



# SPRING RECLASSIFICATION REQUEST FOR CONTINUING STUDENTS

If you have moved to California with the intent of making this state your permanent home, you have severed all ties with your former state and/or country for at least one year, and are financially independent you may be eligible to be reclassified. Merely living in California for one year is not sufficient evidence. The application review may take up to 3 weeks and you will be notified of a decision via email or postal mail. Please note, you are still responsible to pay all fees by your current due date.

**SPRING APPLICATIONS ACCEPTED:** November 1<sup>st</sup> through Census Date

**SUBMIT TO:** Sacramento State Bursar's Office ([see delivery options on our website](#))

## REQUIRED DOCUMENTS:

**All items below must be issued on or before **January 25<sup>th</sup>** of the prior year or provided for each month from January 25<sup>th</sup> of the prior year until current date. Student must be named on all documents submitted.**

1. Reclassification Statement on page 2. Briefly explain your reasons for being in California
2. Completed and signed "CSU Residence Questionnaire" (pages 3-7)
3. Copy of detailed bank statements for each month
4. Most Recent California State Income Tax Return (form 540)
5. AND three (3) of the following documents. One (1) must be from list A, and the remaining documents may be selected from either List A or List B:

### List A

- Proof of rent/mortgage receipts for each month, or lease/rental agreement
- Copy of valid California Driver's License or Valid California State Identification Card
- California Voter Registration
- California Vehicle Registration
- Permanent Military Address or Home of Record on Military Records
- Documentation of Public Assistance for each month Payment of nonresident tuition at an out-of-state institution if attended in the past year

### List B

- Most recent Federal Income Tax Return (Form 1040)
- Utility bills for each month
- Proof of employment for each month
- Proof of active resident membership in professional organizations
- Proof of California vehicle insurance for each month
- Selective Service Registration Card with California Address if issued in the past year
- Marriage License or Divorce Decree issued in California
- Official transcripts from a California High School
- California Health Insurance Card or MediCAL Card

**If you are active military:** In addition to the above required documents, please also submit a copy of your Military Leave and Earning Statement (LES) dated January 25<sup>th</sup> of the prior year.

**If you are NOT a United States Citizen:** In addition to the above required documents, please also submit a copy of your Alien Registration Card (both sides) AND one of the following:

- Receipt showing date I-485 was filed with Immigration
- I-551 stamp in your passport
- Verification from Immigration showing your current status in the United States (*if you are a student under 19 provide documents for both parent and student*).
- Proof of asylum status (I-589)
- I-94 showing current Visa

## RECLASSIFICATION STATEMENT

Please use this space to briefly explain your reasons for being in California.

Name: \_\_\_\_\_  
(First) (Last)

Student ID #: \_\_\_\_\_

Semester Requested: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

**Download the application: [www.csus.edu/sfsc](http://www.csus.edu/sfsc) (Click on "Forms" in the left menu.)**

Sacramento State Bursar's Office

# CSU RESIDENCE QUESTIONNAIRE

**SUBMIT THE COMPLETED FORM TO THE CAMPUS OFFICE OF ADMISSIONS AND RECORDS**

The information requested is deemed relevant and necessary to a proper determination of your residency status for tuition purposes pursuant to the California Education Code Section 68000 et seq. and California Code of Regulations 41900 et seq. Your completed application will help us determine your eligibility. Failure to answer all questions may cause you to be classified as a nonresident. You may submit additional information you believe will establish your California residency. Questions about residency requirements should be referred to a campus residence specialist. For CSU residency requirements, please visit the CSU Residency for Tuition Purpose website, [www.calstate.edu/residency](http://www.calstate.edu/residency).

**Instructions:** Please complete a separate questionnaire for each campus. Only one term and one campus may be selected per questionnaire and all appropriate fields must be completed or questionnaire will be returned to you unprocessed.  
**To successfully view and complete this fillable form, download the form and enter all the required information.**

**Classified as a nonresident for a previous term** Yes. Please complete Part A, B, C, D (if applicable), and E (Continuing Student - a student enrolled in a previous term)  
 No. Please complete Sections A, B, D (if applicable), and E (Newly admitted students only)

**Select only one term:** Fall Winter Spring Summer Year \_\_\_\_\_ Campus \_\_\_\_\_

## PART A: STUDENT INFORMATION

Name \_\_\_\_\_ StudentID \_\_\_\_\_  
 Last Name First Middle

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace \_\_\_\_\_  
 Month Day Year

**Permanent Legal Address** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Did you attend a California school? Yes No (If yes, you may be exempt from payment of nonresident tuition under AB 540.)

