



Procedures

Who should file a Petition for Residence Classification

If you are a continuing nonresident student for fee/tuition purposes and you wish to be classified as a California resident, you must file a Petition for Residence Classification by the deadline for the applicable term.

How to file a Petition for Residence Classification

Complete the petition and attachment per the Filing Instructions on page 2. Provide copies of all documents that pertain to you as listed under Documentation on page 2. Submit your materials, by the applicable deadline, to the Residence Deputy per the Filing Instructions.

When to obtain the Petition for Residence Classification

The petition becomes available online during the month shown below.

- Fall Term – June
- Winter Term – November
- Spring Term – February

You are encouraged to submit your petition at least three weeks in advance of the registration fee payment deadline to avoid paying late fees. Keep in mind it takes approximately two weeks for a decision response.

Deadlines

Filing the Petition for Residence Classification

You must submit your Petition for Residence Classification by the applicable registration fee payment deadline for the term. Late petitions are not accepted.

Providing required documentation

Documentation will not be accepted after the last day of the applicable term. If you fail to provide any or all of the required documentation by the end of the applicable term, your petition will not be processed and you will not be classified as a resident for that term. If you are unable to provide any or all of the required documentation by the end of the applicable term and you wish to file a petition for the following term, you must file a new Petition for Residence Classification by the applicable deadline for that following term.

Intent

You must demonstrate your intent to make California your home by severing your residential ties with your former state of residence and establishing those ties with California shortly after arrival. Your evidence of intent must be dated one year before the term for which you seek residence classification. Indicia of your intent to make California your permanent residence may include the following: registering to vote and voting in California elections; designating California as your permanent address on all school and employment records, including military records if you are in the military service; obtaining a California Driver License or, if you do not drive, a California Identification Card; obtaining California vehicle registration; paying California income taxes as a resident, including taxes on income earned outside California from the date you establish residence; establishing a California residence in which you keep your personal belongings; and licensing for professional practice in California. The absence of these indicia in other states during any period for which you claim residence can also serve as an indication of your intent. Documentary evidence is required and all relevant indications will be considered in determining your classification.

Your intent will be questioned if you return to your prior state of residence when the University is not in session.

Nonresident students who are in the process of establishing residence and return to their former home during non-instructional periods will be presumed to be in California solely for educational purposes, and only convincing evidence to the contrary will rebut this presumption. Leaving the state for special circumstances such as a medical emergency will not preclude a student from being classified as a resident, but the burden of proof will be on the student to provide convincing evidence. (A student who is in the state solely for educational purposes will not be classified a resident for tuition purposes regardless of the length of his or her stay.)

Financial Independence

You will be considered financially independent if one or more of the following applies: (1) you are at least 24 years of age by December 31 of the calendar year for which you are requesting resident classification; (2) you are a veteran of the U.S. Armed Forces; (3) you are a ward of the court or both parents are deceased; (4) you have legal dependents other than a spouse; (5) you are married or have a registered domestic partner, or are a graduate or a professional student, and you were not claimed as an income tax exemption by your parents or any other individual for the tax year immediately preceding the term for which you are requesting resident classification; (6) you are a single undergraduate student and you were not claimed as an income tax exemption by your parents or any other individual for the two tax years immediately preceding the term for which you are requesting resident classification, *and you can demonstrate* self-sufficiency for those years and the current year; or (7) you are a graduate student instructor, graduate student teaching assistant, junior specialist, post-graduate researcher, graduate student researcher, or teaching associate employed 49% or more of full time or awarded the equivalent in University administered funds (e.g. grants, stipends, or fellowships) in the term for which classification is sought. Note: Graduate students who meet these criteria must provide a memo from their department verifying their eligibility. Memo must be on departmental letterhead and signed by department. Memo must state graduate student's payroll title and percentage of time employed, and must address employment in the term for which the student seeks residence classification. Or if the student is not employed and is being awarded the equivalent in University-administered funds, memo must clearly state that the funds are equal to 49% or more of full-time employment in the term for which the student seeks residence classification.

To verify financial independence (self support), you will need to document your income and verify that you were not claimed as an exemption by your parents or anyone else for the two tax years prior to your request for residence. In addition, you will also be required to present a budget showing how you are able to support yourself with the funds you claim. Self support is defined as money you have earned through your own employment or loans obtained on your own credit, without a cosigner. A gift or loan made to you from a parent, grandparent, or other family member will not constitute self support regardless of the terms.

Appeals

Any student, following a final decision on residence classification by the residence deputy, may apply to appeal in writing to the legal analyst within 30 days of notification of the residence deputy's final decision.



