

# Residency/Reclassification Information Sheet

Submission of documentation does not guarantee reclassification of status. Each student's residency classification is unique and reviewed as such; all information disclosed will be considered as factors in determining a student's residency classification. Sierra College may request additional documentation if deemed necessary. All students misclassified as residents of California are subject to reclassification and are responsible for payment of non-resident tuition at any time during attendance at Sierra College.

## There are three conditions Sierra College must examine for residency purposes:

- Legal Status with U.S. Citizenship and Immigration Services (Title 5, 54045)
- California status Intent and physical presence (Title 5, 54020, 54022)
- Financial Independence (Title 5, 54032)

Reclassification requests are to be submitted to the Admissions Office and will only be accepted for terms during which a student proposes to attend. Please allow 10 business days for review of documentation. Incomplete petitions or petitions without the required residency documentation will not be accepted. Requests for retroactive reclassification will not be accepted.

Please complete the attached Residency Reclassification Petition and provide the following required documents to support your claim for California Residency for tuition purposes:

- California state tax return for the year prior to the start of the term with date sensitive pay stub
- A valid California Driver's License or ID card issued at least one year and one day prior to the start of the term

Students who do not have California state taxes must provide three documents of proof from the lists below, at least one of which must be a primary document.

## Documentation submitted must:

- Be dated one year and one day prior to the start to the term for which you are applying
- Include the student's name
- Include a physical California address **\*\*P.O. BOXES WILL NOT BE ACCEPTED\*\***
- Please note if you are under 19 years of age, all requested documents must be in the name of the natural/adopted parent(s) or legal guardian with whom you currently reside.

## Primary Documents:

- California State Income Tax 540 returns w/date sensitive paystub
- California W-2 w/date sensitive paystub
- California driver's license or ID card
- Documentation of California motor vehicle license plates
- California voter registration
- Petition for divorce as a resident of California
- Licensing from California for professional practice
- Documentation of active membership in service or social club in California

## Secondary Documents:

- Verification of active California bank accounts
- Documentation of ownership of residential property or continuous occupancy of rented or leased property in California
- Selective Service registration with California permanent address
- Utility bills (gas, water, power, landline telephone)
- Official California high school transcripts
- Documentation of public assistance, rehabilitation, unemployment or other state services
- Credit agreement w/a California business

Student must pay for courses within 10 calendar days. Please note that resident reclassification requests are not grounds for extending the drop for non-payment deadline. Additionally, economic hardship is not a factor in the determination of residency for tuition purposes.

**KEEP THIS PAGE FOR YOUR RECORDS**

Some definitions of "California Resident" may differ from the definition of "California Resident for tuition purposes" at a California Community College.

The burden of proof is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residence. (Title 5, 54026)

**Notification process:**

Check your mySierra student email account. The Admission and Records Office has 10 business days after receipt of your petition to respond to your request. Determination notification will be sent to your assigned Sierra College student email. IT IS THE STUDENT'S RESPONSIBILITY TO CHECK AND RESPOND TO THEIR STUDENT EMAIL ACCOUNT IN A TIMELY MANNER. You are advised to check your student email daily once you have submitted the residency reclassification petition.

\_\_\_\_ I understand that submitting this petition is just the starting point of the residency reclassification process. Sierra College may require additional documents if deemed necessary. The college will make the final determination of residency, but the burden of proof is on the student to demonstrate clearly, with proof, both physical presence in California and intent to establish California residency.

# Residency Reclassification Petition



Sierra College Admissions & Records 5000 Rocklin Rd. Rocklin, CA 95677 916-660-7340

This residency questionnaire is to be completed by the student requesting reclassification of residency status.

**To be completed by student:**

Reclassification requested for:  Fall  Spring  Summer Year: \_\_\_\_\_

Name: (Print full legal name. DO NOT use nicknames, initials or abbreviations)

_____	_____	_____	_____
<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>	<b>Sierra College Student ID #</b>
_____			_____
<b>Physical Address</b>			<b>City State Zip</b>
_____	_____	_____	_____
<b>Telephone Number</b>	<b>Date of Birth</b>	<b>Age</b>	

Will you be 19 years of age by the residency determination date (first day of instruction for the requested term)?  Yes  No

**If YES, answer the questions as they pertain to you.**

**If NO, answer questions 1-11 as they pertain to the natural/adopted parent(s) or legal guardian with whom you currently reside.** Please identify the individual(s):  Both Parents  Mother  Father  Legal Guardian

