

## RESIDENCY CHECKLIST LIST FOR ALL STUDENTS

### HOW TO APPLY FOR RESIDENCY:

- **Fall Applicants** can apply between March 1<sup>st</sup> - July 1<sup>st</sup> and **Spring Applicants** can apply between October 1<sup>st</sup> – December 1<sup>st</sup>. 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 15<sup>th</sup> (unless stated otherwise) for **Fall semester** and will be due on December 15<sup>th</sup> (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.*