



Establishing Residency

Some definitions of "California Resident" may differ from the definition of "California Resident for tuition purposes" at a California Community College. The burden of **proof** is on the student to demonstrate clearly, with proof, **both physical presence in California and intent to establish California residence. (Title 5, 54026)** Please note that resident reclassification requests are not grounds for extending the drop for non-payment deadline. Additionally, economic hardship is not a factor in the determination of residency for tuition purposes.

Submission of documentation does not guarantee reclassification of status. Each student's residency classification is unique and reviewed as such; all information disclosed will be considered as factors in determining a student's residency classification. College of the Siskiyous may request additional documentation if deemed necessary. All students misclassified as residents of California are subject to reclassification and are responsible for payment of non-resident tuition at any time during attendance at College of the Siskiyous.

There are three Conditions College of the Siskiyous must examine for residency purposes:

- Legal Status with U.S. Citizenship and Immigration Services (Title 5, 54045)
- California status Intent and physical presence (Title 5, 54020, 54022)
- Financial Independence (Title 5, 54032)

Reclassification requests are to be submitted to the Admissions Office and will only be accepted for terms during which a student proposes to attend. Please allow 10 business days for review of documentation. Incomplete petitions or petitions without the required residency documentation will not be accepted.

Requests for retroactive reclassification (out of academic year) will not be accepted.

A) Please complete the attached Residency Reclassification Petition and provide the following required documents to support your claim for California Residency for tuition purposes:

1. California state tax return for the year prior to the start of the term with date sensitive pay stub
2. A valid California Driver's License or ID card (if student is ineligible for a Driver's License)

OR

B) Students who do not have California state taxes must provide three documents of proof from the lists below, at least one of which must be a primary document.

Documentation submitted must:

- Be dated one year and one day prior to the start to the term for which you are applying
- Include the student's name
- Include a physical California address ****P.O. BOXES & RESIDENCE HALLS WILL NOT BE ACCEPTED****
- **Please note if you are under 19 years of age, all requested documents must be in the name of the natural/adopted parent(s) or legal guardian with whom you currently reside.**

Primary Documents:	Secondary Documents:
<ul style="list-style-type: none"> • California State Income Tax 540 returns w/date sensitive paystub • California W-2 w/date sensitive paystub • California driver's license or ID card • Documentation of California motor vehicle license plates • California voter registration • Petition for divorce as a resident of California • Licensing from California for professional practice • Documentation of active membership in service or social club in California 	<ul style="list-style-type: none"> • Verification of active California bank accounts • Documentation of ownership of residential property or continuous occupancy of rented or leased property in California • Selective Service registration with California permanent address • Utility bills (gas, water, power, landline telephone) with current address • Official California high school transcripts • Documentation of public assistance, rehabilitation, unemployment or other state services • Credit agreement w/a California business

Notification process:

Check you're COS student email account. The Enrollment Services has 30 business days after receipt of your petition to respond to your request. Determination notification will be sent to your assigned College of the Siskiyous student email. **IT IS THE STUDENT'S RESPONSIBILITY TO CHECK AND RESPOND TO THEIR STUDENT EMAIL ACCOUNT IN A TIMELY MANNER.** You are advised to check your student email daily once you have submitted the residency reclassification petition.