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

1. What is your legal status within the U.S.?

- U.S. Citizen
- Permanent Resident A# \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- Asylee/Refugee \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- Other Visa \_\_\_\_\_ Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_
- None of the above

**You are required to submit documentation of your status and/or documentation from U.S Citizenship and Immigration Services showing adjustment of status that meets eligibility requirements for tuition reclassification.**

2.	When did your present stay in California begin?	Date: ____/____/____
3.	What state do you regard as your permanent home?	State: _____
4.	Date you began living at your current address:	Date: ____/____/____
	If you have lived at your current address for less than two years, please list prior addresses below	
	Address/ City/ State	Start mm/yyyy End mm/yyyy
	Address/ City/ State	Start mm/yyyy End mm/yyyy
5.	Do you possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	State _____ Issue Date ____/____/____
6.	Current registration of all motor vehicles owned:	State _____ Issue Date ____/____/____
7.	Are you registered to vote? <input type="checkbox"/> Yes <input type="checkbox"/> No	State ____ Date Registered: ____/____/____ Last Voted: ____
8.	List the state and year in which the last two income tax returns were filed	State _____ Year _____ State _____ Year _____
9.	Have you attended an out-of-state institution as a resident of that state within the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No	State _____ Institution _____
10.	Are all of your personal effects located in California? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain: _____
11.	Have you petitioned for divorce or annulment? <input type="checkbox"/> Yes <input type="checkbox"/> No	State _____ Year _____

**OFFICE USE ONLY**

____ Resident	Staff Signature: _____	Additional Comments: _____
____ Non-Resident	Date: _____	
____ Waiver Type: _____	____ E-mail FA	____ E-mail Student mySierra

**MILITARY STATUS**

12.	Are you an active member of the military stationed in California?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, please supply copies of orders and military ID)
13.	What is your state of legal residence on military records?	State _____	
	What is your home of record?	Home _____	
14.	If you are a dependent of an active duty military person, are you claimed as an exemption for federal and state income tax purposes by your sponsor?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(If yes, please supply copies of orders in CA and state issued ID, prior year tax returns)
15.	What state is listed as your legal home on last year's <b>FEDERAL</b> income tax forms?	State _____	
16.	In what state did you file last year's <b>STATE</b> tax returns?	State _____	
17.	Have you been discharged from active military duty within the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, discharge date: ____/____/____
	What was your home of record on military records?	_____ (Please provide copy of DD214)	
	I intend to establish residency in California as soon as possible.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**FINANCIAL INDEPENDENCE STATUS- this section must be completed by all students seeking reclassification**

California Education Code (68044) requires that the financial independence of a non-resident student seeking reclassification as a resident must be included in the factors considered in the determination of residence. **Please answer all of the following questions.** Failure to provide complete information may result in non-resident classification (California Education Code 68041) Please note, additional documentation may be requested if deemed necessary.

- Are you between the ages of 18-24 years of age?  Yes  No  
**If YES,** you must provide both you and your parent's state income tax returns for the previous year.  
**If NO,** you must submit your state tax returns for the previous year.
- Will your parent(s) claim you as a dependent exemption for state and federal tax purposes for the current or previous calendar years?  Yes  No
- Have you received or will you receive more than \$750 in financial assistance from your parent(s) in the current or previous calendar years?  Yes  No
- Have you lived or will you live for more than six weeks with your parent(s) during the current or previous calendar years?  Yes  No

**DECLARATION**

*I declare under penalty of perjury under the laws of the state of California that the statements and documents submitted by me are true and correct. I further understand that all materials submitted by me for the purposes of residency reclassification become the property of Sierra Community College District. I understand that falsification or withholding pertinent data shall constitute grounds for disciplinary action. I acknowledge that Sierra College may request additional documentation if deemed necessary.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you are under 19 years of age, please have your parent (s)/ legal guardian sign below:*

*I declare under penalty of perjury under the laws of the state of California that the statements and documents submitted by me are true and correct. I further understand that all materials submitted by me for the purposes of residency reclassification become the property of Sierra Community College District. I understand that falsification or withholding pertinent data shall constitute grounds for disciplinary action.*

Parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/legal guardian: \_\_\_\_\_ Date: \_\_\_\_\_