



## **RESIDENCY RECLASSIFICATION INSTRUCTIONS**

### **1. Citizenship/Immigration Status – IF APPLICABLE**

Non-US Citizens must be in compliance with federal immigration laws before state residency requirements can be applied. Certain visas are precluded from establishing residency<sup>†</sup> including but not limited to: 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-2A, H-2B, H-3, H-4 (if spouse or child of 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, TWOV (Transit Without Visa), and (NAFTA) TN and TD. Also precluded are aliens under an "Order of Supervision," on "parole" status, and aliens whose very presence is unlawful, or those who overstay their visas (undocumented or out-of-status).

**Note:** If you are a non-U.S. citizen, you will be requested to provide proof of immigration status.

### **2. Statement of Residence – REQUIRED**

Per 5 CCR § 54012, each community college district shall use a residence questionnaire in making residence classifications. This document is used to gather information for the purpose of making a residency determination for persons who are not otherwise precluded<sup>†</sup> from establishing residency who have:

- Returned to California after a temporary absence or break in residence.
- Persons who are or were active duty military or military dependents.
- Persons who are minor dependents or legal financial dependents of a California resident.

### **3. Statement of Financial Independence – REQUIRED**

- A. A student seeking reclassification as a resident, who was classified as a nonresident in the preceding term, shall be determined financially independent or dependent in accordance with Education Code 68044.
- B. A student who has established financial independence may be reclassified as a resident if the student has met the physical presence and intent requirements of one year prior to the residence determination date.
- C. In determining whether the student has objectively manifested intent to establish California residence, financial independence shall weigh in favor of finding California residence, and financial dependence shall weigh against finding California residence.
- D. Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than shall financial dependence in earlier calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

### **4. Proof of Residence – MAY BE REQUIRED**

Per 5 CCR § 54026, the burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence. A student must provide a minimum of two (2) items from different categories on the listed on the [Residency Determination Checklist](#) (§54024). Please view the Residency Determination Checklist for a list of objective manifestations of intent.

All official documents presented must be valid, readable, dated at least one year and one day prior to the residence determination date, and be properly identified with respect to the student's name and California address.

**Note:** Although a minimum of 2 proofs is required for residency reclassification consideration, the burden of proof remains in the hands of the requestor. Therefore, the Admissions Office reserves the right to request additional documentation in its efforts to determine California Residency for tuition purposes.

Failure to provide proof of residence will result in nonresident classification.

## 5. Military Exception – IF APPLICABLE

### A. Active Duty Servicepersons Stationed in CA

A student who is a member of the armed forces of the United States stationed in California on active duty, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside California, the student shall not lose his/her resident classification so long as he/she remains continuously enrolled in the District.

### B. Dependent of an Active Duty Serviceperson Stationed in CA

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in California on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside California, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.

### C. Veterans Discharged in California

A student who was a member of the Armed Forces of the United States stationed in this state on active duty for more than one year prior to being discharged shall be exempt from paying nonresident tuition for the length of time he or she lives in this state after being discharged up to the minimum time necessary to become a resident. The one year exemption shall be used while the student lives in this state and within two years of being discharged.

### D. Veterans and Dependents Living in California (VACA Act)

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.

## 6. Nonresident Tuition Exemption

Any student, other than one with a United States Citizenship and Immigration Services (USCIS) **nonimmigrant** visa status (see exception below for students who have been granted T or U visa status), who meets all of the following requirements, shall be exempt from paying nonresident tuition at the California Community Colleges, the University of California, and the California State University (all public colleges and universities in California).<sup>1</sup>

- Requirements:
  - The student must have:
    - attended a high school (public or private) in California 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<sup>2</sup>. **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) **and**
  - The student must file an affidavit with the college or university stating that he or she has filed an application to legalize his or her immigration status, or will file an application as soon as he or she is eligible to do so.

**Note:** The California Community Colleges Chancellor's Office has determined that this exemption is **NOT** available to persons absent from California. You will be required to provide official high school transcripts and/or proof of GED award or Certificate of Proficiency to verify eligibility.

## 7. International Students

### A. Concurrent Enrollment Students

If you are currently an F1 student enrolled full-time at another college or university and wish to take classes part-time, please provide the following:

- A copy of your valid I-20
- An original letter of concurrent enrollment stating the specific course and units you are planning to enroll in from the International Student Office OR complete and return the F-1 Concurrent Enrollment Agreement form

### B. New or Transferring to Coastline

Students wishing to attend Coastline as an international student or transfer to Coastline will need to apply through our International Student Office. For more information, please visit [www.coastline.edu/students/international-students/](http://www.coastline.edu/students/international-students/)

<sup>1</sup> This exemption to the requirement to pay the nonresident tuition fee is often referred to "AB 540" after the Assembly Bill which enacted the exemption. (Ed. Code, § 68130.5.)  
<sup>2</sup> In 2014, Assembly Bill 2000 was enacted amending Education Code section 68130.5 to allow this additional flexibility in meeting the requirements for the exemption.