RIO HONDO COLLEGE – Admissions & Records Office
Residency Reclassification Request

Students are required to complete a Residency Reclassification Request to clarify residency status or apply for a residency reclassification. Residency changes are not automatic.

To be considered for California residency, you must:
1. Be physically present in California for at least one year and one day prior to the start date of the primary semester.
2. Show documentation of intent to establish California residency dating at least one year and one day prior to the start of the primary semester.

**Residence Determination Date**
"The residence determination date" is that day immediately preceding the first day of primary semester during which the student proposes to attend college.  SEMESTER/YEAR ____________ RESIDENCY DATE ________ Or earlier

**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.

**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 Section 68040 et seq.

You must bring three (3) of the following documentations from the list below. The documents presented must be original, valid, legible and cover the one year and one day prior to the primary semester you plan to attend. All documents must be properly identified with the student’s name, date and a corresponding California address. You may also be asked to bring your California State Income tax return filed as a resident (Form 540) from the previous year.

<table>
<thead>
<tr>
<th>Activity/ Documentation</th>
<th>Date Issued/Began</th>
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<tbody>
<tr>
<td>Possessing a California driver’s license or identification card. *</td>
<td></td>
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<tr>
<td>CDL/ID# ___________ Issued Date: ________<strong>/____<strong><strong>/</strong></strong></strong></td>
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<tr>
<td>Permanent Resident Card. If Permanent Resident Card was issued less than 3 years from the date of the primary semester we require Notice of Action Documentation.</td>
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<td>Employment pay stubs dated prior to the determination date of residency. *</td>
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<td>Military records in student’s name showing California as the home of record. (i.e. Copy of Orders, Military I.D., and DD214)</td>
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<tr>
<td>Statements from a bank account in California must provide statement dated prior to the determination date of residency. *</td>
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<tr>
<td>California utility bills (gas, water, power, telephone). *</td>
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<tr>
<td>Documentation of ownership and continuous occupancy of residential property or continuous occupancy of rented or leased property, in California. *</td>
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<tr>
<td>Valid California Motor Vehicle Registration. *</td>
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<tr>
<td>Petition for a divorce in California. *</td>
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<tr>
<td>Receipts showing payment of non-resident tuition at an out-of-state institution (outside California) with a California permanent home address.</td>
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<tr>
<td>Documentation of public assistance, rehabilitation, unemployment, or other California state services, benefits received from a California state agency. *</td>
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<td>Proof of jury duty service in a California court. *</td>
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*Dated one year and one day prior to the primary semester
SUPPLEMENTAL RESIDENCY QUESTIONNAIRE

The purpose of this questionnaire is to assist us in determining your legal residence status in California as required under statute. Please answer all questions and return to the Admissions Office before a semester begins. All residency matters must be determined at least one day before a semester begins (called the residency determination date). If you are a continuing or returning student at Rio Hondo, your status will remain unchanged unless this questionnaire is submitted prior to the deadline and a reclassification granted. If you are a new student, your status will be that of a nonresident unless this questionnaire is submitted prior to the deadline and a classification as a resident is made. Please be prepared to present proof to document your residency claimed in this questionnaire. Under state law the burden of proof for residency lies with the student.

SEMESTER/YEAR

Today’s Date: ___________________ Student’s ID # ___________________ Telephone number ___________________

Legal Name:
LAST ___________________ FIRST ___________________ MIDDLE ___________________

Residence Address (Legal/Permanent Address – DO NOT USE P.O. BOX):

Number and Street ___________________ City ___________________ State ___________________ Zip Code ___________________

I have lived at this address since ___________________ If less than 2 years, show previous address:

(1) ___________________

(2) ___________________

When did your present stay in California begin? ___________________

Do you have a driver’s license? YES ______ NO ______ IF YES: __________________ State ______ Date issued ______

Have you owned an automobile during the past year? YES ______ NO ______ IF YES, __________________ State registered ______ Date registered ______

Have you been employed during the past year? YES ______ NO ______ IF YES, __________________

Employer __________________

Employer __________________

Have you filed a state income tax return for any of the past 3 years? YES ______ NO ______

IF YES, 20 ______ State ______ Former address __________________

20 ______ State ______ Former address __________________

Have you filed a federal income tax return for any of the past 3 years? YES ______ NO ______

IF YES, 20 ______ State ______ Former address __________________

20 ______ State ______ Former address __________________

Have you ever registered to vote? YES ______ NO ______ IF YES, __________________ State ______ Month/Year ______

Do you currently own real property (real estate)? YES ______ NO ______ IF YES, __________________

City ___________________ State ______ Date purchased ______
Have you (or if you are under 19, your parents):

Petitioned for divorce in a state OTHER THAN California?  
YES ______ NO ______

Attended an out-of-state educational institution as a resident of that state?  
YES ______ NO ______

Declared non-residence for California state income tax purposes?  
YES ______ NO ______

BIRTHDATE: ___________________________ Age

Month/Day/Year

U.S. Citizen?  
YES ______ NO ______

Permanently Resident

ADM/ADJ DATE: ___________________________

Month/Day/Year

USCIS/#/A# ________________

Refugee

Other/VIISA (specify)

COMPLETE THIS PORTION ONLY IF YOU ARE UNDER 19 YEARS OF AGE:

Father (if living)  

Address

City  State  Zip Code

Mother (if living)  

Address

City  State  Zip Code

Legal Guardian (if living)  

Address

City  State  Zip Code

If less than 2 years, give previous addresses:

Father  

Mother  

Legal Guardian  

Have you lived continuously with any adult California resident other than parent or legal guardian during the past two years?

YES ______ NO ______

IF YES, NAME AND ADDRESS: Name:  

Address

City  Zip Code

NOTICE TO STUDENTS: You are required to submit documentation in support of the items above. You may be required to submit additional documentary evidence in support of your claim for California residence in accordance with California Education Code 68040 et seq. The burden of proof to demonstrate clearly both physical presence in California and intent to establish permanent California residence lies with the student.

I certify under penalty of perjury that the information on this questionnaire is correct and I understand that falsification or failure to report change in residence may result in my dismissal.

STUDENT SIGNATURE ___________________________ DATE ___________________________

***************DO NOT WRITE BELOW THIS LINE******************************************************************************OFFICE USE ONLY***************************************************************

RESIDENCE DETERMINATION  RESIDENT _______ NONRESIDENT _______ EFFECTIVE __________________

SEMESTER/yr

SIGNATURE OF COLLEGE OFFICIAL ___________________________ DATE ___________________________

RES STATUS _______OOS/UND to PR/CA _______PR to CIT/CA _______OOS to CA RES

Revised 5/12/11