

# UCLA Petition for Residence Classification

## Procedures

### **Who should file a Petition for Residence Classification**

A continuing nonresident student for fee/tuition purposes who wishes to be classified as a California resident 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 the student as listed under Documentation on page 2. Submit all materials, by the applicable deadline, to the Residence Deputy per the Filing instructions.

### **Filing periods and deadlines**

Submit the petition and materials within the dates shown. Late petitions are not accepted.

<b>Quarter</b>	<b>Filing Period Begins</b>	<b>Filing Deadline</b>
Fall	June 1	September 1
Winter	November 1	December 1
Spring	February 1	March 1

  

<b>Semester</b>	<b>Filing Period Begins</b>	<b>Filing Deadline</b>
Fall	June 1	August 1
Spring	November 1	December 1

Students are encouraged to submit the petition at least three weeks in advance of the deadline. Students should keep in mind that a decision response takes approximately two weeks.

### **Providing required documentation**

Documentation will not be accepted after the last day of the applicable term. If a student fails to provide any or all of the required documentation by the end of the applicable term, that student's petition will not be processed, and the student will not be classified as a resident for that term. If the student is unable to provide any or all of the required documentation by the end of the applicable term and wishes to file a petition for the following term, a new Petition for Residence Classification must be filed by the applicable deadline for that following term.

## Intent

The student must demonstrate intent to make California the home state by severing residential ties with the former state or country of residence and establishing those ties with California shortly after arrival. Evidence of intent must be dated one year before the term for which residence classification is sought. Indicia of intent to make California the permanent residence can include registering to vote and voting in California elections; designating California as one's permanent address on all school and employment records, including military records if in the military service; obtaining a California Driver License or, if one has never held a driver's license, 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 residence is established; establishing a California residence in which one keeps one's own personal belongings; and licensing for professional practice in

California. Absence of these indicia in other states during any period for which residence is claimed can also serve as an indication of intent. Documentary evidence is required, and all relevant indications are considered in determining classification. Intent will be questioned if the student returns to the former state or country of residence when the University is not in session.

Nonresident students who are in the process of establishing residence, and who return to their former home during noninstructional periods, are presumed to be in California solely for educational purposes; only convincing evidence to the contrary can rebut this presumption. Leaving the state for an unforeseen situation, such as a medical emergency, does not preclude a student from being classified as a resident; but the burden of proof is 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 stay.)

## Requirements for Financial Independence (Undergraduates Only)

A student must be financially independent if not dependent on a parent who meets University requirements for California residence for tuition purposes. To be considered financially independent, the student must meet one or more of the following criteria: be at least 24 years of age by December 31 of the academic year for which resident classification is sought; be a veteran of the U.S. Armed Forces or serving in the U.S. Armed Forces; be a ward of the court or both parents are deceased; have legal dependents other than a spouse; be married or have a registered domestic partner as of the residence determination date of the term for which resident classification is sought; have been determined to be an unaccompanied youth who was homeless pursuant to federal financial aid rules; demonstrate self-sufficiency for one full year prior to the residence determination date of the term, and not have been claimed as an income tax exemption by parents or any other individual for one tax year immediately preceding the term for which resident classification is sought.

To verify financial independence (self support), the student must document income and verify not having been claimed as an exemption by parents or anyone else for one tax year prior to the request for residence. The student is also required to present a budget showing the ability to self support with the funds claimed. Self support is defined as money earned through one's own employment or loans obtained on one's own credit, without a cosigner. A gift or loan from a parent, grandparent, or other family member does not constitute self support regardless of the terms. Bartering for free or reduced (i.e., below market value) room and board is considered financial assistance.

## 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.

# UCLA Petition for Residence Classification Instructions

## Filing

Complete the petition and attachment (digital or ink signature required on both) by the applicable deadline. Submit copies of all documents that pertain to you as listed under Documentation below. Petitions are not accepted by e-mail or fax. Late petitions are not accepted. Petitions are processed in the order they are received.

## Submission

Submit the petition and documents through the [Message Center](#). Before uploading files, name each file using the *LastName,FirstName-9digitUID-DocumentName* format. For example: Bruin,Joe-012345678-DriversLicense.

All statements and documents submitted to the University of California (UC) to support a resident classification for purposes of UC tuition are submitted under penalty of perjury under the laws of the state of California. The student, and parent if applicable, are required to declare under oath, declaration, or affidavit that all statements and supporting documents are true and correct. If a resident classification is obtained based on concealed facts or untruthful statements or documents, the student will be required to pay all tuition and fees that would otherwise have been charged. The student also will be subject to appropriate University discipline at the discretion of the campus.

