

Undergraduate Petition for Resident Classification

UC IRVINE · UNIVERSITY REGISTRAR

www.reg.uci.edu (949) 824 - 6124

Deadlines

Filing a Petition

The Petition for Resident Classification must be received at the University Registrar by 5:00 PM on the deadline date. **LATE PETITIONS WILL NOT BE ACCEPTED.**

Petition for Resident Classification filing periods by term:

Fall Quarter July 1- August 15 Winter Quarter
October 15 - December 1

Spring Quarter

January 15 - March 1

- If the deadline falls on a weekend, you may submit your petition on the following business day.
- Residency Requirements can be found here: https://www.ucop.edu/residency/residency-requirements.html.

Procedures

Who should file this Petition?

If you are a nonresident student for tuition purposes, and you wish to be classified as a California resident, you must file a Petition for Resident Classification by the deadline date for the applicable term. You should consult the Residence Officer for information regarding your residence status at the University Registrar, 215 Aldrich Hall, Irvine, CA 92697-4975, (949) 824-6124, or E-mail: regres@uci.edu.

How do I file a Petition?

- 1. Download or open a Petition for Resident Classification from the University Registrar web site.
- 2. Complete the petition on line, print, sign and date. **Respond to ALL questions.**
- 3. Submit completed petition: (1) in-person drop off; (2) via mail to the University Registrar; (3) or via email to regres@uci.edu. Your petition must include all supporting documents. Business hours are 9am to 5pm Monday through Friday.

Documentation IS REQUIRED

You must provide photocopies of all documentation relevant to your demonstration of intent as indicated on your Petition for Resident Classification. All documentation should identify you by name and be dated (see reverse side).

IMPORTANT: Documentation will not be accepted after the last day of the term for which you are petitioning for classification as a resident. If you fail to provide photocopies of any or all of the required documentation by the end of the applicable term, your petition will be denied and you will remain classified as a nonresident for that term. If you are unable to provide the required documentation by the end of the term for which you are petitioning, and you wish to file a petition for any future quarter, you must file a new Petition for Resident Classification by the applicable deadline.

Requirements

- **1. Physical Presence:** Provide documentation that you have been physically present in California for more than 12 months (366 days) immediately prior to the residence determination date of the quarter you wish to be classified as a resident.
- **2. Intent:** Documentation that you established governmental ties to the state of California and relinquished all out-of-state ties shortly after your arrival in California (see other side).
- **3. Financial Independence (for students under 24 years of age who are not dependent on a California resident parent):**Documentation which demonstrates that you have been self-supporting and not claimed as a dependent for income tax purposes for the preceding calendar year *(contact the Residence Officer for more information).*

Required Documentation

IMPORTANT INFORMATION:

It is the responsibility of the student to provide photocopies of all documentation relevant to their demonstration of intent. The intent to reside permanently in California must be demonstrated for the required period of physical presence (366 days) in California. Residence classification is determined on the basis of the concurrence of physical presence and the intent to reside permanently in California. Documentation of intent is always required of the student and is required of the California resident parent(s) upon whom the student is financially dependent. **Your petition cannot be accepted without photocopies of required documentation below.** **

Failure to establish legal ties with the state of California shortly after your arrival in California or the maintenance of legal ties with your previous state of residence will be viewed as inconsistent with the intent to reside permanently and could jeopardize the success of your petition to reclassify as resident of the state of California.

Provide a photocopy of the following documents **:

** If you are unable to provide a photocopy of a document listed below, you must submit a written statement explaining the lack of the required document(s).

