to prove residency. When you register for classes you will be required to pay the non-resident tuition fees in addition to all other required student fees. Students who wish to change status from non-resident to resident for tuition purposes must prove both *physical presence* in California for one full year immediately preceding the semester residency determination date, and *intent* to make California the permanent home for the past year (California Administrative Code, Title V, § 54024). *Presence* and *intent* may be manifested in many ways, and no one factor is controlling. Persons generally ineligible to establish California residency include: students under age 18, students dependent on out-of-state parents/guardians and students with certain visa types. *Students who attended an out-of-state public college may be required to show proof of paying nonresident tuition at that college.* For further information regarding eligibility to establish CA State residency, please review the information below or contact the Residency Specialist on the college campus.

*Please note: Students who are in the process of requesting a change of residency status must meet the fee obligation and refund deadlines for their courses in order to have their fees adjusted after the residency determination.*

**In an effort to comply with California Administrative Code, Title V, § 54024, the burden of proof for CA State residency is in the hands of the petitioner to clearly prove both physical presence and intent. The Enrollment Center reserves the right to request additional documentation from a student in an effort to determine California Residency for tuition purposes.**

For review and consideration of a change in California State residency status for tuition purposes, students not precluded from establishing California State residency must complete and submit the *Statement of Residence* form, and provide two (2) documents. One primary document from Category A and one secondary document from Category B from the *Residency Determination Checklist* numbered below as evidence of *physical presence* and *intent*. Documents must be valid, readable, dated at least one year and one day prior to the start of the semester (residency determination date) requested for reclassification, and be properly identified with respect to the student's name and California address. Residency documentation can be mailed or submitted in person to the Enrollment Center, or sent via the student's Golden West College student email account as pdf attachments to the Residency Technician.

**SUPPORTING DOCUMENTS MUST BE DATED ON OR BEFORE: \_\_\_\_\_ FOR THE \_\_\_\_\_ SEMESTER.**

### **CATEGORY A - Primary Documents**

1. A. **Current California driver's license or Department of Motor Vehicles documentation of California driver's license**  
 (State law requires a resident driver to obtain a California driver's license within 10 days from the date residence is established.)  
 B. **California Identification card.**
2. California Motor Vehicle registration - **California Vehicle Registration Certificate/Vehicle Title**
3. Establishing and maintaining active California bank accounts - **Bank statement with California address**
4. Records of Income:
  - A. Documentation of employment  
**Pay check stub, typed and signed letter from employer on company letter head with employment start date or company identification or work badge with employment dates.**
  - B. **California Resident State Income Tax Form 540NR (required by law of any part-year, taxpaying resident of California State), 540 or 540A, including W2 form** from previous tax year. (If the end of the tax year does not fall one year and one day prior to the residence determination date, one of the following documents so dated is also required: check stubs, a letter from the employer)
  - C. **Federal Income Tax Form 1040A or 1040EZ including W2 form** from previous tax year with California address. (If the end of the tax year does not fall one year and one day prior to the residence determination date, one of the following documents so dated is also required: check stubs, a letter from employer)

### **CATEGORY B - Secondary Documents**

1. Verification of California Voter Registration -**Voter Registration Card**
2. Documentation of purchase and occupancy of residential real estate in California - Loan papers, tax receipts, **escrow papers or documentation of rental residential lease for over one year.**
3. Selective Service registration with California permanent address - **Selective Service Registration Card**
4. Maintaining permanent military address or Home of Record (HOR) in California while serving in armed forces - **DD214 or Military Orders**
5. Documentation of California State Services -**Notice of Action, or agreements of certification by appropriate agency showing the student as recipient; unemployment, welfare, Medi-Cal, or other CA State Services; CA State Benefits Identification Card**
6. **Petition for a divorce in California** - Legal document
7. **License from California for professional practice** - Legal document
8. Documentation of active resident membership in California professional, service, or social organization - **Non-profit organization, Union membership, Sport or hobby organization (School organizations not accepted)**