Filing Instructions

Complete the petition and attachment (digital or ink signature required on both) by the applicable deadline. Provide copies of all documents that pertain to you as listed under Documentation below. Print one copy of each form and submit copies of all materials at 1113 Murphy Hall between 9:00 a.m. and 4:00 p.m., or mail to the Residence Deputy, 1113 Murphy Hall, Box 951429, Los Angeles, CA 90095-1429. No late petitions are accepted. Petitions are processed in the order they are received.

You are encouraged to submit your petition at least three weeks in advance of the registration fee payment deadline to avoid paying late fees. Keep in mind it takes approximately two weeks for a decision response.

Department Notification

It is solely the student's responsibility to notify individual departments, including financial aid offices, of any change in his or her residence status.

Documentation

You must provide copies of documentation for all of the information you provide on your Petition for Residence Classification. Do not submit originals. All documents should identify you by name and be dated. Please block out the following information from the documentation you provide: account numbers, social security numbers, and license numbers.

1. Copies of your 2015 federal, California, and previous state income tax returns. If you were employed in California during 2015 but did not earn enough to file a California income tax return, please provide copies of your W-2 forms for verification. If you filed taxes in your previous state as a full-year resident of that state (as opposed to filing a part-year resident form), please attach an explanation.
2. If you were/will be employed during the summer of the current calendar year (for Fall petitions) or the previous calendar year (for Winter and Spring petitions), please provide a letter from your employer verifying your permanent address and dates of employment as listed on company records, and a photocopy of a paycheck stub. If you were not/will not be employed, but remain/remained in California, you will need to provide proof of physical presence in California during the summer. Submit your bank statements showing ATM activity, or credit card statements. We are only able to use items that prove your physical presence in California. Letters from relatives or friends, rent receipts, or utility bills are not acceptable.
3. If you will not be at least 24 years old by December 31 of the calendar year for which you are requesting resident classification and your parents are not California residents, you will need to provide verification of financial independence. See Financial Independence on page 1. Students claiming financial independence under items 2, 3, 4, and 6 should contact a residence deputy for additional documentation required. Students who believe they qualify under item 5 need to

provide a copy of their parents' state and federal tax returns for the tax year immediately preceding the term for which you are requesting resident classification. If these tax returns are not readily available, contact the residence deputy for a graduate student Parental Statement.

4. A copy of your California Driver License or California Identification Card if you do not drive. If you lost your original California Driver license, you should contact the DMV to obtain verification of when your license was first issued.
5. Proof of the date your vehicle was registered in California.
6. A copy of your voter registration card or affidavit. You may obtain an affidavit of when you first registered to vote, if you registered to vote in Los Angeles County, by calling the Los Angeles County Registrar-Recorder/County Clerk at (562) 466-1310 or visiting <http://www.lavote.net> for instructions and information.
7. Documentation of the date you established your bank account in California. (i.e., a year-old bank statement or letter from the bank acknowledging the date you opened your bank account); or, if your account is at an out-of-state bank, proof of the date you changed your address in that bank's records to a California address.
8. If you are a non-citizen admitted for permanent residence by U.S. Citizenship and Immigration Services (USCIS), submit a front and back copy of your alien registration card. If you have not had your alien registration card for at least one year prior to the first day of class for the applicable quarter/semester, or have not yet received your alien registration card, please submit documentation which verifies the date you were approved for status as a permanent resident. If under the age of 24, you must present the same documentation regarding your parents.
9. If you hold one of the following visas: A, E, G, H-1, H-4, K, L, another eligible visa, or political asylee status, you must provide documentation which verifies that you held the status or were approved for the status at least one year prior to the first day of class for the applicable quarter or semester. For a complete list of eligible visas, see *UC Residence Policy and Guidelines* at http://www.ucop.edu/general-counsel/_files/ed-affairs/uc-residence-policy.pdf. If under the age of 24, you must present the same documentation regarding your parents.
10. If you had a loan or scholarship from another state during the previous year, submit a copy of your application and the eligibility requirements.

If you are unable to obtain a requested document, attach a written explanation to your petition. You will be contacted if that document is required.

If you previously applied for resident status and were denied, and wish to re-apply for resident status for a subsequent term, you do not need to resubmit documentation already provided. Simply attach a letter indicating the last term for which you filed a petition and attach it to the new petition.

UCLA Petition for Residence Classification



INSTRUCTIONS

Complete this petition (digital or ink signature and date required). File at 1113 Murphy Hall prior to the first day of class. PLEASE NOTE: You must file this petition before the late registration period in order to avoid the \$50.00 late payment fee. NO LATE PETITIONS WILL BE ACCEPTED.

