

Dear Student,

Based on information you provided during your Application for Admission to Irvine Valley College, you were classified for tuition purposes as a nonresident of the state of California. If you feel you may be eligible to be classified as a resident, complete the attached questionnaire right away and submit all supporting documentation. Otherwise, as a nonresident student, you are required to pay nonresident tuition in addition to the standard enrollment fees. Nonresident students who are citizens of another country are also required to pay an additional capital outlay fee.

To be eligible for California residency, you must:

1. Be a U.S. citizen or hold a U.S. Immigration status that does not prevent you from establishing residency. The following visa status holders can *not* establish residency regardless of the length of time in California: B-1, B-2, C, D-1, D-2, F-1, F-2, H-2, H-3, J-1, J-2, M-1, M-2, O-2, P-1, P-2, P-3, P-4, Q, and TN/TD.
2. Have completed a current application at the college or be a continuing student. After the first day of the term you must also be enrolled in classes if you are requesting reclassification consideration. Students who are reclassified to resident status during the term will be refunded any excess tuition or fees paid for the term which they were approved for reclassification. Tuition cannot be refunded for previous terms.
3. Have both lived in California continuously for at least one year and one day before the semester begins, and can prove (through documents provided) that you intend to make California your permanent home of residence.

If you wish to request a residency review, please complete the following steps:

1. Be a current applicant or student for the semester you are requesting a residency reclassification review.
2. Complete the California Residency Reclassification Questionnaire. This must be legibly filled and all questions answered to receive a residency review. An incomplete form will not be accepted or reviewed.
3. Provide copies of your permanent residency card or current visa if you are a citizen of a country other than the United States. (H-4 visa holders must also provide a copy of the sponsor's H-1 visa.)
4. Provide copies of as *many* of the documents from the List of Accepted Documents as you can to support the "elements of intent" required to support a residency decision. Remember, the documents submitted must show intent for at least one year and a day before the semester begins. Documents less than a year old do little to provide a basis for California residency, but in some cases may be helpful, so submit them anyway. When a student is financially dependent, the documents submitted must show the dependency of the student *and* the California residency of the person the student is dependent on.

List of Accepted Documents:

- Complete Tax Form CA 540. (Tax form must be signed or have the accountant stamp on it. Federal tax forms have no bearing on California residency and should not be included.)
- Certification of employment (A formal letter from your employer or pay stubs for the previous year.)
- California driver's license or ID Card
- California motor vehicle registration
- Lease showing occupancy of rented property or documents proving ownership of residential property in California
- Documentation showing dates of the establishment of an California bank account
- Voter Registration Card for California
- Copy of any lawsuit filed in California as a resident
- Professional license from California for a professional practice
- Leave and Earnings Statement showing a home of record in California while in armed forces

(Continued on back)

5. Submit the questionnaire and copies of all of your documents in-person to the Office of Admissions and Records. Residency reclassification requests must be submitted by the person requesting the residency review. We will not process mailed or faxed petitions for residency.

Your review will normally be completed within ten working days and you will be mailed a letter with the results of your application for residency reclassification. If after the original review occurs, you need to submit additional documents, a second review will not usually occur until other students who have requested a residency review for the first time have had the opportunity for a decision. To avoid this kind of a problem, always submit as many documents of intent as you possibly can with your completed questionnaire. ***Please remember two things...first, California law requires that the burden of proof to establish California residency rests with the student and the second is just living in California for a year rarely supports a change of residency for tuition purposes...you must help us prove your intent!***

If after reviewing this document you feel that you are not eligible to establish residency at this time, you may be eligible for residency for the next semester. When you feel we will be able to support your request simply submit the California Residency Reclassification Questionnaire with the appropriate supporting documents. We will be glad to review your case whenever you have the appropriate documentation and time in the state. Just remember to be considered for reclassification you must either have a current application on file, or be a continuing student, and once the term begins be registered for classes.