Did you attend an online school offered in another state, but continued to reside in California?

Yes No please list school \_\_\_\_\_ State \_\_\_\_\_

Did you attend an out-of-state school? Yes No

Did you pay non-resident fees? Yes No

## PART B: RESIDENCE DETERMINATION DATE

The student or parent/legal guardian must be physically in California for more than one year immediately preceding the Residence Determination Date in which enrollment is contemplated.

Check the box that applies to you and provide the requested information:

**If you will be 19 years of age or older** by the residence determination date, check here and answer 1 through 11 as it applies to you.

**If you will be younger than 19 years of age** by the residence determination date, check here and answer 1 through 11 as it applies to the natural or adopted parent with whom you most recently resided and whose name and whereabouts you will provide below.

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Does your parent/legal guardian currently live in California? Yes No

**Foster Youth** Please check the box that applies to you and complete Part A (answer 1 through 11 as it applies to you), B, C, D (if applicable) and E.

List the State where you were under the care of the Department of Social Services (e.g. California): \_\_\_\_\_

CSU offers services through the campus foster youth program. All services are available to students who meet the requirements regardless of age. Programs and services are available for undergraduate and graduate students.

Provide the following information: (a) a copy of a juvenile dependency court document indicating foster care in the child welfare system; or (b) documentation from county social services confirming you were under the care of the Department of Social Services.

### Residence Determination Dates

#### Quarter Calendars

Fall .....September 20  
 Winter ..... January 5  
 Spring .....April 1  
 Summer .....July 1

#### Semester Calendars

Fall .....September 20  
 Winter ..... January 5  
 (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

**Student Name** \_\_\_\_\_ **Student ID** \_\_\_\_\_

Page 2 of 5

### QUESTIONS 1 THROUGH 11

First-time applicants under 19 years of age should have their natural or legal guardians answer questions 1 through 11. If you have a special circumstance (e.g., foster youth, parents deceased, unaccompanied minor, married) and you are independent of your parents, answer questions 1 through 11 with your personal information.

1. What state do you regard as your permanent home? \_\_\_\_\_
2. If California, when did your present stay begin \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year
3. Employed in California in the past year? Yes No  
Employer(s) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year  
Employer(s) \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year
4. Have you ever registered to vote? Yes No (List all states where registered and date of registration)  
State \_\_\_\_\_ Date registered \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Voted \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year  
State \_\_\_\_\_ Date registered \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Voted \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year
5. Do you possess a driver's license and/or ID Card? Yes No (If yes, list state and issue dates)  
State \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ Previous State \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year
6. Current registration of all vehicles owned or operated  
State \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_ State \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year
7. Are all personal effects located in California? Yes No If "no," attach explanation on a separate piece of paper.
8. State where last three state income tax returns filed on total income and year covered by each.  
State \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ Year \_\_\_\_\_
9. Address shown on most current W-2 \_\_\_\_\_

**Please answer the following questions if you currently or previously owned, rented or leased a residence.  
Please list all residences during the past three years.**

10. Purchased, leased or rented  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_  
Month Day Year Month Day Year City and State  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_  
Month Day Year Month Day Year City and State  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ to Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Location \_\_\_\_\_  
Month Day Year Month Day Year City and State
11. Active California Bank(s) Name \_\_\_\_\_ Opened \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year  
\_\_\_\_\_ Opened \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

*Please note, do not include bank account numbers.*

*If you provide the campus with copies of your bank statements or copies of your tax returns, for your security, do not include the bank account number(s) or Social Security Number(s).*

CONTINUED ON NEXT PAGE

**PART D: EXCEPTIONS/EXEMPTIONS** Military AB 540 \*Other Exemptions/Exceptions \_\_\_\_\_ (choose applicable exception from [www.calstate.edu/residency](http://www.calstate.edu/residency)). If you are not eligible for resident classification, you still may be eligible for an exemption or exception from payment of nonresident tuition. \*Other exceptions/exemptions are limited to those listed at [www.calstate.edu/residency](http://www.calstate.edu/residency)

**Military**

Have you ever served in the United States military? Yes No

Are you a dependent (child/spouse) of a person who served in or is currently serving in the U.S. Armed Forces? Yes No

If yes,

Date joined \_\_\_\_/\_\_\_\_/\_\_\_\_ From which state \_\_\_\_\_ Date separated from active duty, if any \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

What is your home of record? \_\_\_\_\_

What was your last permanent duty station? \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year Month Day Year

I served in the U.S. Armed Forces and am eligible to receive educational assistance under either the Montgomery GI Bill® or Post-9/11 GI Bill® educational benefits program. I reside in California.