Refer to the attached information sheet to learn more about procedures, deadlines, intent, financial independence, and appeals. Refer to the attached instruction sheet to learn more about filing and documentation. Include the Attachment to Petition for Residence Classification as needed.

Quarter student Semester student
 For term beginning Fall 20____ Winter 20____ Spring 20____

FOR DEPUTY USE ONLY

Resident Nonresident ARC
 DL
 VR
 VEH R
 BA
 PAC
 PAE
 TXS
 TA
 EX ABS
 PP
 SMR

NRN Sent _____
 By _____ Date _____
 ID # _____
 Hold _____ Released _____
 Notes _____

Full Legal Name (Last, First Middle)	Birthdate	Age
Current Mailing Address (number, street, city, state, ZIP) must be the same as your MyUCLA address		
Permanent Residence (number, street, city, state, ZIP)		

Did you attend at least three years of high school in California and graduate from a California high school? Yes No
 Do you claim to be a resident of California? Yes No
 Are you a citizen of the United States? Yes No
 If no, have you been awarded permanent residence? Yes No
 Date awarded _____ alien registration # _____
 If no, have you applied for permanent residence status? Yes No
 If your permanent residence application is pending, is your current status valid? Yes No
 Visa Type _____ valid from _____ to _____
 Proof of status may be required.

Do you have a driver license? Yes No
 If yes, in which state _____
 Date issued _____
 Last renewed _____
 If a non-driver, do you have a California Identification Card? Yes No
 Date issued _____
 Do you have a motor vehicle? Yes No
 If yes, date of registration _____
 State of registration _____

Dates of Physical Presence in California Continuously since birth
 From _____ To _____ From _____ To _____
 If you claim California residence but have been absent from the state for more than six weeks during the last 12 months, please attach a statement regarding your absence.

Are you registered to vote? Yes No
 State of registration _____
 Date of registration _____
 Have you voted within the last 15 months? Yes No
 If yes, in which state _____ date _____

Financial Information

	Last Calendar Year (2015)	This Calendar Year (2016)
What is your source of financial support?	_____	_____
Did/will you file a California RESIDENT income tax return?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did/will you file a RESIDENT income tax return in another state?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state _____		
Employment Status		
Worked in California	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Worked outside California	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive loans, scholarships, or benefits that required residence outside California?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe _____		
Do you hold any professional licenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, valid from _____ to _____ in state of _____		

Bank Accounts

Checking State _____ Date established _____
 Savings State _____ Date established _____

Marital Status

If married, state _____ date _____
 If divorced, state _____ date _____
 If registered domestic partnership, state _____ date _____

All Colleges or Universities Attended

From	To	Name of School	State
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What state do you regard as your permanent home? _____
 How long has it been your home? _____
 Do you plan to remain in California after completing your education? Yes No

Military Service

Are you, your spouse/registered domestic partner, or parent currently on active duty in the U.S. Military? Yes No Yes No Yes No
 If yes, state of legal residence _____

Are you, your spouse/registered domestic partner, or parent a veteran of the U.S. Military? Yes No Yes No Yes No
 If yes, date of separation _____

**SIGNATURE REQUIRED
ON REVERSE**



INSTRUCTIONS If you are under 24 years of age, or you have a parent who is a California resident and that parent claims you as a dependent for income tax purposes, complete the remainder of this form. If not, please sign and date below.

Financial Independence

Are you financially independent? Yes No

Please describe your source of financial support for the following years: 2016, 2015, 2014

For which of the following years were you/will you be claimed as an exemption on your parents' state or federal tax returns? 2014 2015 2016

Are you a veteran of the U.S. Armed Forces? Yes No
Are you a ward of the court? Yes No
Are either or both of your parents deceased?

Father Yes No
Mother Yes No
Do you have legal dependents other than a spouse? Yes No

Are you/will you be a graduate student employed by your department at 49% or more? Yes No

Are your parents currently on active duty in the U.S. Military?

Stationed in California
Stationed outside California
State of legal residence

Father Yes No Mother Yes No
from to from to
from to from to

Are your parents divorced or permanently separated?

If yes, which parent have you been living with? Mother Father

Dates of residence with parent
from to address
from to address

Have you resided with your other parent since divorce or separation?

If yes, from to Yes No

Address
from to
Address

STUDENT'S FATHER

Father's full name Last First Middle

Address number, street, city, state, ZIP

Dates of father's physical presence in California Continuously since birth
from to from to

If he claims California residence but has been absent from the state for more than six weeks during the last 12 months, please attach a statement regarding his absence.

