

## INSTRUCTIONS TO FILE FOR NEW STUDENTS ONLY (page 1)

NOTE: Use this form if you are an applicant. Provide as much information as possible on the questionnaire form. Attach copies of any documentation you have that may support your intent (see below). Processing takes 2 to 4 weeks. Submit request to window "A" in the Student Services Center(SSC). If approved and you have already paid your fees at the nonresident rate, you will receive a refund of the nonresident fee. For a refund, contact the Bursar's Office.

For classification, as a resident of California at SJSU for tuition purposes, we look at several items. Just being physically present in CA for one year is not enough on its own. Residency is a combination of three factors: physical presence, intent to remain in California indefinitely, and a valid immigration status. All three of these factors, are required one full-uninterrupted year prior to the Residence Determination Date (RDD), for the term in which you are seeking residence status for tuition purposes. Listed below are items that demonstrate.

The Residence Determination Dates are as follows:

- Fall - September 20
  - Spring - January 25
  - Summer - June 1
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If you are under 26 years of age, you must attach a sealed copy of yours AND your parents federal tax return transcripts. Again, they must be sent to you from the IRS. In addition, you are required to send your parents last 3 years of Federal income tax returns--prior to the year you apply for residency.

Use IRS form 4506-T which can be found on the IRS website at <http://www.irs.gov/pub/irs-pdf/f4506t.pdf>.

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Send completed application and documentation to:

Admissions Office  
San State University  
One Washington Square  
San Jose, CA 95192-0016

The deadline to submit a request is the Residence Determination Date for the semester in which you wish to establish residency for tuition purposes. All requests received after this date will be for the following semester.

As an example, let us say you are looking to classify for Fall 2015. Your physical presence, intent documents, and immigration status must be dated on or before September 20, 2014. These Residence Determination Dates are set and do not change. It is important to keep in mind that when we look at the physical presence and immigration factors - they must be CONTINUOUS in the state of California.

Below is a list of intent documents that we may request (Note: all must be dated at least one year in advance of the term in which you are seeking residency classification). A valid citizenship or visa status (not all visa status' are valid for claiming residency) for one full-uninterrupted year prior to the term in which you are seeking residency is required. Evidence demonstrating intent may vary from case to case. However, the absence of residential ties to any other state or country is crucial.

**Documents that we use to prove your intent (provide copies of as many as possible):**

- Voter Registration AND proof of voting in an election in the state of California
- Valid CA driver's license (may need to also include expired to show residency)
- Valid CA registered motor vehicle
- CA state income tax return (can submit copies from parents copies)
- Copies of your official Federal income tax return transcripts must be attached to your Residency Questionnaire. You will have to have them sent to you directly from the IRS. **Do not open the**

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**envelope.** Use IRS form 4506-T to request your official Federal income tax transcript. The URL is listed below. **Note:** If you are under 26 years of age, you must attach a sealed copy of yours AND your parents federal tax return transcripts. Again, they must be sent to you from the IRS. In addition, you are required to send your parents last 3 years of Federal income tax returns--prior to the year you apply for residency. Use IRS form 4506-T which can be found on the IRS website at: <https://www.irs.gov/pub/irs-pdf/f4506t.pdf>

- CA property title or
- CA property lease agreement
- Active bank account showing date opened – must be statements sent to you via mail
- Permanent military address or home of record on military records

For more detailed information on establishing residency, go to the Registrar's Website:

<http://www.sjsu.edu/registrar/students/Residency/index.html>

### TEN THINGS YOU NEED TO KNOW ABOUT CALIFORNIA RESIDENCY FOR TUITION PURPOSES

1. California residency for tuition purposes eligibility criteria are established by State Law and the California Code of Regulations. California State University implements these Laws and Regulations.
2. California State University **cannot** alter or waive the eligibility criteria for **any** reason.
3. Under California law, if you have moved to California primarily to attend a California institution of higher learning, then you **are not eligible** for in-state tuition.
4. Living in California for 12 months **is not** an automatic qualification for in-state tuition.
5. You **must** prove through **official and/or legal documents** that you have moved to California permanently and are not merely living in California temporarily while you attend California State University, however long your course of study may take.
6. Financial hardship **cannot** be considered in evaluating California residency for tuition purposes eligibility.
7. Legal ties that you maintain in another state or country (e.g., state tax liability, a driver's license, voter's registration, etc.) **will disqualify** you from residency reclassification, regardless of your reason(s) for maintaining these ties.
8. Evidence that you are receiving out-of-state financial support in any way, either directly (e.g. tuition payments, parent PLUS loans, etc.) or indirectly (e.g., parent-purchased or co-purchased residences, parent-controlled financial portfolios), **will disqualify** you from California residency for-tuition-purposes.
9. Despite the length of time you attend California State University or live in California, you **might not** qualify for California residency for-tuition-purposes.
10. Residency reclassification applications and all supporting documentation must be submitted during the term in which reclassification is requested.

\*\* The term "California resident" for tuition purposes may differ from other definitions of California residency. **A person who has a California driver's license/vehicle registration or who is a California resident for tax, voting, or welfare purposes may have established legal residence in the state but might not necessarily be considered a resident for tuition purposes.**