John W. Edwards

Director of Admissions, Records and
Enrollment Services

Instructions: This document is to be completed and submitted in person by the student applying for residency reclassification. It cannot be submitted by a parent, guardian or any other person. When a student is financially dependent, the documents submitted should fully justify both the student's dependency status and the California residency of the person on whom the student is dependent. Above all, the questionnaire cannot be evaluated unless it is completely filled out and documentation to support the reclassification is attached, so do not leave information blank and print entries legibly. As stated in the cover letter, your review will normally be completed within ten working days and you will be mailed a letter with the results of your application for residency reclassification. If after the original review occurs, you need to submit additional documents, a second review will not occur until after all students requesting a residency review for the first time have had the opportunity for a review. To avoid the most common problem that causes the need for a second review, (lack of supportive evidence), please submit as many support documents as you possibly can with your completed questionnaire. Remember that California law requires that the burden of proof to establish California residency rests with the student.

Semester: _____ Year: _____

Student Name: _____
Last First Middle

Student ID Number: _____ Birth Date: _____ Telephone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

1. Are you a U.S. citizen? () Yes () No (If yes, go to question 4)
2. Are you a permanent resident? () Yes () No If yes, provide: Registration Number: **A** _____
Approval/Issue Date: _____
3. Current visa status (H-1, E-1, L-1, etc.): _____ Date Issued: _____ Expiration Date: _____

4. What state do you claim as your legal residence? _____ Since when? _____

5. What was the major reason for your move to California? _____

6. Do you () own () rent residential property in California? () Yes () No If yes, since when? _____
If renting, do you have a lease or rental contract in your name? () Yes () No

7. List any additional addresses covering the past two years, omitting your current address listed above:
Street: _____ City: _____ State: _____ ZIP: _____ Dates-From: _____ To: _____
Street: _____ City: _____ State: _____ ZIP: _____ Dates-From: _____ To: _____
Street: _____ City: _____ State: _____ ZIP: _____ Dates-From: _____ To: _____

8. If you have been employed in California within the last year complete the following:
Employer: _____ City: _____ From: _____ To: _____

9. Have you filed for California State income tax? () Yes () No If yes, for what years: _____

10. If you own an automobile or other motor vehicle, in what state is it registered? _____
Date of registration: _____

11. Do you have a driver's license or state identification number? () Yes () No
If yes, issued by what state? _____ Date issued: _____

12. Do you have a savings or checking account in a California bank? () Yes () No If yes, date established: _____
13. Do you have a California license for a professional or vocational practice? () Yes () No
 If yes, what license have you been granted? _____ Date issued: _____
17. Have you petitioned for a divorce in another state in the last year? () Yes () No
18. Have you attended an out-of-state institution as a resident in the last year? () Yes () No
19. If () you, () your spouse, or () parent/guardian have been on active military duty within the last two years, answer questions 19A and 19B:
 19A. Enter the state on the Leave and Earnings Statement: _____
 19B. If discharged within the last two years, when was the discharge date? _____
- Note: Provide copy of the Leave and earnings Statement or discharge orders, as applicable.

Student Financial Independence Status

California Education Code requires that the financial independence of a nonresident student seeking reclassification as a resident be included in the factors to be considered. To assist in determination of dependency or independence, please complete the following:

20. Were you claimed as a dependent for tax purposes within the last three tax years? () Yes () No
 (If you were a dependent for tax purposes, the CA 540 establishing this must be provided.)
21. Have or will your parents, guardian or spouse claim you for tax purposes this calendar year? () Yes () No
22. Have or will you receive \$750 or more in financial assistance from your parents, guardian or spouse this calendar year? () Yes () No
23. Did you receive \$750 or more in financial assistance from your parents, guardian or spouse within the last three years? () Yes () No
24. Have or will you live with your parents, guardian or spouse for more than six weeks this calendar year? () Yes () No
25. Did you live with your parents, guardian or spouse for more than six weeks at anytime within the last three years? () Yes () No
26. Are your parents, guardian or spouse California residents? () Yes () No
 If yes, California residents since: _____ (Month/Year)

Note: If claiming financial independence, you *must* provide a CA 540 with the W-2, or pay stubs showing your withholding amounts by category and a letter from your employer validating your current employment which includes the start date.

Declaration

I declare under oath and penalty of perjury that the above statements and any other information submitted by me in conjunction with the determination of my residence are both true and correct to the best of my knowledge. I understand that falsification of information on this form shall constitute grounds for disciplinary action under the South Orange County District Board Regulations.

Signature: _____ Date: _____

Student ID Number: _____