

## UNDERGRADUATE TO-DO LIST FOR RESIDENCY – SPRING 2025

### HOW TO APPLY FOR RESIDENCY:

- Between October 1<sup>st</sup> and 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.
  - 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 December 15<sup>th</sup> (unless stated otherwise).
  - Submit documents via Cal Central, 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 on or before 1/20/24.
  - 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).
- California driver's license or state ID: Needs to be obtained by May 2024.
  - Only applicable if student previously held a driver's license or state ID in another state.
- California voter's registration: Needs to be obtained by May 2024.
  - Only applicable if student was previously registered to vote in another state.
- California vehicle registration: Needs to be obtained by May 2024.
  - Only applicable if student owns and operates a vehicle in California.
- All W-2s, federal income tax returns, state income tax returns (including out-of-state) for 2024. **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 in 2024, he/she needs to file as either a nonresident or part-year resident of that state.
  - If student earns income in California in 2024, 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 days (typically, this is from 1/20/24 – 1/21/25) with absences not exceeding a **cumulative total** of

6 weeks. **If you were enrolled at UCB for the Spring 2024 and Fall 2024 semester, our office would only need to review your summer whereabouts (typically, 5/11/24 – 8/28/24).**

- 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):**

- California driver's license or state ID: Needs to be obtained by May 2024.
  - Only applicable if parents previously held a driver's license or state ID in another state.
- California voter's registration: Needs to be obtained by May 2024.
  - Only applicable if parents were previously registered to vote in another state.
- California vehicle registration: Needs to be obtained by May 2024.
  - Only applicable if parents own and operates a vehicle in California.
- All W-2s, federal income tax returns, state income tax returns (including out-of-state) for 2023.
  - If parents earn income out-of-state in 2023, they need to file as either a nonresident or part-year resident of that state.
  - If parents earn income in California in 2023, 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 (typically, this is from 1/20/24 – 1/21/25) and within that time frame not have 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.*