

UCSB Residence Reclassification Procedure

Continuing students seeking a change in classification from nonresident to California resident must file a Petition for Resident Classification with the Office of the Registrar during the quarter immediately prior to the term for which a change in classification is desired. Students seeking reclassification for fall quarter must petition no later than the end of the previous spring quarter. Late petitions may be accepted at the discretion of the Registrar only until the third week of the term for which classification as a resident is requested. Under no circumstances will a petition or supporting documentation be accepted beyond the end of the term for which classification as a resident is requested. Petitions may be obtained online at www.registrar.ucsb.edu (under Residency). Completed petitions may be submitted in person at the Office of the Registrar, or mailed¹ to:

University of California
Office of the Registrar
Attn: Residence Deputy
Santa Barbara CA 93106-2015.

Estimated processing time is 30 days. Petitioners who do not file on time, or who do not provide complete and accurate information will experience a significant processing delay (well beyond 30 days) that may affect financial aid disbursement and fee payment deadlines. An incomplete petition will result in a nonresident classification. Students seeking information about University residence requirements will find a summary at www.registrar.ucsb.edu (under Residency). Students who need assistance may consult with the Residence Deputy in the Office of the Registrar, or online at michael.basile@sa.ucsb.edu. Due to volume and complexity, telephone consultation will be strictly limited. All inquiries must be made prior to submission. Students from whom additional information is required will be contacted by postal mail with further instructions. Students may monitor Gold at <https://gnet.ucsb.edu/gold/> for an update in their classification (please allow a minimum of 30 days). Students who do not qualify as California residents for tuition purposes will be notified in writing, and given the option to appeal. Pending the Residence Deputy's final decision, or a decision on appeal, students remain classified as nonresidents, and are responsible for on-time payment of all nonresident fees. Consult with the BARC office regarding payment options.

Submit your completed, signed petition with photocopies of all of the following:

All students

- Non-citizens must provide documentation of their legal status, valid a minimum of 366 days immediately prior to the term for which classification as a resident is requested
- California Driver License or California Identification card
- California vehicle registration
- Most recent California income tax return

Graduate students (under age 24)

- Letter from academic department indicating 49% University administered funding for the term classification as a resident is requested. Graduate students who will not receive 49% or more funding, should submit evidence that they were not claimed as a dependent on their parents' most recent tax return.

If you do not have one or more of these items, or if you continue to maintain them outside California, you must provide a written statement explaining why. Students are required to submit all relevant information/documentation supporting a claim of California residency to the campus Residence Deputy. Information/documentation requested but not made available to the Residence Deputy in support of an in-state residency request will generally not be considered or reviewed on appeal

NOTICE: The student is cautioned that this summation is not a complete explanation of the laws regarding residence. Additional information is available from the Office of the Registrar. Please note that changes may be made in the residence requirements between the publication date of this statement and the relevant determination date. If you need assistance with the reclassification process, you may contact the Residence Deputy at michael.basile@sa.ucsb.edu.

¹ Faxes and e-mails are not accepted.



UCSB PETITION FOR RESIDENT CLASSIFICATION

<i>For Deputy's Use Only</i>	
<input type="checkbox"/> Resident	<input type="checkbox"/> Nonresident
By _____	Date ___/___/___

Term: Fall _____ Winter _____ Spring _____
year year year

Level: Undergraduate Graduate

Perm Number: _____ E-mail: _____

Print name Last First Middle Birthdate Age

Present Mailing Address: Number, Street, City, State, ZIP Code

Legal Status:

• Are you a citizen of the United States?..... yes no

If you are not a citizen, please complete the following questions regarding your legal status in the United States:

• Have you been awarded legal permanent resident status ? yes no Date awarded ___/___/___ your A# _____

• Have you been awarded employment authorization ?..... yes no Date awarded ___/___/___

• Do you currently hold a valid nonimmigrant visa ?..... yes no Date first awarded ___/___/___ last renewed ___/___/___

Proof of legal status is required of non-citizens.

Visa type _____ valid from ___/___/___ to ___/___/___

Physical Presence and Intent:

• Date California Became your Permanent home ___/___/___

• Have you been absent from California for more than six weeks during the previous 12 months? Yes No

Notice: If yes, you must attach a written statement explaining your absence(s) (include specific dates).

Financial Information:

	Current Year	Last Year
• Did /will you file an income tax return as a California resident or part-year resident ?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Did /will you file an income tax return as a resident of another state?..... <i>If yes, indicate state(s):</i> _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Employment status:		
were you employed in California?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
were you employed outside of California?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

• Did/ will you live with your parents for more than six weeks during the current and/or two previous years:

Current Year Yes No

One Previous Year Yes No

Two Previous Years Yes No

• Source of your financial support during:

Current Year _____

One Previous Year _____

Two Previous Years _____

• Did/will you receive financial support from your parents or other individual(s):

Current Year Yes No

One Previous Year Yes No

Two Previous Years Yes No

• Did/will anyone claim you as an exemption for tax purposes during:

Current Year Yes No

One Previous Year Yes No

Two Previous Years Yes No

Educational Institutions Attended Outside California:

• Have you attended a school outside California during the 12 months immediately prior to completing this form? Yes No

If yes, provide a written statement indicating the name of the institution, your dates of attendance, and whether you attended as a resident or nonresident.

