



## Enrollment Services Office – Residency FAQ's

### **1. WHY WAS I CLASSIFIED AS A NON-RESIDENT?**

You were classified as a non-resident based on the information **you provided** on the application for admission or through your FASFA. The following are some circumstances that will affect your residency status and will require you to submit documentation to reclassify as a California resident.

You will need to download the affidavit from our website . The affidavit contains information about reclassification, a California Residency documentation checklist, and a questionnaire for you to fill out. Please note that some sections in the questionnaire might not apply to you; however, please answer the questions to the best of your ability.

The following are some circumstances that will classify a student as a non-resident

### **2. “I was classified as a non- resident and my address in California has never changed. Why am I a non-resident?”**

You may have indicated a “yes” to one of the questions listed below and/or a “No” to question 5. If so, you might have met the intent, but you might not be able to meet the “physical presence” in California.

1. Did you leave California to attend an out of state college or university?
2. Did you leave California to participate in an internship in another state?
3. Did you move to another state as a result of a job transfer?
4. Did you move to another state temporarily other than a vacation?
5. Have you lived in California for at least the last two years?

If you fall into one of the above categories, please make sure you contact the Enrollment Services Office to find out what documents you will need to meet the physical presence requirement.

### **3. “I was classified as a non-resident and I have lived in California for a long time. Why am I a non-resident?”**

Do any of these questions apply to you?

1. Were you born in another country?
2. Is your legal status “other status”?
3. Has your visa expired or will it expire before the end of term in which you are applying?
4. Have you changed or adjusted your legal status recently?
5. Have you just arrived in this country after a visit to your country?

You may have met the intent requirement; however, you might not have met your INS status. An individual’s approved INS status to establish domicile in the U.S. must be consistent with the one year and one day residency determination date required for tuition purposes. If you fall into one of the above categories, please make sure you contact the residency specialist to find out what documents you will need to meet the legal status reclassification. Please note that although you may have the California state documentation, you **must** first meet the legal status.

### **4. “Why do I have to fill out the Residency Affidavit?”**

Answering the questions and more importantly, signing the affidavit gives COC permission to change the original information you provided when you submitted your application for admissions. In addition, the affidavit is a point of reference for our state auditors when they come annually to audit our non-resident records.

**5. *"I made a mistake on my application: my parent/spouse filled out my application and an error was created. Can I call and ask that the Admissions Department fix it; or can I have my application back so that I can fix it?"***

No, an application is a legal document which becomes part of a student's record. When an application is filled out incorrectly, the student still needs to fill out the residency affidavit and attach the pertinent documentation to correct the error.

Please note that the above residency scenarios are not the only ones possible and may not be the ones affecting your residency status. Each student's residency classification is unique and is reviewed as such. Please be mindful that each semester has a residency deadline; we do not process retroactive residency reclassifications. However, we encourage those students with special and extenuating circumstances to submit prior semester reclassification for review and/or approval. Once you have registered and you notice you have been assessed non-resident fees, you must attempt to resolve your residency reclassification within the seven-day grace period to avoid being dropped for nonpayment of fees. Please be aware that the Student Business Office does not grant extensions to pay your fees once the grace period lapses.