

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.

| Quarter | Filing Period Begins | Filing Deadline |
|---------|----------------------|-----------------|
| Fall | June 1 | September 1 |
| Winter | November 1 | December 1 |
| Spring | February 1 | March 1 |

| Semester | Filing Period Begins | Filing Deadline |
|----------|----------------------|-----------------|
| 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.

Summary

This is a general summary of the [UC Residence Policy and Guidelines](#) (PDF) and does not cover every student's circumstances. Students should read the entire policy for complete details.

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 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; receive an independent student determination by the UCLA Financial Aid Office; or 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

Appeal applications must be filed within 30 days of the UCLA nonresident determination. Requirements for appeal are demonstration of an error by UCLA in fact, procedure, or policy; or new information not previously known or available to the student. Appeals cannot waive policy or requirements.

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-DriverLicense.

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 2021 federal, California, and previous state income tax returns. If you were employed in California during 2021 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 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 or identification card is lost, contact the California Department of Motor Vehicles (DMV) to obtain verification of when your license or card was first issued. License or card issue date must be visible.

4. A copy of a year-old California vehicle registration card. A certificate of title is not a substitute for a vehicle registration card and is not accepted.
5. A certified copy of your voter registration that clearly shows the student name and the date of voter registration. Students who registered to vote in Los Angeles county can use the Registrar-Recorder/County Clerk [certified voter registration copy request](#) to retrieve this information.
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 frequent transactions per month made physically in California (e.g., purchases at a grocery store, gas station, etc.), 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) must be the same as your MyUCLA address | | | |
| 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 (2021)** **This Calendar Year (2022)**
 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? Yes No Yes No
 If yes, state of legal residence _____
 Are you registered with U.S. Selective Service? Yes No
 If yes, state of registration _____

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:

2022 _____

2021 _____

For which of the following years were you/will you be claimed as an exemption on your parents' state or federal tax returns? 2021 2022

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?

Stationed in California

Stationed outside California

State of legal residence _____

Parent Name _____ Yes No

from _____ to _____

from _____ to _____

Parent Name _____ Yes No

from _____ to _____

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

SECTION A

1. Briefly explain what you did/will be doing during the summer of 2021.

2. If you left/will leave the state of California during the summer of 2021:

A. Explain the reason of your absence from California.

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

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?

OVER

SECTION B

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

2. Do you own property outside of California? YES NO
If yes, 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 March 28, 2022, explain why you delayed establishing these ties. See definition of Intent on page 1. Be specific.

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.

7. If you currently use an out-of-state address as your permanent address on school records or federal and state tax returns, explain why. (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