**Provide:** (a) a copy of your DD Form 214 (DD214) and (b) a copy of a Certificate of Eligibility from the Department of Veterans Affairs (VA).

I am a dependent of a person who served in the U.S. Armed Forces and am eligible to receive educational assistance under the Post-9/11 GI Bill educational benefits program (Chapter 35). I reside in California.

**Provide:** Certificate of Eligibility from the VA.

I am a dependent of an active duty service member of the U.S. Armed Forces. I reside in California and have received transferred benefits under the Post-9/11 GI Bill.

**Provide:** Certificate of Eligibility from the VA.

I am a dependent of a service member of the U.S. Armed Forces who died in the line of duty after September 10, 2001. I reside in California and am eligible to receive veteran's educational assistance.

**Provide:** Certificate of Eligibility from the VA.

I am a service member or the dependent of a service member of the U.S. Armed Forces who is stationed in California.

**Provide:** Permanent Change of Station orders or a statement from the service member's commanding officer.

I served in the U.S. Armed Forces on active duty in California for more than one year and am enrolling within two years of discharge from a California military base.

**Provide:** (a) copy of your DD214; (b) evidence of being station in California upon separation from service; an affidavit to the institution at which you are enrolling stating your intent to establish residency in California as soon as possible.

I currently participate or will participate in the VA's Veterans Readiness and Employment (formerly called Vocational Rehabilitation).

**Provide:** DD-214 (Certificate of Release or Discharge from Active Duty), and Tungsten Purchase Order.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S government Web site at <https://www.benefits.va.gov/gibill>.*

*Note: If you currently do not have the necessary documentation to show that you qualify for a military exemption, you will be charged nonresident fees. Once the CSU campus receives and reviews your documentation, fees will be adjusted as appropriate.*

**Education Code § 68130.5, as amended, commonly known as AB 540**

Certain nonresident students (including U.S. citizens, permanent residents, and undocumented individuals, TPS, asylum, Special Immigrant Juvenile, VAWA, Humanitarian Parole [certain countries]) who have attended, graduated, or achieved the equivalent from a California school (elementary school, secondary school, adult education, community college) may be exempted from paying nonresident tuition. Such students must remain classified as “nonresidents” for residency classification and financial aid eligibility purposes.

You must meet the Attendance Requirement and Graduation/Degree requirements (check boxes that apply).

Attendance requirement (must meet one):

I have 3 years of attendance at a California high school.

I have 3 or more years of high school coursework and 3 years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

I attended or attained credits at a combination of California high school, California adult school, and California Community College for the equivalent of (3) years or more.

Graduation/Degree Requirement (must meet one)

I have graduated or will graduate (before the first term of enrollment at the CSU) with a California high school diploma or the equivalent (i.e., California-issued GED, CHSPE).

I completed or will complete (before the first term of enrollment at the CSU) an associate's degree from a California Community College.

I completed or will complete (before the first term of enrollment at the CSU) the minimum requirements at a California Community College for transfer to the California State University.

If you checked at least one box in the Attendance and Graduation requirement questions, you may be eligible for California nonresident tuition exemption.

Please complete and submit the [California Nonresident Tuition Exemption Request](#) (commonly known as the affidavit). Please complete a separate form for each campus

Each campus will request additional information (e.g. high school transcripts).

**PART E: CERTIFICATION** – to be read and signed by all students completing this form

The burden of proof is on the student to clearly demonstrate both physical presence and intent to remain indefinitely in California. Students seeking reclassification of nonresident status must also demonstrate financial independence. You are required to present evidence in accordance with the Education Code and Code of Regulations referenced above.

**Certification – To be read and signed by all applicants to certify the accuracy of the information provided.**

I certify under penalty of perjury that the foregoing statements and any other information submitted by me in connection with the determination of my residency are true, complete, and accurate. I understand that my residency determination will be based on the facts stated in this questionnaire and the documents I provide. If I receive classification as a California resident or an exception or exemption, I promise to notify the residence specialist if any of the facts stated in this questionnaire change. I authorize release of any information submitted by me in connection with my application for admission and determination of residency 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 Signature

Date \_\_\_\_\_

**FOR CSU CAMPUS USE ONLY**

Form Processed By: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Notes:

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