

Submit questions to orres@berkeley.edu
For advising join the [Callback Queue](#)
(available Tues. and Thurs., and Fri. at 10 a.m. to noon; Wed. at 2 p.m. to 4 p.m.)

RESIDENCY CHECKLIST LIST FOR ALL STUDENTS

HOW TO APPLY FOR RESIDENCY:

- Fall Applicants can apply between March 1st - July 1st and Spring Applicants can apply between October 1st – December 1st. Student will need to fill out the Statement of Legal Residence (SLR) through Cal Central.
 - For continuing students, the SLR can be found on My Academics>Status and Holds> California Residency. Student will need to activate SLR.
 - For new students, the SLR can be found on My Dashboard>Tasks>Residency Tasks.
 - Fall Applicant: We recommend that both new and continuing students file the SLR in March or April (even if residency requirements have not yet been met).
 - Spring Applicant: We recommend that both new and continuing students file the SLR in October or November (even if residency requirements have not yet been met).
- Within 3-5 weeks of submitting the SLR, our office will either render a classification or generate a list of tasks on Cal Central that can be found on My Dashboard>Tasks>Residency Tasks and will be due on July 15th (unless stated otherwise) for Fall semester and will be due on December 15th (unless stated otherwise) for Spring semester.
 - Submit documents online, as soon as they are available so that our office can process them.
 - If a document is insufficient, our office will mark it as Incomplete and email student to explain why it was not accepted.
 - If a document is sufficient, the document will be marked as Completed without any communication from our office.

CHECKLIST OF DOCUMENTS FOR STUDENT:

- Arrival Document: Proof of arrival to California 366 days prior to the start of undergraduate instruction for all students and/or parents.
 - Flight confirmation or plane ticket.
 - Bank account or credit card statement showing a physical transaction made in California. We do not accept statements from joint accounts unless we can differentiate which person is making each transaction.
 - Receipt (with name, date, and location).
- [Deadlines to Acquire Governmental Evidence of Intent](#)
- Types of Governmental Evidence of Intent Required
 - California driver's license or state ID must have been acquired by the
 - ❖ Only applicable if student previously held a driver's license or state ID in another state.
 - California voter's registration, must have been acquired within 60 days of arriving to California
 - ❖ Only applicable if student was previously registered to vote in another state.
 - California vehicle registration, must have been acquired within 60 days of arriving to California
 - ❖ Only applicable if student owns and operates a vehicle in California.
- Other Forms of Governmental Evidence of Intent Requested (if applicable)
 - All W-2s, federal income tax returns, state income tax returns (including out-of-state) for the current filing year. Our office will only request these documents if you are an undergraduate student under 24 seeking financial independence or if you are an undergraduate student over the age of 24.

- ❖ If student earns income out-of-state, he/she needs to file as either a nonresident or part-year resident of that state.
- ❖ If student earns income in California, he/she needs to file as either a resident or part-year resident of California.
- Physical Presence documents: Students are required to be physically present in California for at least 366 with absences not exceeding a cumulative total of 6 weeks.
 - Summer school registration.
 - Signed California job offer indicating duration, location of employment and work being performed in-person.
 - Letter on letterhead from supervisor indicating duration, location of employment and work being performed in-person
 - Pay stubs indicating pay periods, hours worked (must be more than half time work/20 hours or more a week), must show California taxes being deducted, and letter from employer confirming your work is being performed in-person.
 - Bank account or credit card statements showing weekly physical transactions made in California. We do not accept statements from joint accounts unless we can differentiate which person is making each transaction.

CHECKLIST OF DOCUMENTS FOR BOTH PARENTS (IF MARRIED):

NOTE: Graduate students may disregard the parent section, as they are considered independent for residency for tuition purposes regardless of age.

- [Deadlines to Acquire Governmental Evidence of Intent](#)
- Types of Governmental Evidence of Intent Required
 - California driver's license or state ID, must have been acquired within 60 days of arriving to California
 - ❖ Only applicable if parents previously held a driver's license or state ID in another state.
 - California voter's registration, must have been acquired within 60 days of arriving to California
 - ❖ Only applicable if parents were previously registered to vote in another state.
 - California vehicle registration, must have been acquired within 60 days of arriving to California
 - ❖ Only applicable if parents own and operate a vehicle in California.
- Other Forms of Governmental Evidence of Intent Requested (if applicable)
 - All W-2s, federal income tax returns, state income tax returns (including out-of-state) for the current filing year.
 - ❖ If parents earned income out-of-state, they need to file as either a nonresident or part-year resident of that state.
 - ❖ If parents earned income in California, they need to file as either a resident or part-year resident of California.
- Physical presence documents: Both parents (if married) must be in California for at least 366 days without absences exceeding a cumulative total of 6 weeks.
 - Bank account or credit card statements from each parent for an entire 366-day period showing weekly physical transactions made in California. We do not accept statements from joint accounts unless we can differentiate which person is making each transaction.

***This list is likely to meet the needs of the majority of students who are petitioning but additional documentation may be necessary in some cases.*