1. California driver's license or California ID card (http://www.dmv.ca.gov/)

2. California vehicle registration (http://www.dmv.ca.gov/)

3. California voter registration (Contact your county's Registrar of Voters for verification. For Orange County: (714) 567-7600)

- 4. Your most recent California State Income Tax Return and Federal Income Tax Return.
- 5. Your current and previous lease or rental agreement (pages showing duration of lease and signature only).
- 6. A copy of pay receipts and/or W-2 forms documenting employment held within the preceding 12 months.
- 7. If you are not a U.S. citizen, you must provide documentation from the Immigration and Naturalization Service which demonstrates your legal status for a minimum of 366 days prior to the residence determination date of the term for which you are seeking classification as a resident. If you are under 19 years of age, you must also provide documentation of your parents' status (contact the Residence Officer if you have any questions about your legal status).
- 8. Proof of your physical presence during the 12 months preceding the quarter you wish to be reclassified, including the months of June, July, August, and September, such as employment verification, summer school enrollment, and bank statements.
- 9. Undergraduate students under the age of 24 by December 31st of the academic year of the term for which classification as a resident is requested must provide the above items for your parents as well if they claim to be CA residents.

Relevant documentation is not limited to the above items. The more indicia obtained, the stronger one's demonstration of intent. Additional documentation may be required on or after the time you file your Petition for Resident Classification. Evidence must consistently show that your primary residence has been established in California and relinquished outside of California. All information supporting a claim of California residence will be considered in the reclassification determination. Students deemed to be in the state solely for educational purposes are not eligible for resident status, regardless of their length of stay in California.

IMPORTANT NOTICE

The student is cautioned that this summation is not a complete explanation of the laws regarding residence. The University of California's system-wide policy and regulations can be viewed here: https://www.ucop.edu/residency/.

Please note that changes may be made in the residence requirements between the publication date of this statement and the relevant determination date. Non-citizen students should consult the Residence Officer for information regarding specific criteria for determining residence eligibility.



PETITION for RESIDENT CLASSIFICATION

UC IRVINE • UNIVERSITY REGISTRAR

FOR REGIS	TRAR USE ONLY
Resident	Nonresident
Ву:	Date:

RVINE	CIVIVEROITI	REGISTION	Ву	y: Date:
Specify Term:				
Complete this Petition for Resident Class Registrar on or prior to 5 PM of the state PLEASE NOTE: You are not eligible to ch LATE PETITIONS WILL NOT BE ACCEPT	d deadline for the qua	rter you wish to chan	ge your residence classi	ification.
int full name (Last, First,Middle)				Student ID#
esent Mailing Address (Line 1)		UCI En	nail	Age
esent Mailing Address (Line 2)		State	ZIP Code	Date of Birth
egal Status Proof of legal status is r	equired		Physical Presence	
Are you a citizen of the United States? If not, have you been awarded: a) Permanent Residence?	······································	YES NO	From:// or Continuou	al presence in California: to/ usly since birth from California for more than
c) Temporary Residence?			six weeks during the pa	
d) United States Visa?			If yes, you must attack explaining your abser	h a written statement nce(s) (include specific dates).
itent	2023	2022		tor Vehicle Information
Financial Information a) Did you/will you file an income tax return as a California Resident or Part-Year Resident? b)Did you/will you file an income tax return as a Resident of another state? If yes, specify states:		YES NO YES NO YES NO YES NO YES NO YES NO YES NO	Which State Date Last Re If you do not drive, do a California identificati Date b) Do you have a motor Which state is it regist	on card?
If yes, provide a written explanation.	Source of your financial sul 2023 :	pport in:	Which state are you rec Date of Regis b) Have you voted within the last fifteen month	vote? YES NO gistered with?
g) Did you/will you receive more than \$750 h in financial Support from your parents in: 2023 YES NO 2022 YES NO) Did your/will your parents exemption on their state a 2023 YES 2022 YES	ind federal tax returns in: NO	Bank Name: Acct Mailing Add b) Savings Account: Da	te established:// ress (state only) : te established:///
i) Marital Status Single			Acct Mailing Add	ress (state only) :
Married or Registered Domestic Partner Date	e://	State married in :	How long has it been yo	rd as your permanent home? ——— our home?
Divorced or Partnership Terminated Date	://	State divorced in :	Do you plan to remain ir after you complete your	