Marital Status (check one):

single married registered domestic partner: State _____ Date ____/____/____ divorced: State _____ Date ____/____/____

Military Service:

- Are you currently on active duty in the U.S. military *and* stationed in California?..... Yes No
If yes, indicate the date you were assigned to active duty in California ____/____/____
- Are you a dependent child, spouse, or the domestic partner of an individual currently on active duty *and* stationed in California? Yes No
If yes, indicate the date that the active duty member upon whom you are dependent was stationed in California ____/____/____

Driver's Licence/Motor Vehicle:

- Do you have a valid driver's license and/or valid state identification card?..... Yes No
If yes, indicate which state _____ Date first issued ____/____/____ Last renewed ____/____/____
- Do you have a motor vehicle?..... Yes No
If yes, state of registration _____ Date of initial registration ____/____/____

Voter Registration:

- Are you registered to vote?..... Yes No
If yes, state of registration _____ Date of initial registration ____/____/____

If you are under 24 years of age, complete all parent information below. If not, sign and date as required.

• If parent(s) are deceased, please provide the date and place of death, otherwise provide *all* information required below.

Father: _____ Date _____ Place _____ Mother: _____ Date _____ Place _____

- | | Father | Mother |
|---|--|--|
| • Are your parents currently on active duty in the United States military?..... | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Stationed in California..... | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Stationed outside of California..... | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If stationed outside of California, indicate state _____ | | |
| • State of legal residence (not "home of record") on military records _____ | | |

Student's Biological or Adoptive Father:

Print Father's full name: Last _____ First _____ Middle _____

Address: Number, Street, City, State, ZIP _____

- Does he claim to be a California resident?..... Yes No
- If yes, please provide the date that California became your father's permanent home ____/____/____
Notice: if he claims California residence, but has been absent from the state of California for more than six weeks during the past 12 months, you must attach a written statement from your father explaining his absence (including specific dates) .
- Is your father a United States citizen..... Yes No

If your father is not a citizen, please complete the following three questions regarding his legal status in the United States: If your father is a citizen, you may skip questions 1-3 immediately below and continue answering the questions that follow:

- 1) has your father been awarded legal permanent resident status?..... Yes No
Date awarded ____/____/____ A# _____
- 2) has your father been awarded employment authorization?..... Yes No
Date awarded ____/____/____ A# _____
- 3) does your father currently hold a valid nonimmigrant visa?..... Yes No
Visa type _____ Date awarded ____/____/____ Valid from ____/____/____ to ____/____/____

- Does he have a driver's license and/or state identification card?..... Yes No
If yes, in what state? _____ Date issued ____/____/____ Last renewed ____/____/____
- Does he own a motor vehicle?..... Yes No
If yes, date of registration ____/____/____ In what state? _____
- Is your father registered to vote? Yes No
If yes, indicate state of registration _____ Date of registration ____/____/____
- Did /will he file a California income tax return on his total income for :
Last calendar year? Yes No If no, in what state? _____
This calendar year? Yes No If no, in what state? _____

Student's Biological or Adoptive Mother:

Print Mother's full name Last _____ First _____ Middle _____

Address: Number, Street, City, State, ZIP _____

- Does she claim to be a California resident? Yes No
- If yes, please provide the date that California became your mother's permanent home ____/____/____
Notice: if she claims California residence, but has been absent from the state of California for more than six weeks during the past 12 months, you must attach a written statement from your mother explaining her absence (including specific dates).
- Is your mother a United States citizen? Yes No

**If your mother is not a citizen, please complete the following three questions regarding her legal status in the United States:
If your mother is a citizen, you may skip questions 1-3 immediately below and continue answering the questions that follow:**

- 1) has your mother been awarded legal permanent resident status?..... Yes No
Date awarded ____/____/____ A# _____
 - 2) has your mother been awarded employment authorization? Yes No
Date awarded ____/____/____ A# _____
 - 3) does your mother currently hold a valid nonimmigrant visa?..... Yes No
Visa type _____ Date awarded ____/____/____ Valid from ____/____/____ to ____/____/____
- Does she have a driver's license and/or state identification card? Yes No
If yes, in what state? _____ Date issued ____/____/____ Last renewed ____/____/____
 - Does she own a motor vehicle?..... Yes No
 - Is your mother registered to vote? Yes No
If yes, indicate state of registration _____ Date of registration ____/____/____
 - Did /will she file a California income tax return on his total income for :
Last calendar year? Yes No If no, in what state? _____
This calendar year? Yes No If no, in what state? _____

PRIVACY NOTICE : All of the information requested on this Reclassification Petition 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 classification 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.

STUDENT SIGNATURE REQUIRED:

I declare under penalty of perjury under the laws of the State of California that the statements on this petition and any attachments submitted by me in connection with the determination of my residence are, and each of them is, true and correct.

Signature: _____

Signed in: (city/county) _____ Date: _____