



RESIDENCY RECLASSIFICATION

Hartnell College

Admissions & Records Office
411 Central Avenue, Salinas, CA 93901
Phone: (831) 755-6711
www.hartnell.edu

Requesting Reclassification for:

- FALL
 SPRING Year 20____
 SUMMER

1. LEGAL NAME, CURRENT & PERMANENT ADDRESS

Please print in blue or black ink.

Student ID #: _____ Date of Birth _____

Last Name: _____ First Name: _____

Current Mailing/Local Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Local Phone: (____) _____ - _____ Cell Work Alternate Phone: (____) _____ - _____ Cell Work

E-mail Address: _____ @ _____

2. CITIZENSHIP

ARE YOU A UNITED STATES CITIZEN?

YES NO

- (2) Non-US Citizen Permanent Resident
 (3) Non-US Citizen Temporary Resident
 (4) Nonimmigrant- Visa Holder
 (5) Non-US Citizen Refugee/ Asylee
 (6) Family Unity Program Beneficiary (or Applicant)
 (7) Temporary Protected Status ("TPS") (or Applicant)
 (8) Violence Against Woman Act ("VAWA") (or Applicant)
 (9) Other:

Check here if your status is not listed above.
You entered the United States without the authorization of the U.S. Citizenship and Immigration Services.

Please attach documentation of your immigration status. If you are under 19, please attach documentation of your parent's or guardian's immigration status.

Complete this section if you checked 2 or 3

Permanent/Temporary Card number: _____

Issue Date: MM____DD____YYYY____

Complete this section if you checked 4

Visa Type : _____

Issue Date: MM____DD____YYYY____

Expiration Date: MM____DD____YYYY____

Complete this section if you checked 5 -8

Date Applied/Granted: MM__DD__YYYY____

3. HAVE YOU LIVED IN CALIFORNIA CONTINUOUSLY FOR THE PRIOR TWO (2) YEARS? YES NO

If NO, when did your CURRENT stay in California begin? MM____DD____YYYY____

List the address(es) where you have lived for the past two years, beginning with your current address.

CITY	STATE	FROM (Month/Year)	TO (Month/Year)

4. IN THE PAST 2 YEARS, HAVE YOU:

- Yes If yes, year: _____ No Registered to vote or voted in a state other than California?
 Yes If yes, year: _____ No Petitioned for a divorce as a resident of another state?
 Yes If yes, year: _____ No Attended an out-of-state institution as a resident of that state?
 Yes If yes, year: _____ No Declared non-residence for California income tax purposes?

CHECK IF ANY ONE OF THE FOLLOWING EXCEPTIONS APPLIES AND PLEASE ATTACH THE REQUESTED DOCUMENTATION.

Self Support (T5 §54040)

If you are under 19 years of age, and you have supported yourself financially for at least one year and a day, please provide the following:

- (1) Documentation of employment (either W-2 forms or a letter from your employer showing earnings for the past year),
- (2) A statement that you have actually been present in California for the past year, AND
- (3) A statement showing all your expenses for the past year.

Dependent of a Military Member (T5 §54041)

If you are a child or spouse of a member of the armed forces of the United States who is stationed in California, please provide the following:

- (1) A statement from the military person's commanding officer or personnel officer, AND
- (2) Evidence that you are a dependent of the military person's for federal tax purposes.

Military Member on Active Duty in California (T5 §54042)

If you are a member of the armed forces of the United States stationed in California on active duty and not assigned for educational purposes to an SBCCD college, please provide the following:

- (1) A statement from your commanding officer or personnel officer that the assignment to active duty in California is not for educational purposes AND
- (2) Evidence of the date of assignment to California.

Military Member Remaining in California After Discharge (EC §68075.5)

If you were a member of the armed forces of the United States who was stationed in this state on active duty for more than one year immediately prior to being discharged AND (2) have remained in California after your discharge for less than a year and one day, you may be eligible for resident classification. Please provide a copy of your Military Discharge Form, DD-214.

AB540 Exempt (T5 §54045.5, EC §68130.5)

If you attended a California high school for at least three (3) years and graduated or received a certificate of completion, please submit the following:

- (1) AB540 Tuition Exemption form.
- (2) Official sealed high school transcripts.

Public School Employee With a Valid Credential or Emergency Permit (T5 §54046)

If you hold a valid credential or a valid emergency permit authorizing service in the California public schools, are employed by a school district in a full-time position, and are enrolling in an SBCCD college to fulfill credential requirements, please provide the following:

- (1) A statement from your employer showing that you are employed in a full-time position requiring certification qualifications AND
- (2) A copy of your credential.

Adult Dependent of a California Resident

(EC §68076)

If you have not been an adult resident of California for more than one year and you either (a) are the dependent child of a California resident who has residence in California for more than one year or (b) have a parent who has both contributed court-ordered support for you on a continuous basis and has been a California resident for a minimum of one year, please provide documentation of your parent's California Residency.

Agricultural Laborer for Hire (or Child of Such Laborer) (T5 §54048)

("Agricultural labor for hire" means seasonal employment in connection with actual production of agricultural crops, including seeding, thinning and harvesting.) If your parent earns a livelihood by performing agricultural labor for hire, please provide the following: (1) Evidence that your parent with whom you live earns a livelihood primarily by performing agricultural labor for hire and has performed such labor in California for at least two months in each of the two preceding years, (2) Evidence that your parent lived within the district, AND (3) Proof that your parent claims you as a dependent on his/her income tax return, if your parent had sufficient income to incur personal income tax liability. If you are an agricultural laborer for hire, please provide evidence showing that you earn a livelihood primarily by performing agricultural labor for hire and that such labor has been performed in California for at least two months in each of the preceding two years.