Military Information Are you or is your spouse currently on active duty in the U.S. military?	Student (yourself)		Spouse ☐ YES ☐ NO
If yes, where are you stationed at?	From To _	Fro	m To
If you are under 24 years of age, please comp	lete the remainder of t	his page. If not, co	ontinue to the next page.
Parent Information 1) Are your parents divorced or permanently separated? Dates of Residence with parent:		•	Father Other with last? Mother
2) If your parent(s) are deceased, please provide the date Father: (Date) (Place)		-	rmation required below.
3) Information on Student's Father:	a) Physical Presence		
Print full name (Last, First, Middle)	Does your father claim to be a R Date California became your fat		YES NO If no, skip to section #4
Present Mailing Address (Number,Street,Apt#) State ZIP Code	Have your father been absent fr more than six weeks during the	past 12 months?	YES NO
) Legal Status	Important: If yes, attach a writted complete the following questions re	, ,	absence(s) (include specific dates). the U.S.
Has your father been awarded: YES NO First Permanent Residence? YES NO First Employment Authorization? YES NO First Temporary Residence? YES NO First	Awarded: / / Awarded: / / Awarded: / / Awarded: / /	Last Renewed:/ Last Renewed:/ Expiration Date:/ I94 Entry Date:/	/
☐ YES ☐ NO have a Califo Which State Date Issued:// YES ☐	rnia identification card?	Which state is it registered	otor vehicle? YES NO d with? tration://
	ngs Account: Date established: Bank Name: Acct Mailing Address (state only):	// Di in	ax Information id your father file a California come tax return for: Last Year YES NO This Year YES NO
f) Military Information Is your father currently on active duty in the U.S. military? If yes, where is your father station at?	′ES □ NO To		ed OUTSIDE of California, what is your
4) Information on Student's Mother:	a) Physical Presence		
Print full name (Last, First, Middle)	Does your mother claim to be a Date California became your mo		YES NO If no, skip to the next page.
Present Mailing Address (Number,Street,Apt#) State ZIP Code	Have your mother been absent more than six weeks during the	past 12 months?	YES NO r absence(s) (include specific dates).
b) Legal Status s your mother a citizen of the United States? YES NO If NO, c	complete the following questions reg	, ,	•
Employment Authorization? YES NO First	Awarded:// Awarded:// Awarded://	Last Renewed:/ Last Renewed:/ Expiration Date:/	// A#:
c) Driver License & Motor Vehicle Information	Awarded://er does not drive, does he	I94 Entry Date:/	/ Visa Type : notor vehicle? TYES NO
YES NO have a Califor YES	rnia identification card?	Which state is it registered	
d) Banking Information a) Checking Account: Date established:// b) Savir Bank Name:	ngs Account: Date established:	// Di	ax Information id your mother file a California come tax return for: Last Year YES NO
f) Military Information	Acct Mailing Address (state only)	If your mother was station	This Year YES NO ned OUTSIDE of California, what is your esidence (not "home of record") on

Briefly explain your physical presence during the summer months of June, July, August and September immediately preceding the quarter you wish to be classified as a resident for tuition purposes. If you will remain physically present in California during the summer months, please indicate this fact. You must include all dates of departure and return for any absence from California during the 366 day period immediately preceding the beginning of the term for which classification as a resident is requested. If you intend to leave the state of California during the summer months immediately preceding the term for which you wish to be classified as a resident, complete the remainder of this form. If you will remain physically present in the state of California, please sign and date below. Are you leaving California for employment purposes? TYES NO If yes, did you attempt to find employment in the state of California prior to accepting employment outside of California? 🗌 YES 🗌 NO If you did attempt to find employment in California, please submit verification of your search for employment in California. With whom will you live while outside of California (e.g. with your parents, in an apartment, etc.)? Where will you keep your personal belongings while outside of California? I declare under penalty of perjury under the laws of the State of California that the statements on this page and any attachments submitted by me in connection with the determination of my residence are, and each of them is, true and correct. Student Signature: Signed in (city/county): Date:

