EL CAMINO COLLEGE
Admissions and Records Office
16007 Crenshaw Blvd - Torrance, CA 90506
RESIDENCY RECLASSIFICATION ADDENDUM

IMPORTANT – PLEASE READ ENTIRE PACKET FOR

INSTRUCTIONS AS TO WHAT DOCUMENTS TO SUBMIT.

FAILURE TO DO SO WILL RESULT IN THE DENIAL OF YOUR PETITION AND

WILL DELAY YOUR PROCESS BY SEVERAL WEEKS.

ALL RESIDENCY ISSUES MUST BE RESOLVED BY THE END OF THE SEMESTER

IN QUESTION. ANY RESIDENCY RECLASSIFICATION PETITIONS

SUBMITTED FOR A SEMESTER THAT HAS ENDED WILL BE

AUTOMATICALLY DENIED.

ATTENTION VETERANS AND DEPENDENTS
THERE ARE NEW RULES REGARDING RESIDENCY AND MILITARY VETERANS
AND THEIR DEPENDENTS. PLEASE SEE PAGE 2 FOR DETAILS.

DOCUMENT CUT OFF DATES

RESIDENCY DOCUMENTS MUST BE DATED BEFORE

MAY 30, 2015 FOR SUMMER 2016
AUGUST 26, 2015 FOR FALL 2016
JANUARY 5, 2016 FOR WINTER 2017
FEBRUARY 11, 2016 FOR SPRING 2017

ALL DOCUMENTS SUBMITTED BECOME PROPERTY OF EL CAMINO
COLLEGE.
IF YOU DO NOT WANT TO SUBMIT ORIGINAL
DOCUMENTS YOU MUST MAKE COPIES.

**THE ADMISSIONS OFFICE WILL NOT MAKE COPIES OF YOUR
DOCUMENTS FOR YOU.**

Effective for all terms starting after July 1, 2015 the Veterans Access, Choice, and Accountability Act of 2014 ("Choice Act") – Section 702 will be in effect at El Camino College.

The in-state tuition provision requires public institutions of higher learning to charge qualifying Veterans, spouses, and dependents tuition and fees at the same rate as resident students for terms that begin after July 1, 2015.

Students Eligible for In-State Tuition under Section 702 are:

- 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 using transferred 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.

- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship 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 the service member's death in the line of duty following a period of active duty service of 90 days or more.

- For additional information please visit; http://www.benefits.va.gov/gibill/school_resources.asp

If you feel you qualify for the In-State Tuition under Section 702 please take your completed Residency Reclassification Petition and supporting documentation to the Veterans Resource Center for verification of eligibility then submit everything to the Residency Window (Window 6) in the Admissions Office.

PLEASE READ THE RESIDENCY POLICY THOROUGHLY.

PETITIONS SUBMITTED WITHOUT ALL OF THE REQUIRED DOCUMENTS WILL BE DENIED. STUDENTS WHO FAIL TO CLEAR RESIDENCY ISSUES BEFORE THE START OF THE SEMESTER WILL BE RESPONSIBLE FOR THE NON-RESIDENT TUITIION FEES OR BE SUBJECT TO BEING DROPPED FROM ALL COURSES IF FEES ARE NOT PAID.

PLEASE ALLOW __AT LEAST__ 10 BUSINESS DAYS FOR DOCUMENT EVALUATION.
YOU WILL BE CONTACTED ONCE YOUR PETITION HAS BEEN EVALUATED.

GENERAL RESIDENCY POLICY: Under the California Education Code, the general rule is that a student 1) must have been a legal California resident for at least **one (1) year and one (1) day prior** to the start of the semester to which you are applying to qualify as a resident student; 2) the student must have demonstrated intent to establish California residency for a minimum of two years; 3) has not engaged in conduct that is inconsistent with a claim for California residence; 4) 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 residence (if your citizenship status does not preclude from establishing residence in the United States) is on the student. This means you **must** provide:

☐ **Two (2) acceptable proofs of established** California residency * (see list below); **and**

☐ **Documentation of your valid legal status** if you are **not** a United States citizen

*Additional proof may be requested if you engaged in conduct that is inconsistent with a claim for California residence.

