



SACRAMENTO STATE

RECLASSIFICATION REQUEST FOR CONTINUING STUDENTS

Fall Reclassification Requests may be submitted to the
Student Financial Services Office (Room 1003) starting March 1 - May 31

Spring Reclassification Requests may be submitted to the
Student Financial Services Office (Room 1003) starting October 1 - December 30

When ready to submit documentation **IN PERSON**, please call:
(916) 278-4270 for an appointment Monday - Friday 9:00 AM -12:00 PM

All students must provide the following documentation:

1. Current California Driver's License or California Identification Card
2. Current Vehicle Registration(s) **OR** Voter Registration
3. Copy of most recent California State Income Tax Return (Form 540)
4. 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.