Full-Time Employee of a California State Agency Assigned to Work Outside California (or Child or Spouse of Such Employee) (EC §68079)

If you, your parent or spouse is a full-time employee of a California state agency (i.e., any office, department, division, bureau, board or commission of the state of California) and assigned to work outside California, please provide the following:

- (1) Evidence of such employment AND
- (2) Evidence of the out-of-state assignment.

Relocated Federal Civil Service Employee (or Child of Such Employee) (EC §68084)

If you or your parent is a federal civil service employee who moved to California as a result of military mission realignment action that involved the relocation of at least 100 employees, please provide:

- (1) Evidence of such employment AND
- (2) Evidence of the reassignment to California.

To Be Hired By a Public Agency as a Peace Officer

(EC §76140.5) If a public agency (e.g., city, county, district or other local authority or public body of or within the state of California) intends to classify you as a peace officer upon successful completion of a police academy training course at an SBCCD college, please provide the following:

- (1) Evidence that you have passed all other requirements of the hiring public agency AND
- (2) Evidence that the public agency intends to classify you as a peace officer.

Residence Determination Date

“Residence determination date” is that day immediately preceding the opening day of instruction of the quarter, semester, or other session as set by the district governing board, during which the student proposes to attend a college. (T5 §54002)

One-Year Waiting Period

The one-year residence period which a student must meet to be classified as a resident does not begin to run until the student both is present in California and has manifested clear intent to become a California resident. (T5 §54028)

Required Documentation for Residency

The burden of proof is on the student to clearly demonstrate both physical presence in California and intent to establish a permanent home in California. You are required to present evidence in accordance with Education Code Sections 68040 et seq.

A minimum of three (3) items of documentation are required in the following categories: **You must provide a minimum of one (1) item from *Category A*, one (1) item from *Category B* and one (1) additional item from either *Category A* or *B*.** All documents must be dated at least one year and one day before the residency determination date for the semester in which you are planning to attend and properly identified with respect to the student’s name and California address.

No item may be used more than once within a category.

✓	Category A (Documentation of Intent to become CA. Resident)	Date Issued/Begun
	Possessing a California driver’s license or identification card. DL/ID # _____ Expiration Date: ____/____/____	____/____/____
	Valid California Motor Vehicle Registration.	/ /
	Documentation of Voter Registration and voting in California.	____/____/____
	Licensing from California for professional practice.	/ /
	California State income tax return filed as a resident (Form 540) from previous year coupled with employment pay stubs dated prior to the determination date of residency. Pay stubs must reflect the student’s employment.	/ /
	Proof of jury duty service in a California court within the past year.	/ /

✓	Category B (Documentation of Physical Presence in CA.)	Date Issued/Begun
	Documentation of ownership and continuous occupancy of residential property or continuous occupancy of rented or leased property, in California, covering the one-year period prior to the Residence Determination Date.	____/____/____
	Showing California as home address on federal income tax return (Form 1040) from previous year.	/ /
	Military records in student’s name showing California as the home of record (i.e. Copy of Orders, Military I.D., and DD214)	/ /
	Statements from an active bank account in California; must provide statements dated prior to the determination date of residency and current statements to verify the account is still active.	____/____/____
	Petition for a divorce in California.	/ /
	Utility bills (gas, water, power, telephone) covering the one-year period prior to the Residence Determination Date. E.g. At least one statement from each quarter for the year prior to the Residence Determination Date.	/ /
	Documentation of public assistance, rehabilitation, unemployment, or other California state services/benefits received from a California state agency covering the one-year period prior to the Residence Determination date.	/ /

Please list below other things you have done to justify your request to be classified as a California resident.

Physical presence within California solely for educational purposes does not establish residency. (Attach additional pages as needed)



You must submit the following as a packet to the Admissions & Records Office

- Valid Photo Identification (copy)
- Residency Reclassification
- A copy of all documentation provided to be attached to this form

If you have questions about completing this form, required documentation, exceptions or the residency classification procedure, please contact the Admissions & Records Office at (831) 755-6714.

WARNING: Falsifying information about citizenship, California residency, financial aid, and/or military status could result in:

- (1) **criminal charges for perjury and/or fraud and, if convicted, imprisonment;**
- (2) **student disciplinary action; and/or**
- (3) **accumulated monetary charges such as for restitution or nonpayment of nonresident fees.**

I certify under penalty of perjury that all the information I have given on this form, including any attachments, is true and complete to the best of my knowledge. I understand that falsification or withholding of information requested shall constitute grounds for dismissal. I understand if it is determined I do not meet the requirements to be classified as a resident, I will be responsible for payment of nonresident fees. I understand that failure to pay these fees in accordance with the College's payment policy will result in my courses being dropped for non-payment. I understand that I will be requested to provide proof of some statements in accordance with Education Code Sections 68040 et seq.

_____ Student's Signature

_____/_____/_____
Date

FOR OFFICE USE ONLY

APPROVED **for** DENIED

RESIDENCY STATUS:

California Resident as of: ____/____/____

Non-Resident Resident of: State: _____
 Foreign Country

Non-Resident Qualifying for a Special Exception (AB540)

Pending: Documentation does not cover one (1) year period
 Documentation does not show intent.
 Other (see notes below).

- Admissions Application Reviewed
- Residency Status Updated
- Semester Charges Recalculated
- Financial Aid Notified
- Student Notified

Notes/Comments: _____

Dean of Student Affairs, Enrollment Services Signature: _____ Date