Students who are **under 19 years of age** cannot establish their own residency, they derive residency from their parent or legal guardian. If a student is under 19 and classified as Out-of-Country, documentation of legal status (visa, permanent resident card, notice of action, etc.) for the student **and** the parent must be presented. 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 (1 primary and 1 secondary).** **Some students may be required to show more than two proofs of residency depending on the circumstances of their non-resident status.**
*All documents submitted must be valid, **legible**, and dated at least one (1) year and one (1) day underline before the session/ semester start date and include **NAME** and **A PHYSICAL CALIFORNIA ADDRESS, NO P.O. BOXES**. Please do not high-light or right on your documents. 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 attending out-of-state colleges may be required to show proof of paying nonresident tuition at that college.** ***Only one item from each category will be accepted.****

PRIMARY PROOFS

1. Valid California Driver License/ID or ☐ CA DMV Printout (Online printout not accepted) or ☐ CA car registration
2. California 540 tax form with California as the home address for the previous year including signature page
   (540NR form NOT acceptable)
3. Voter's registration card or proof of voter registration stamped by County Registrar's Office (Receipts not accepted)

SECONDARY PROOFS

1. Utility bill (DWP, gas, telephone, electric, cable, etc.) for the appropriate time period.
2. Apartment/home lease or rental agreement (one-year current) **- NO ROOM RENTALS OR MONTH TO MONTH**
3. Proof of California car insurance (insurance card or policy). Student, or parent if student is under 19, must be **Primary Insured Driver.** We will not accept insurance renewal bill as proof.
4. California bank account statement (Statement end date is the date that is used) - **NO CREDIT CARD STATEMENTS.**
5. California health insurance—must include **resident address and issue date.**
6. California public library membership, **if dated** or, Printout of library account information w/ library address stamp
7. Paystub or, employment verification on company letterhead **along with** paystub if paystub does not include address
8. Military discharge papers (DD 214) that includes Character of Service field if discharged within three years of start of semester or, Leave and Earnings statement indicating California as home of record
9. Filed Marriage license or divorce decree issued in California (for the appropriate time period)
10. California State Aid, Social Welfare, California Court documents that have been filed with the court
11. Union membership in a California Local—must include resident address and a date
12. Licenses or certificates **issued by the state of California** with issue date - **NO HIGH SCHOOL DIPLOMAS**
IMPORTANT: **FERPA (Family Education Rights and** Privacy Act) - For all Admissions and Records transactions, anyone representing an applicant/student must provide to staff a signed letter of representation approval from the applicant/student.

GENERAL INFORMATION AND DEFINITIONS

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

Residence Determination Date
That day immediately preceding the opening day of instruction of the semester or session as set by the district governing board, during which the student proposes to attend a college.
Reference: ECS 68023, T5 54002

Conduct Inconsistent With a Claim for California Residence
This 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 with the Veterans Services Specialist in Admissions if they have any questions.

Alien Students
A student who is an alien 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

An alien is precluded from establishing domicile in the United States if the alien entered the United States illegally, or under a visa which requires that the alien have residence outside of the United States, or that he or she entered the United States solely for a temporary purpose. An alien is precluded from establishing domicile in the United States and shall not be classified as a resident of this state if he or she holds a visa of the following types: B-1, B-2; C; D-1, D-2; F-1, F-2; H-2, H-3; J-1, J-2; M-1, M-2; O-2; P-1, P-2, P-3, P-4; Q; TN, TD.
Reference: Immigration and Nationality Act, 8 U.S.C., 1101(a)(15).

ECS = Education Code Section   T5 = Title 5

Term: _____   Year: _____

Last Name: _____   First Name: _____   MI: _____

Student ID #: _____   Date of Birth: ___ / ___ / ___   Email: _____

Street Address: _____   City : _____   State: _____   Zip Code: _____

Daytime Phone Number: _____   Alternate Phone Number: _____

Part A - Legal Status:
- Are you a citizen of the United States?   ☐ Yes ☐ No   **If yes, skip to Part B.**

    If you are <u>not</u> a citizen, please complete the following questions regarding 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   ___ / ___ / ___

- Do you hold a valid nonimmigrant visa?   ☐ Yes ☐ No   Visa Type   _____
                                                                                                       Issue Date   ___ / ___ / ___
                                                                                                       Expiration Date   ___ / ___ / ___

Please attach a copy of proof of your legal status.

