

Admissions and Records Office

Admission and Residence Status

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 Admissions & Records Office 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 from two (2) different categories 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 Admissions & Records Office, or sent via the student's Coastline Community College student email account as pdf attachments to the Residency Technician.

SUPPORTING DOCUMENTS MUST BE DATED ON OR BEFORE THE FIRST DAY OF THE SEMESTER.

1. **A valid photo id**
 - 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.)
 - 1.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:
 - 4.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.
 - 4.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)
 - 4.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)
5. Verification of California Voter Registration –**Voter Registration Card**
6. 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.**
7. Selective Service registration with California permanent address - **Selective Service Registration Card**
8. Maintaining permanent military address or Home of Record (HOR) in California while serving in armed forces - **DD214 or Military Orders**
9. 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**
10. **Petition for a divorce in California** - Legal document
11. **License from California for professional practice** - Legal document
12. 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.