Summer Physical Presence

RECLASSIFICATION PROCEDURE FINANCIAL INDEPENDENCE INFORMATION

(for continuing students who wish to be reclassified as California Residents)

University residence regulations require that a student who will not reach the age of 24 by December 31st of the academic year of the term for which classification as a resident is requested, and who is *not* the dependent of a California resident parent, demonstrate financial independence in addition to meeting the 366 day physical presence and intent requirements when seeking classification as a resident for tuition purposes (*see Financial Independence Overview on the next page*).

If you will not reach the age of 24 by December 31st of the academic year you are requesting residency for, and are not dependent upon a California resident parent, you must complete the attached Verification of Self-Sufficiency form and submit the attached Parent Statement form, completed and signed by your parent(s). You must demonstrate that you were not claimed as a dependent for tax purposes by your parent(s) or any other adult for the year immediately prior to the term for which you are seeking classification as a California resident. You must also provide objective documentation demonstrating that you have sufficient financial resources, earned through your own employment and/or credit, to cover all of your living and educational expenses for the current calendar year, and for the last 12 months immediately prior to the term for which classification as a resident is requested.

If all or a portion of the current and/or previous 12 months occurred during your minority (under the age of 18), you must clearly demonstrate that you lived separate and apart from your parents or other family members, and were managing your own financial affairs as a minor. In most cases, an individual is not eligible to begin their first calendar year of self-sufficiency until reaching the age of majority (18 years or older).

If you feel that you qualify for one of the recognized exemptions from the University's financial independence requirement, you must provide documentation verifying this fact (see Financial Independence Summary for possible exemptions). If you reached the age of majority while one or both parents were residents of California and your parent(s) thereafter left California to establish a residence elsewhere, and you remained a resident of California following your parent(s) departure, you must include a written statement from your parent(s) indicating the dates that they resided in California and the date of their departure. In addition, you must provide documentation demonstrating that one or both parents remained residents of California until you reached 18 years of age.

NOTE TO GRADUATE STUDENTS: Graduate students, regardless of age, are considered independent.

Please read the financial independence information provided in this packet carefully. You are strongly encouraged to contact the campus Residence Officer at the earliest possible date if you have questions. You may reach the campus Residence Officer at (949) 824-6124 or e-mail regres@uci.edu.

FINANCIAL INDEPENDENCE OVERVIEW

University residence regulations require that a student who will not reach the age of 24 by December 31st of the academic year of the term for which classification as a resident is requested, and who is not dependent upon a parent¹ who meet the requirements for establishing residence for tuition purposes, demonstrate financial independence in addition to meeting the 366 day physical presence and intent requirements when seeking classification as a resident for tuition purposes. It should be noted that this requirement makes it extremely difficult for most undergraduates who do not have a parent living in California, including transfer students from community colleges and other post-secondary institutions within California, to qualify for classification as a resident at a University of California campus.

If you will not reach the age of 24 by December 31st of the academic year of the term which classification as a resident is requested, and are not dependent upon a California resident parent, you must demonstrate that you were/will not be claimed as a dependent for tax purposes by your parent(s) or any other adult for the 12 months immediately prior to the term for which you are seeking classification as a resident. You must also provide objective documentation demonstrating that you have sufficient financial resources, earned through your own employment and/or credit², to cover all of your living *and* educational expenses for each of the two calendar years immediately prior to the term for which classification as a resident is requested.

You must submit an estimated budget for the last 12 months preceding the start of the term residency is requested for demonstrating your ability to support yourself with the funds you claim. Along with your estimated budget, you must provide objective documentation that demonstrates your total income for each calendar year (e.g., tax forms, W-2 forms, financial aid award statements, trust instruments, inheritance documents, etc.). In addition, you must submit a written statement summarizing your living arrangement(s). You must indicate the specific date you left your parents' home, and whether you have lived with other family members, with friends, with roommates, or alone during each of the calendar years for which you claim financial independence.