Part B - Military Service:
- Are you on active duty in the US military?   ☐ Yes ☐ No

    If yes, what date were you assigned to active duty?   ___ / ___ / ___

    Will you be stationed in California as of the start of the semester in question?   ☐ Yes ☐ No

    If yes, were you assigned to CA for educational purposes?   ☐ Yes ☐ No

- Are you a dependent spouse or child of an individual currently on active duty in California?   ☐ Yes ☐ No

    If yes, what date was the military personnel assigned to active duty in California?   ___ / ___ / ___

Part C - Physical Presence and intent: (2 proofs from the list on page one must be attached)
- Date California became your permanent home   ___ / ___ / ___
- Are you 19 years of age or older?   ☐ Yes ☐ No   **If no, skip to Part D on Page 4**

Driver's License/ID or Car registration:
- 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   ___ / ___ / ___

Voter Registration:
- Are you registered to vote?   ☐ Yes ☐ No

    If yes, in which state are you registered to vote?   _____   Date of Registration   ___ / ___ / ___

Employment/Tax Return:
- 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, in which state did you file your tax return?   _____

Part D - Students under 19 years of age complete sections D, E and F. All others skip to Part G.
- Are you a ward of the court or emancipated minor?   ☐ Yes ☐ No
  If yes, attach supporting court documents and skip to Part E .

- The person most recently responsible for your support is your:
  ☐ Birth Parent   ☐ Adopted Parent   ☐ Guardian   ☐ Other:_____
  If answer is other than "Birth Parent" you must provide supporting court documents.

- Parent/Guardian Name   _____

- Parent/Guardian Address   _____

  _____
  City   State   Zip

Part E - Parent/Guardian Legal Status:
- Is your parent/guardian a citizen of the United States?   ☐ Yes ☐ No   **If yes, skip to Part F.**
  If your parent/guardian is <u>not</u> a citizen, does your parent/guardian have any of the following documents:
- A permanent resident card?   ☐ Yes ☐ No   Issue Date   ___ / ___ / ___
                                                                                        Expiration Date   ___ / ___ / ___
- An employment authorization card?   ☐ Yes ☐ No   Issue Date   ___ / ___ / ___
                                                                                                Expiration Date   ___ / ___ / ___
- A valid nonimmigrant visa?   ☐ Yes ☐ No   Visa Type   _____
                                                                                Issue Date   ___ / ___ / ___
                                                                                Expiration Date   ___ / ___ / ___

Please attach a copy of proof of your parent/guardian's legal status.

Part F - Parent/Guardian Physical Presence: (2 proofs from the list on page one must be attached)
   Parent/Guardian Driver's License/ID or Car registration:
- Does your parent/guardian have a driver's license or ID?   ☐ Yes ☐ No
  If yes, by which state was it issued?   _____   Issue Date   ___ / ___ / ___
                                                                                        Expiration Date   ___ / ___ / ___

- Does your parent/guardian own a motor vehicle?   ☐ Yes ☐ No
  If yes, in which state is the vehicle registered   _____   Registration Date   ___ / ___ / ___
                                                                                                Expiration Date   ___ / ___ / ___

   Parent/Guardian Tax Return:
- Did your parent file a state tax return in the last 2 years?   ☐ Yes ☐ No
  If yes, in which state was the tax return filed?   _____

Part G—Signature
I have completely read and understood the directions accompanying this petition and declare under penalty of perjury that all the 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: criminal charges for perjury and/or fraud and, if convicted, imprisonment; student disciplinary action; and/or accumulated monetary charges such as for restitution or nonpayment of nonresident tuition fees.

Student's Signature _____   Date _____

DO NOT WRITE BELOW THIS LINE

COMMENTS: