



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

## **IMPORTANT – PLEASE READ**

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.

## **DOCUMENT CUT OFF DATES**

RESIDENCY DOCUMENTS MUST BE DATED BEFORE  
**AUGUST 22, 2013 FOR FALL 2014**  
**JANUARY 16, 2014 FOR SPRING 2015**  
**MAY 19, 2014 FOR SUMMER 2015**

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.**





## EL CAMINO COLLEGE

### Admissions and Records Office

16007 Crenshaw Blvd - Torrance, CA 90506

#### 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 TUITION 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 legal status** if you are not a United States citizen

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.

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 before the session/semester start date and include NAME and A PHYSICAL CALIFORNIA ADDRESS, NO P.O. BOXES. 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**)

#### SECONDARY PROOFS

3. Voter's registration card or proof of voter registration stamped by County Registrar's Office (Receipts not accepted)
4. Utility bill (DWP, gas, telephone, electric, cable, etc.) for the appropriate time period.
5. Apartment/home lease or rental agreement (one-year current) - **NO ROOM RENTALS OR MONTH TO MONTH**
6. California car insurance. Student, or parent if student is under 19, must be Primary Insured Driver.
7. California bank account statement (Statement end date is the date that is used)
8. California health insurance—must include resident address and issue date.
9. California public library membership, **if dated** or, Printout of library account information w/ library address stamp
10. Paystub or, employment verification on company letterhead w/ paystub if paystub does not include address
11. Military discharge papers (DD 214) if discharged within one year of start of semester or, Leave and Earnings statement indicating California as home of record

12. Marriage license or divorce decree issued in California (for the appropriate time period)
13. California State Aid, Social Welfare, California Court documents
14. Union membership in a California Local—must include resident address and a date
15. Licenses or certificates issued by the state of California with issue date - **NO 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



# EL CAMINO PETITION FOR RESIDENCY RECLASSIFICATION

Term: \_

Year: \_

## For Admissions Use Only

☐ Resident ☐ Nonresident

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

See page 4 for comments

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 not 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? \_\_\_\_\_

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**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

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**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 not 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.**

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**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 \_ / \_ / \_

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**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? \_

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**Part G—Signature**

I 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 \_

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**DO NOT WRITE BELOW THIS LINE**

**COMMENTS:**