

## **Reclassification of Residency Guidelines**

The attached form is to be completed by students wishing to have their residency status re-evaluated. **The form is to be submitted to the Admissions & Records Office with copies of documentation** providing: (1) physical presence for one year and one day prior to the first day of the semester you have applied for, and (2) intent to maintain California as your permanent residence.

### **Eligibility Requirements**

Students must meet the eligibility requirements and be physically present in this state for one year and a day prior to the beginning of the term for which he/she is applying. Refer to the following information for a list of persons who are eligible to establish California residency.

Persons eligible to establish California residency are:

- U.S. Citizens
- Permanent Residents (***documentation required-see below***)
- Holders of Visa Types: A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, H-1, H-4, I, K, L-1, L-2, R (***documentation required – see below***)
- Asylees or Refugees (***documentation required-see below***)
- Undocumented or Holders of Visa Types that prohibit establishment of residency who have filed for a change of status (***submit copy of the Notice of Action from INS for the adjustment of status***). Your residency determination date is based on the date of application of change of status. Change of status includes:
  - Applying for Permanent Residency
  - Applying for Legalization pursuant to Immigration Reform and Control Act
  - Applying for change of status to a visa which permits establishing domicile
  - Applying for Asylum
  - Applying for the Family Unity Program
  - Applying for Temporary Protected Status

Not all visas or immigration statuses allow an immigrant to establish domicile in the U.S., and before we look at any evidence that a student has been physically present in California, we must determine if that student is eligible to establish domicile. Documents that a student can use to verify their current INS status are:

- I-688 or I-688A, Employment Authorization Card;
- I-551 Permanent Resident Card;
- Passport stamped Processed for I-551 with expiration date;
- I-94 stamped Processed for I-551 with an expiration date;
- I-94 stamped Temporary Form I-551;
- I-94 Refugee;
- I-94 Asylum Granted;
- I-130, prior to approval;
- I-589 stamped Request for Asylum, or
- Copy of Visa – categories, A, E, G, H-1, H-4, I, K, L, or R

This list is not all-inclusive but contains common documentation that students use to verify their INS status. Please keep in mind that any INS document you provide must be dated on or before one year and one day prior to the first day of the semester in which you are reclassifying, and must be currently valid or must have expiration dates that are concurrent with or overlap the issue date of the currently valid INS status.

### Residency Derivative from Spouse or Parents:

A man or woman may establish his or her residence. A person's residency shall not be derived from that of his or her spouse. Many of the objective manifestations of the two may be shared, but each may have some evidence of intent that is not shared, which may indicate different residences.

Students under 19 years of age and unmarried may derive California residency from their parents. The student must reside in the parents' residence. The parents must meet the eligibility requirements and provide required documentation to establish California residency. Students 19 years of age or older may not derive residency from a parent.

### Required Documentation for Residency:

A minimum of two documents is required to verify both the intent to reside in California and your continuous physical presence in California for one year. Documents submitted must include the student's name, the student's California address, and a date at least one year and a day prior to the beginning day of the semester. Upon review of documents submitted, additional documentation may be requested. Documents which may be used to support your request for California residency status include (but are not limited to):

#### SUGGESTIONS FOR PROVING PHYSICAL PRESENCE:

- ❑ California State income tax forms from previous year coupled with pay stubs dated prior to the residency determination date.
- ❑ Current W-2 form showing California address, paycheck stubs, or letter from employer (on company letterhead) with dates of employment covering the 12 months prior to residency determination date.
- ❑ Rental or Leasing Agreement in California in student's name covering the 12 months prior to residency determination date.
- ❑ Documentation of public assistance, rehabilitation, unemployment, or other California state services in student's name.
- ❑ High school or college transcripts (not from FLC) from a California school showing enrollment for last twelve months.

#### SUGGESTIONS FOR PROVING INTENT

- ❑ Valid California Motor Vehicle Registration in student's name.
- ❑ Valid California Driver's License or California Identification Card in student's name.
- ❑ Voter's Registration in California in student's name.
- ❑ Bank Statements in student's name from an active bank account in California - must provide statements prior to the residency determination date and current statements to verify the account is still active.
- ❑ Military records in student's name showing California as the home of record.
- ❑ Licensure from California for professional practice in student's name.
- ❑ Membership in service or social club in California in student's name.
- ❑ Out of state institution non-resident tuition receipts in student's name showing California as permanent home address.
- ❑ Utility bills (gas, water, power, telephone) in student's name.

It is the **student's responsibility** to demonstrate both physical presence in California and intent to make California his/her permanent residence. The student is required to present evidence in accordance with the California Education Code. The documents presented must be valid, readable, and dated to show continuous physical presence in California for one year and one day prior to the first day of the semester applied for. **Reclassification request forms submitted without documentation will not be processed and returned. Students are required to submit a minimum of two (2) items of documentation proving the above requirements. You will be notified within 5-7 working days of the decision regarding your residency status either by email or mail.**

If you have any questions, please call (916) 608-6500.



