



RECLASSIFICATION REQUEST

Fall Reclassification Requests may be submitted to the
Residence Screening Office starting March 1

Spring Reclassification Requests may be submitted to the
Residence Screening Office starting October 1

When ready to submit documentation **IN PERSON**, please call:
(916) 278-3901 for an appointment Monday - Friday 9:00 AM - 4:00 PM

All students must provide the following documentation:

1. Current California Driver's License or California Identification Card **AND** Current Vehicle Registration(s) **OR** Voter Registration
2. Copy of most recent California State Income Tax Return (Form 540)
3. For Fall reclassification submit rent receipts, bank statements, or proof of employment for each month from September of prior year to present, to document physical presence in California

For Spring reclassification submit rent receipts, bank statements, or proof of employment for each month from January of prior year to present, to document physical presence in California

If you are Active Duty Military, submit:

Most current Military Leave and Earning Statement (LES) and one of the following:

- for Fall reclassification an LES dated September of the prior year
- for Spring reclassification an LES dated January of the prior year

If you are not a United States Citizen, submit:

Alien Registration Card (both sides), receipt showing date I-485 was filed with Immigration, or I-551 stamp in your passport, or proof of asylum status, (I-589) or I-94 showing current Visa, or verification from Immigration showing your current status in the United States (**if you are a student under 19, provide documents for parent and student**)

Merely living in California for one year is not sufficient evidence of legal residence.

Documents are required to show you moved to California with the intent of making this state your permanent home and that you have severed all ties with your former state for the one year period prior to the residence determination date of the semester of application. Those dates are September 20th for the Fall semesters and January 25th for the Spring semesters.

CSU Residence Reclassification Request Form

THIS FORM MUST BE RETURNED TO THE CAMPUS FROM WHICH YOU ARE REQUESTING RECLASSIFICATION.

Name _____
First Middle Initial Last

Social Security No. _____

Present Address _____

Birth Date ____/____/____
Month Day Year

City State Zip Code

Phone No. (____) _____

Term applying for _____
Term Year

Campus _____
Specify

The information requested is deemed relevant and necessary to a proper determination of your residence status for tuition purposes pursuant to Education Code Section 68041. Failure to answer all questions may cause you to be classified as a nonresident. You may submit other information that you believe will establish your California residence. Questions about residence regulations should be referred to a campus residence specialist. A summary of the regulations is printed in campus catalogs and in the application for admission booklet. If you disagree with the campus residence determination, you have the right to appeal that decision to the Office of General Counsel, The California State University, 401 Golden Shore, 4th Floor, Long Beach, California 90802-4210 within 120 days from the date of the residence determination. Note: You may be requested to furnish documentation in support of your responses.

1. If you will be 19 years of age or older by the residence determination date, check here and Answer 2 through 16 as they pertain to you.

If you will be younger than 19 years of age by the residence determination date, check here and answer 2 through 16 as they pertain to the natural or adopted parent with whom you most recently resided and whose name and whereabouts you will provide below.

Name/Relationship _____

Present actual whereabouts _____

Residence Determination Dates	
Quarter Calendars	Semester Calendars
Fall.....September 20	Fall.....September 20
Winter.....January 5	Winter.....January 5
Spring.....April 1	(Stanislaus only)
	Spring.....January 25
	Summer.....June 1
CalState TEACH	
Stage 1.....September 20	Stage 3.....June 1
Stage 2.....January 5	Stage 4.....September 20

2. Citizen Status (check one): (You must be prepared to verify.)

U.S. Citizen J Visa Immigrant I-551 ("green Card") Refugee F Visa Other Visa _____ None listed

Issue Date of I-551 or Visa
____/____/____
Month Day Year

3. What state do you regard as your permanent home? _____

4. If California, when did your present stay begin? ____/____/____
Month Day Year

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

If "yes," explain the relationship and answer No. 6 as it pertains to the military member. Member's relationship to student is _____

6. Member or veteran of U.S. armed forces? Yes No Date joined _____ From what state _____ Date separated from active duty, if any _____

Most recent permanent address on military records _____

Stationed at _____ From _____ To _____

7. Ever registered to vote? Yes No If yes: State _____ Date registered ____/____/____ Last Voted ____/____/____
Month Day Year Month Day Year

State _____ Date registered ____/____/____ Last Voted ____/____/____
Month Day Year Month Day Year

8. Possess driver's license and/or ID Card? Yes No If yes: State _____ Date issued ____/____/____ State _____ Date issued ____/____/____
Month Day Year Month Day Year

9. Current registration of all vehicles owned or operated in CA State _____ Date issued ____/____/____ State _____ Date Issued ____/____/____
Month Day Year Month Day Year

10. Are all personal effects located in California? Yes No If "No," attach explanation.

11. State where last three state income tax returns filed on total income and year covered by each. State _____ Year _____ State _____ Year _____ State _____ Year _____

12. Purchase date(s) and location(s) of California residence(s) owned Date ____/____/____ Location _____
 Month Day Year
- Date ____/____/____ Location _____
 Month Day Year
13. Purchase date(s) and location(s) of other residence(s) owned Date ____/____/____ Location _____
 Month Day Year
- Date ____/____/____ Location _____
 Month Day Year
14. Source(s) of financial support for the past year?

15. Employed in California in the past year? Yes No Employer _____ From ____/____/____ To ____/____/____
 Month Day Year Month Day Year
- Employer _____ From ____/____/____ To ____/____/____
 Month Day Year Month Day Year
16. Address shown on most recent W-2 form

17. Active California banking account(s) _____/____/____ Bank _____/____/____
 Bank Date Opened Date Opened

Student Financial Independence Status

Education Code Section 68044 requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered in the determination of residence. Therefore, please answer all of the following questions

1. Will your parent(s) claim you as a dependent exemption for state and federal tax purposes for the current calendar year?..... Yes No
2. Were you claimed as an exemption for state and federal tax purposes by your parent(s) in any of the past three calendar years?..... Yes No
3. Have you received or will you receive more than \$750 in financial assistance from your parent(s) in the current calendar year?..... Yes No
4. Did you receive more than \$750 in financial assistance from your parent(s) during any of the three past calendar years? Yes No
5. Have you lived or will you live for more than six weeks with your parent(s) during the current calendar year? Yes No
6. Did you live for more than six weeks with your parent(s) during any of the three past calendar years? Yes No
7. Are your parents California residents? Yes No

Certification – to be read and signed by all students completing this form

I certify under penalty of perjury that the foregoing statements and any other information submitted by me in connection with the determination of my residence are true, complete, and accurate. I certify that so long as I am a student at this institution, I will advise the residence specialist if there is a change in any of the facts upon which the residence determination was made, such as the state of residence and military status of my parent if I am a minor or, if not, changes in any of the above for me or my spouse, if any; changes in the California State University employment status of my spouse, parent, or myself; or changes in my teaching employment or credential status. I authorize release of any information submitted by me in connection with my application for admission and determination of residence to any person, firm, corporation, association or government, whether federal, state, local, or foreign, but only as necessary to verify or explain the information, to obtain pertinent records, or in connection with perjury proceedings.

Signed at _____
 City and County Applicant's Signature Date