Residence for Tuition Purposes
Nonresident Change of Classification Instructions

This hand out is for your convenience to use when starting to establish your ties to CA and is not intended to be comprehensive instructions. Please visit our website (https://students.ucsd.edu/finances/fees/residence/status-change.html) for complete instructions on changing your nonresident status.

If you are an adult student (at least age 18) you may establish residence for tuition purposes in California if you: 1) are a U.S. citizen; 2) are a permanent resident or other immigrant; 3) hold a valid I-94 record for one of the following visa categories: A,E,G,H1,H4,I,K,L, N, NATO, O1,O3,R, or V or 4) have an approved I-821D (DACA). You must be present in CA for 366 days, change all your ties to CA with the intent to remain here, and must meet one of the financial independence requirements 366 days prior to the term for which you are applying for residency. Please refer to the web site for the full list of financial independence requirements.

**You are responsible for submitting a complete packet.** Packets are evaluated based on the documents submitted and a deputy will not reach out to request the submission of missing documents. If denied, you will **not** have the opportunity to submit additional documents on appeal. You should submit your petition after you have established all ties to CA and can include copies of all twelve documents and any other information you believe to be relevant. Petitions can only be submitted during designated filing periods: https://students.ucsd.edu/finances/fees/residence/dates-deadlines.html. Early or late packets are not accepted. Documents should be submitted in the order listed above with the Change of Classification Petition: http://registrar.ucsd.edu/ver2/info/residency/slrreclass.pdf on top and should be free of staples.

All documents should be dated within the first month of entering California or at least 12 months prior to the quarter you wish to change your status to resident to demonstrate when you began ties to California with the intent to remain in CA. If you don’t have all 12 items you **must** include a written explanations detailing missing or late dated documents with your petition.

1. California driver’s license or a California ID Card.
2. Verification of voter registration, e.g. voter registration card, printout of online voter registration verification
3. Bank and credit card statements with a California address and California transactions for all 12 months prior to the quarter for which you are applying.
4. California car registration and car insurance card – most recent, and dated at least 12 months prior to the quarter for which you are applying.
5. Tax transcript and all pages of federal & all state tax returns filed for the most recent tax year or W2s if you did not file taxes in any state.
6. Verification of one of the financial independence requirements – refer to complete list online. Examples include:
   - You will be at least age 24 by December 31 of the calendar year for which you are requesting resident status or
   - You are dependent on a CA resident parent who meets the UC residency criteria (submit all items for self and parent) or
   - Single undergraduates under 24 with nonresident parents must submit the budget worksheet form & must include their own and parents’ state and federal tax returns for the prior two years.
   - Single graduates under 24 must include their parents’ state and federal tax returns for the prior year or a letter from their department to verify employment at 49% or equivalent for the quarter of the change of classification.
7. Verification of physical presence in CA for the summer immediately prior to the change of classification, such as copies of summer pay stubs, employment verification, etc.
8. Copies of all your housing contracts, monthly rental agreements, lease or mortgage statement for the past year.
9. Proof of memberships with CA merchants, e.g. stores, supermarkets, video clubs, fitness clubs, etc.
10. Proof of belongings moved to California, e.g., UPS, FedEx, moving van or truck receipt, or bill of lading slips.
11. CA utility statements in your name, e.g. phone, gas, electric, cable, internet, water, etc. for all 12 months prior to the quarter for which you are applying.
12. Non-US citizens must provide proof of eligible USCIS status in the US (e.g., permanent resident card, I-94 record for the past year, I-821D DACA approval notice, etc.).

QUESTIONS? E-mail residedenpdeputy@ucsd.edu for assistance.
All information is subject to change without notice. Refer to www.ucop.edu/residency/ for updates. Revised 09/2017