**RESIDENCY RECLASSIFICATION REQUEST FORM**  
**FOR THE**    **FALL**    **SPRING**    **SUMMER**   **SEMESTER, 20** \_\_\_\_\_

**This form is to be completed and returned with documentation proving residency. Forms submitted that are incomplete or without documentation will be returned.**

Name (Please print) _____			
Social Security # _____		Student ID # _____	
Address _____			
(Number and Street)		(City)	(State) (Zip)
Email address _____			
Please print clearly			
Telephone # _____		Date of Birth _____	
(Home)		(Work)	

1. What state do you regard as your permanent home? \_\_\_\_\_
2. If California, what date did your present stay begin? \_\_\_\_\_  
Month / Day / Year

3. Citizenship Status (circle one) –  
**You must provide copy of documentation to verify status if other than U.S. citizen.**
  - U.S. Citizen
  - Permanent Resident Visa Alien # \_\_\_\_\_ Date issued \_\_\_\_/\_\_\_\_/\_\_\_\_
  - J, V or K Visa
  - F Visa
  - Refugee/Asylee
  - Other: \_\_\_\_\_

4. **If you are 19 years old or older** – skip question 4 and complete questions 5-16 about yourself.  
**If you are unmarried and under 19 years old**, complete questions 4-16 as they pertain to your parent or legal guardian.  
Parent or Legal Guardian Name (please print) \_\_\_\_\_  
Relationship \_\_\_\_\_  
State regarded by this person as permanent home \_\_\_\_\_  
How long continuously lived in CA, if at all \_\_\_\_\_  
Present address \_\_\_\_\_

5. Are you currently registered to vote?    Yes    No   State \_\_\_\_\_   Date registered \_\_\_\_/\_\_\_\_/\_\_\_\_
6. Do you possess a valid driver's license or ID card?    Yes    No   State \_\_\_\_\_  
License Number \_\_\_\_\_   Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_
7. Do you have current registration of motor vehicle?    Yes    No   State \_\_\_\_\_   Date \_\_\_\_\_
8. Are you currently attending a college/university out of state?    Yes    No  
If yes, are you paying out of state fees or in-state resident fees? \_\_\_\_\_
9. List the state and year in which your last two state income tax returns were filed.  
State \_\_\_\_\_ Year \_\_\_\_\_   State \_\_\_\_\_ Year \_\_\_\_\_
10. Do you own property in CA?    Yes    No  
Purchase date \_\_\_\_/\_\_\_\_/\_\_\_\_

11. Do you rent property in CA?  Yes  No If yes, type (circle one)? 6 mos. 1 yr or more Month to month  
Start date \_\_\_/\_\_\_/\_\_\_ End date \_\_\_/\_\_\_/\_\_\_

NOTE: If lease is less than 12 months old, you will need to furnish previous lease as well.

12. Were you employed in CA in the past year?  Yes  No  
Employer \_\_\_\_\_ From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

13. Address shown on W-2 form: \_\_\_\_\_

14. Do you have an active CA bank account?  Yes  No Date opened \_\_\_/\_\_\_/\_\_\_

15. Are you claimed as a dependent on the military records of any member of the U.S. armed forces?  
 Yes  No

If yes, explain relationship and answer #6 as it pertains to the service person: \_\_\_\_\_

16. Member of the U.S. armed forces?  Yes  No Date joined \_\_\_/\_\_\_/\_\_\_

Home state on military records \_\_\_\_\_

Most recent address on military records \_\_\_\_\_

Active?  Yes Where stationed and dates? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

No If no, discharge date? \_\_\_/\_\_\_/\_\_\_

17. **Student Financial Independent Status.** Education Code 68044 requires that the financial independence of a non-resident student seeking reclassification as a resident be included in the factors to be considered in the determination of residency. Therefore, ALL students must answer the following questions:

- a. Will your parent(s) claim you as a dependent exemption for state and/or federal tax purposes for the current calendar year?  Yes  No
- b. Were you claimed as an exemption for state and/or federal tax purposes by your parent(s) in either or both of the past two calendar years?  Yes  No
- c. Have you received or will you receive more than \$750 in financial assistance from your parent(s) in the current calendar year?  Yes  No
- d. Did you receive more than \$750 in financial assistance from your parent(s) in either or both of the past two calendar years?  Yes  No
- e. Have you lived or will you live for more than six weeks with your parent(s) during the current calendar year?  Yes  No
- f. Did you live more than six weeks with your parent(s) during either or both of the past two years?  Yes  No
- g. Are your parent(s) California residents?  Yes  No

Additional Documents

As stated in the cover sheet, **California law requires that the burden of proof to establish California residency rests with the student.** With this form, you are required to submit copies of as many documents as you have available to substantiate your residency claim (two at the minimum). Full disclosure and additional documents will assist us in deciding your case in an expeditious manner. You will be contacted as soon as possible with the results of your application of reclassification. This review normally takes 5-7 working days.

Declaration

I declare under penalty of perjury that the statements and documents submitted by me are true, accurate, and correct. I further understand that all materials submitted by me for the purposes of residency reevaluation become the property of Folsom Lake College. I understand that falsification or withholding pertinent data shall constitute grounds for disciplinary action under Los Rios Community College District regulations.

Student Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

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OFFICE USE ONLY: \_\_\_ Resident Staff initials & Date: \_\_\_\_\_  
\_\_\_ Non-Resident