**As per California Code of Regulations, §54026, California Administrative Code, the burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.**

**VISA STUDENTS ONLY:** Certain visa types are precluded from establishing residency.

### **Eligibility for Admission**

Anyone 18 years of age or older and who can profit from instruction qualifies for admission. If under age 18, you will qualify for admission if you have satisfied one of these:

- Graduated from high school.
- Passed the California High School Certificate of Proficiency Test or equivalent.
- Completed the 10<sup>th</sup> grade and submitted written permission from your high school.(Special Part Time Program Early Start Petition)

### **Residence Requirements**

**California residence may be established by the following:**

- If the applicant is **under the age of 18**, his/her parents must have had legal residence within California State for 12 consecutive months preceding the day before the first day of the semester.
- If the applicant is **18 but not yet 19 years of age**, the applicant and the applicant's parents must have had legal residence within California State for 12 consecutive months preceding the day before the first day of the semester.
- If the applicant is **19 years of age or older**, the applicant must have had legal residence within California State for 12 consecutive months preceding the day before the first day of the semester. If the applicant's parents or legal guardian's reside out-of-state, the student must be financially independent (see Non-California Residents, second item.)
- A **non-citizen** of the USA entering on a visa that does not preclude the holder from establishing residency must have legal residence within California State for a minimum of 12 consecutive months preceding the day before the start of the semester.

**Non-California Residents** Students who do not meet the California residence requirements as of the day immediately preceding the first day of the semester are required to pay the non-resident tuition fees. This includes:

- Minors (under 18 years of age and not married) will be required to pay the non-resident tuition fees if their parents or legal guardians reside outside CA State even though such minors may have lived in the State of California for one year or more.
- Students who are financially dependent on their parents or legal guardians will be required to pay non-resident tuition if their parents or legal guardians reside outside CA State even though such students may have lived in the State of California for one year or more.
- Students holding visas that preclude them from establishing residency in CA State may be restricted in their enrollment and will have to pay non-resident tuition. In addition, students with visas who are citizens of another country are required to pay an additional per unit capital outlay fee. See the class schedule or college catalog for fee amounts.

### **Exceptions authorized by California State**

- Active military personnel are exempt from non-resident tuition fees provided they are in California for a purpose other than attending a state-supported institution of higher learning.
- Dependents of military personnel stationed on active duty in California are classified exempt from nonresident tuition for one year.
- Veteran military personnel that were stationed in California more than one year prior to separation.
- Veteran military personnel that were on active duty service for more than 90 days, and enroll in a college/university within three years of discharge, and are benefit eligible under Montgomery GI Bill-Active Duty or Post-9/11 GI Bill education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) (VACA -Veteran Access, Choice and Accountability Act)
- Non-resident students who meet the following requirements may be exempt under the California Nonresident Tuition Exemption AB540/AB2000:
  - attended a high school (public or private) in California State for three or more years, or attained credits earned in California from a California high school equivalent to three or more years of full-time high school course work and attended a combination of elementary, middle and/or high schools in California for a total of three or more years, and
  - The student must have graduated from a California high school or attained the equivalent prior to the start of the term (for example, passing the GED or California High School Proficiency exam.)

### **US Permanent Resident Card and Visa holders**

- California residency may be approved if the issue date is more than one full year preceding the start of the semester.
  - ❖ Eligible Visas: A-1, A-2, A-3, E-1, E-2, E-3, G-1, G-2, G-3, G-4, G-5, H-1, H1B, H1C, H-4, I, K-1, K-2, K-3, K-4, L-1A, L1B, L-2, N-8, N-9, NATO-1 thru NATO-7, O-1, O-3, R-1, R-2, T-1, T-2, T-3, T-4, U-1, U-2, U-3, U-4, and V-1, V-2, V-3

### **International Students**

Students requesting the I-20 form for an F-1 visa must apply to the International Center Program for special forms and instructions.