Does he have a driver license? Yes No California Identification Card? Yes No
If yes, state date issued last renewed

Does he own a motor vehicle? Yes No
If yes, state of registration date

Did/will he file a California income tax return on his total income?
Last calendar year Yes No If no, what state
This calendar year Yes No If no, what state

Does he claim to be a resident of California?

IS YOUR FATHER
A U.S. citizen? Yes No
A U.S. permanent resident (PR)? Yes No
date awarded
alien registration #
An applicant for PR status? Yes No
If his application is pending, is his status valid? Yes No
visa type
valid from to
Registered to vote? Yes No
If yes, state date
Has he voted in the last 15 months? Yes No
If yes, state date
Bank accounts (state and date established)
Checking
Savings

STUDENT'S MOTHER

Mother's full name Last First Middle

Address number, street, city, state, ZIP

Dates of mother's physical presence in California Continuously since birth
from to from to

If she claims California residence but has been absent from the state for more than six weeks during the last 12 months, please attach a statement regarding her absence.

Does she have a driver license? Yes No California Identification Card? Yes No
If yes, state date issued last renewed

Does she own a motor vehicle? Yes No
If yes, state of registration date

Did/will she file a California income tax return on her total income?
Last calendar year Yes No If no, what state
This calendar year Yes No If no, what state

Does she claim to be a resident of California?

IS YOUR MOTHER
A U.S. citizen? Yes No
A U.S. permanent resident (PR)? Yes No
date awarded
alien registration #
An applicant for PR status? Yes No
If her application is pending, is her status valid? Yes No
visa type
valid from to
Registered to vote? Yes No
If yes, state date
Has she voted in the last 15 months? Yes No
If yes, state date
Bank accounts (state and date established)
Checking
Savings

Do you authorize the University of California to release information regarding your residence file to your parents? Yes No

SIGNATURE REQUIRED I declare under penalty of perjury under the laws of the State of California that the statements on both sides of this page and any attachments submitted by me in connection with the determination of my residence are, and each of them is, true and correct.

Signature
Signed In Date
(city/county)

PRIVACY NOTICE All of the information requested on this Statement of Legal Residence is required (by the authority of Standing Order 110.2(a)-(d) of the Regents of the University of California) for determining whether or not you are a legal resident for tuition purposes. Your registration cannot be processed without this information. The Office of the Registrar on campus maintains the requested information. You have the right to inspect University records containing the residence information requested on this form.



SECTION A

1. Briefly explain what you did/will be doing during the summer of 2016. If you will be/were employed, please provide a letter from your employer verifying your permanent address and dates of employment as listed on company records, and a photocopy of a paycheck stub, as soon as you can obtain them. NOTE: Graduate Students who are using UC employment to verify summer presence in California and using this employment to meet the Financial Independence requirement should refer to the definition of Financial Independence on page 1 for additional information required from their hiring department.

If you were not/will not be employed but remained in California, you need to provide proof of physical presence in California during the summer of 2016. Submit bank statements showing ATM activity or credit card receipts as soon as you can obtain them. We are only able to use items that prove your actual physical presence in California. Letters from relatives or friends, rent receipts, or utility bills are not acceptable.

2. If you are a LAW student, are you registered for the California Bar? YES NO
If yes, please submit verification. If no, please explain.

3. If you left/will leave the state of California during the summer of 2016:
A. With whom will/did you live while you are/were out of state, e.g., parents, renting an apartment?

B. Where were/are your belongings stored while you were/are gone?

C. Did you try to find employment in California? YES NO
If yes, please submit verification.

OVER

SECTION B

1. Do you have out-of-state bank accounts? YES NO
If yes, please explain.

2. Do you own property outside of California? YES NO
If yes, please explain.

3. Do you have membership in clubs, churches, or other local or state organizations? YES NO

4. Do you have a spouse, child, or other close relative living in California? YES NO
Are your parents residents of California? YES NO

5. If your California Driver License, vehicle registration, voter registration, or bank accounts will not be one year old by September 2016, please explain why you delayed establishing these ties. See definition of Intent on page 1. Please be specific.

6. If you are currently using an out-of-state address as your permanent address on your school records, please explain why. (Please check your permanent address on MyUCLA.)

I declare under penalty of perjury under the laws of the State of California that the statements on this form and any attachments submitted by me in connection with the determination of my residence are, and each of them is, true and correct.

SIGNATURE

CITY/COUNTY

DATE