## Department Notification

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

## Documentation

The student must submit copies of documentation for all information provided on the Petition for Residence Classification. If the student is younger than 24 years of age and has a California resident parent, the student and parent both must submit the applicable documentation. Do not submit originals. All documents should identify the student by name and be dated. The following information must be blocked out from the documentation provided: account numbers, social security numbers, and license numbers.

1. Copies of your 2020 federal, California, and previous state income tax returns. If you were employed in California during 2020 but did not earn enough to file a California income tax return, 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 as a part-year resident), attach an explanation.
2. **Undergraduates only:** If you will not be at least 24 years old by December 31 of the academic year for which you are requesting resident classification, and your parents are not California residents, you must provide verification of financial independence; see page 1. Students claiming financial independence under items 2, 3, 4, and 6 should contact a residence deputy regarding additional required documentation.
3. A copy of your California Driver License, or California Identification Card if you do not drive. If your original California Driver License is lost, contact the DMV to obtain verification of when your license was first issued.

4. Proof of the date your vehicle was registered in California.
5. A certified copy of your voter registration. If you registered to vote in Los Angeles County, submit a [request form](#) to the Registrar-Recorder/County Clerk.
6. 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.
7. If you are petitioning with a California resident parent, the parent must provide proof of being in California for 366 days prior to the term for which you seek residence classification. If your parent is employed in California, the parent may submit a letter from the employer, on company letterhead, that verifies the parent's permanent address, work location, and dates of employment as listed on company records; and a photocopy of a paycheck stub. If this parent is not employed, 12 months of bank statements from a non-joint account, showing multiple transactions per month physically made in California, may be submitted. All transactions made in California must be highlighted on each statement. Bank statements that show only online payments or transfers are not acceptable.
8. If you are a noncitizen admitted for permanent residence by U.S. Citizenship and Immigration Services (USCIS), submit a copy of the front and back 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, submit documentation that 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, or L; another eligible visa; or political asylee status, you must provide documentation that verifies 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/semester. For a complete list of eligible visas, see [UC Residence Policy and Guidelines](#) (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.

Students who are unable to obtain a requested document must attach a written explanation to their petition. The student will be contacted if that document is required.

A student who previously applied for resident status and was denied, and who wishes to re-apply for resident status for a subsequent term, need not resubmit documentation already provided. Instead, write a letter indicating the last term for which a petition was filed and attach it to the new petition.

# UCLA Petition for Residence Classification

## INSTRUCTIONS

Complete this petition (digital or ink signature and date required). Submit the petition and documents through the [Message Center](#). LATE PETITIONS ARE NOT ACCEPTED.

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

- Quarter student     Semester student  
 I previously applied for     Fall    Winter    Spring    Year \_\_\_\_\_  
 I am applying for     Fall    Winter    Spring    Year \_\_\_\_\_

## 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)	9-Digit UCLA ID	Birthdate	Age
Current Mailing Address (number, street, city, state, ZIP) <i>must be the same as your MyUCLA address</i>			
Permanent Residence (number, street, city, state, ZIP)			

- Did you attend two years at a California community college and/or adult school in California?     Yes    No  
 Did you attend at least three years of high school in California and graduate from a high school?     Yes    No  
 Do you claim to be a resident of California?     Yes    No  
 Are you a citizen of the United States?  
 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 nondriver, 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, 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 (2020)    This Calendar Year (2021)  
 What is your source of financial support? \_\_\_\_\_  
 Did/will you file a California RESIDENT income tax return?     Yes    No     Yes    No  
 Did/will you file a RESIDENT income tax return in another state?     Yes    No     Yes    No  
 If yes, in which state \_\_\_\_\_  
 Employment Status  
 Worked in California     Yes    No     Yes    No  
 Worked outside California     Yes    No     Yes    No  
 Did you receive loans, scholarships, or benefits that required residence outside California?     Yes    No     Yes    No  
 If yes, describe \_\_\_\_\_  
 Do you hold any professional licenses?     Yes    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	School Name	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

- |   | Student  | Spouse   |
|---|--|--|
| Are you or your spouse currently on active duty in the U.S. Military?<br>If yes, state of legal residence | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you registered with U.S. Selective Service?<br>If yes, state of registration                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | _____  |

**SIGNATURE REQUIRED ON REVERSE**

**INSTRUCTIONS** Undergraduate students younger than 24 years of age must complete this page. All students must sign at bottom of this page.