If your claim of self-sufficiency is derived in whole or in part from any form of savings or trust, you must provide objective documentation that demonstrates (1) when the funds were established, (2) that the funds are sufficient to meet your living and school expenses, (3) that the funds are under your administrative control, and (4) that the funds you claim are being withdrawn by you from your financial account(s) and used by you as a means of support during the calendar year for which self-sufficiency is asserted. *Please be advised that the University makes a clear distinction between merely having access to financial resources, and the actual use of those resources for self-support.* Loans or gifts from parents, regardless of the terms, during any period for which a claim of self-sufficiency is made are considered financial assistance and cannot be considered as student income. Non-institutional loans or gifts from a friend or family member other than a parent, made at or near the time of enrollment in a post-secondary institution, will also be considered financial assistance.

If all or a portion of the current and/or 12 previous months occurred during your minority (under age 18), you must clearly demonstrate that you lived separate and apart from your parents or other family members, and were managing your own financial affairs as a minor. In most cases, an individual is not eligible to begin their first calendar year of self-sufficiency until reaching the age of majority (18 years or older).

Notice: This information is intended to assist students and their family members in understanding University requirements for financial independence, and is not a complete explanation of the laws regarding residency. Additional information is available from the University Registrar. You are strongly encouraged to contact the campus Residence Officer at the earliest possible date if you have guestions at regres@uci.edu.

¹ "Parent"- the natural or adoptive parent(s) upon whom the student is financially dependent. The term"parent" does not include step-parent(s) or guardian(s).

² With the exception of co-signed loans (e.g., parent PLUS loans).

FINANCIAL INDEPENDENCE SUMMARY

In order to be classified as a resident for tuition purposes, a student must satisfy the University's financial independence requirement in addition to requirements for physical presence and intent.

A student who is deemed to be an Independent Student based on satisfaction of one of the below listed requirements may satisfy the Residency Requirements without regard to a parents:

- **A.** A student is considered to be financially independent if they meet *all* of the following criteria:
 - 1. Is single;

AND

AND

2. Was not claimed as a dependent for income tax purposes by their parents¹ or any other individual for the previous tax year immediately preceding the term for which classification as a resident is requested;

- 3. Can demonstrate self-sufficiency for the past 12 months prior to the start of term. Self-sufficiency is defined as the ability to support oneself financially without the help of others. When determining self-sufficiency, money earned by the student through their own employment, financial aid and other loans² obtained on their own credit, without a co-signer, will be considered acceptable student income. Loans or gifts from relatives, associates, or friends, regardless of the terms, are considered financial assistance and cannot be included as student income when determining self-sufficiency; non-institutional loans or gifts made at or near³ the time the student is enrolled in an institution will also be considered financial assistance. Funds that are "gifted" to the student by a relative, associate, or friend, through a "college fund," savings, trust, or other financial vehicle, will not be considered if the funds were established after the student's 14th birthday. "Bartering" for free room and board, or other services or necessities is considered financial assistance. A student who receives free room and board from a relative, associate, or friend is not deemed totally self-sufficient.
- **B.** The financial independence requirement *will not* be a factor in residence determination if the student meets *one* of the following criteria:
 - 1. The student's parents¹ meet the University of California requirements for residence for tuition purposes; **OR**
 - 2. The student is at least 24 years of age by December 31st of the academic year in which classification as a resident is requested; **OR**
 - 3. Married or Registered Domestic Partner as of the RDD, regardless of age; **OR**
 - 4. Serving in the U.S. Armed Forces; **OR**
 - 5. Veteran of the U.S. Armed Forces; OR
 - 6. Has a legal dependent other than a spouse or registered domestic partner; **OR**
 - 7. Is or was a ward of the court, foster youth, or both Parents are deceased; OR
 - 8. Declared by a court to be an Emancipated Minor; OR
 - 9. Has been determined to be an unaccompanied youth who was homeless pursuant to federal financial aid rules; OR
 - 10. Has demonstrated fulfillments of the UC-Self-Supporting Financial Independence criteria during the one-year period ending on the relevant to RDD; **OR**
 - 11. Student was a Minor who reached the age of majority while in CA, while Parents were Residents for UC tuition purposes, and the Parents left the state to establish residence elsewhere, and the Student continued to reside in CA after the Parents departure. Student is require to have fulfilled the applicable Residency Requirement independently of the Parents upon reaching the age of majority.