### Financial Independence

Are you financially independent?  Yes  No

Describe your source of financial support for the following years:

2021 \_\_\_\_\_

2020 \_\_\_\_\_

For which of the following years were you/will you be claimed as an exemption on your parents' state or federal tax returns?  2020  2021

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?  Yes  No

Parent name \_\_\_\_\_  Yes  No

Parent name \_\_\_\_\_  Yes  No

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

Are you an unaccompanied youth who was homeless pursuant to federal financial aid rules?  Yes  No

Have you applied or been approved for independent student status by the UCLA Financial Aid Office?  Yes  No

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

Parent Name \_\_\_\_\_  Yes  No

Stationed in California from \_\_\_\_\_ to \_\_\_\_\_

Stationed outside California from \_\_\_\_\_ to \_\_\_\_\_

State of legal residence \_\_\_\_\_

Parent Name \_\_\_\_\_  Yes  No

Stationed in California from \_\_\_\_\_ to \_\_\_\_\_

Stationed outside California from \_\_\_\_\_ to \_\_\_\_\_

### Are your parents divorced or permanently separated?

Yes  No

If yes, with which parent have you been living? \_\_\_\_\_

Dates of residence with this parent

from \_\_\_\_\_ to \_\_\_\_\_ address \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_ address \_\_\_\_\_

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

Yes  No

If yes, from \_\_\_\_\_ to \_\_\_\_\_

address \_\_\_\_\_

from \_\_\_\_\_ to \_\_\_\_\_

address \_\_\_\_\_

### PARENT 1 Mother Father Other \_\_\_\_\_

Parent full name Last First Middle

Address number, street, city, state, ZIP

### Dates of parent's physical presence in California

Continuously since birth

from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

### If parent claims California residence but has been absent from the state for more than six weeks during the last 12 months, attach a statement regarding parent's absence.

Does parent have a driver license?  Yes  No California Identification Card?  Yes  No

If yes, state \_\_\_\_\_ date issued \_\_\_\_\_ last renewed \_\_\_\_\_

Does parent own a motor vehicle?  Yes  No

If yes, state of registration \_\_\_\_\_ date \_\_\_\_\_

Did/will parent file a California income tax return on total income?

Last calendar year  Yes  No If no, what state \_\_\_\_\_

This calendar year  Yes  No If no, what state \_\_\_\_\_

### Does parent claim to be a resident of California?

Yes  No

#### Is this parent

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 the application is pending, is

parent's status valid?  Yes  No

visa type \_\_\_\_\_

valid from \_\_\_\_\_ to \_\_\_\_\_

Registered to vote?  Yes  No

If yes, state \_\_\_\_\_ date \_\_\_\_\_

Has parent voted in the last 15 months?  Yes  No

If yes, state \_\_\_\_\_ date \_\_\_\_\_

Bank accounts (state and date established)

Checking \_\_\_\_\_

Savings \_\_\_\_\_

### PARENT 2 Mother Father Other \_\_\_\_\_

Parent full name Last First Middle

Address number, street, city, state, ZIP

### Dates of parent's physical presence in California

Continuously since birth

from \_\_\_\_\_ to \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

### If parent claims California residence but has been absent from the state for more than six weeks during the last 12 months, attach a statement regarding parent's absence.

Does parent have a driver license?  Yes  No California Identification Card?  Yes  No

If yes, state \_\_\_\_\_ date issued \_\_\_\_\_ last renewed \_\_\_\_\_

Does parent own a motor vehicle?  Yes  No

If yes, state of registration \_\_\_\_\_ date \_\_\_\_\_

Did/will parent file a California income tax return on total income?

Last calendar year  Yes  No If no, what state \_\_\_\_\_

This calendar year  Yes  No If no, what state \_\_\_\_\_

### Does parent claim to be a resident of California?

Yes  No

#### Is this parent

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 the application is pending, is

parent's status valid?  Yes  No

visa type \_\_\_\_\_

valid from \_\_\_\_\_ to \_\_\_\_\_

Registered to vote?  Yes  No

If yes, state \_\_\_\_\_ date \_\_\_\_\_

Has parent 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. I acknowledge that I have read and understand the perjury paragraph on the attached information sheet included with this form.

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.

# **UCLA** Petition for Residence Classification Attachment

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## **SECTION A**

1. Briefly explain what you did/will be doing during the summer of 2020.

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2. If you left/will leave the state of California during the summer of 2020:

A. Explain the reason of your absence from California.

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B. With whom will/did you live while you are/were out of state, e.g., parents, renting an apartment?

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C. How long will you be/were you absent from California?

From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

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

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**OVER**

## SECTION B

1. Do you have out-of-state bank accounts?  
If yes, explain.

YES  NO

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2. Do you own property outside of California?  
If yes, explain.

YES  NO

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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 March 2021, explain why you delayed establishing these ties. See definition of Intent on page 1. Be specific.

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6. If you currently hold an out-of-state driver license, vehicle registration, voter registration, and/or bank account, explain why you have not transferred it to California.

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7. If you currently use an out-of-state address as your permanent address on school records, explain why. (Check your permanent address on MyUCLA.)

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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