NOTICE: The student is cautioned that this summation is not a complete explanation of the laws regarding residence. Additional information is available from the University Registrar. Changes may be made in the residence requirements between the publication date of this statement and the relevant residence determination date. Please refer any questions to the Residence Officer at (949) 824-6124 or e-mail regres@uci.edu.

¹ "Parent"- The natural or adoptive father or mother upon whom the student is financially dependent; or, if both parents are deceased, their legal guardian. *The term "parent" does not include step-parents or quardians.*

² With the exception of co-signed loans (e.g., parent PLUS loans).

³ The University considers "at or near" the time of enrollment in an institution to be after the student's 14th birthday.

UNIVERSITY OF CALIFORNIA, IRVINE VERIFICATION OF SELF-SUFFICIENCY

In order to qualify for classification as a resident for tuition purposes, a student under the age of 24, who is not dependent upon a California resident parent, must demonstrate self-sufficiency as part of the financial independence requirement. The following types of funding will support a claim of self-sufficiency under University of California residence regulations:

- Money earned through your own employment;
- Loans obtained from a lending institution without a co-signer;
- Financial aid loans, scholarships and grants obtained without a co-signer.

If your claim of self-sufficiency is derived from any form of savings or trust, you must provide objective documentation that demonstrates when the funds were established, that the funds are sufficient to meet your living and school expenses, that the funds are under your administrative control, and that the funds you claim are being withdrawn by you from your account(s) and are being used by you as a means of support during the calendar year for which self-sufficiency is asserted.

You must submit an estimated budget for the calendar year directly prior to the term for which you are seeking classification as a California resident, demonstrating your ability to support yourself with the funds you claim. Below is a chart to assist you in providing the required information. Along with your estimated budget, you must also provide objective documentation that demonstrates your total income for each calendar year (ALL - tax forms, W-2 forms, financial aid award statements, bank statements from accounts you used to support yourself).* In addition, please provide a written statement describing your housing arrangement during each of the calendar years for which self-sufficiency is asserted. Please indicate the specific date you left your parents' home, and whether you have lived with other family members, with friends, with roommates, or alone during each of the calendar years for which you claim financial independence.

NOTE: Because determining a student's ability to meet their own living and educational expenses involves subjective decisions which must be made by the campus Residence Officer, it is to the student's advantage to submit a clearly legible and complete profile of their financial resources and expenses for each of the calendar years for which self-sufficiency is asserted. Following a final decision by the campus Residence Officer, any student who is classified as a nonresident will be given the opportunity to appeal.

EXPENSES	2023	2022
School Fees		
Books and Supplies		
Housing		
Food and Personal Expenses		
TOTAL EXPENSES		

SOURCE(s) OF INCOME	2023	2022
1)		
2)		
3)		
4)		
TOTAL INCOME		

^{*}DOCUMENTATION OF INCOME AND EXPENSES MUST BE PROVIDED AND SHOULD BE ORGANIZED BY CALENDAR YEAR.

UNIVERSITY OF CALIFORNIA, IRVINE PARENT STATEMENT

am the parent of (student name),	1
a student at the University of California, Irvine.	
am not financially supporting ¹ my child at the present tim (date: month/year)	· · · · · · · · · · · · · · · · · · ·
·	ourposes for this tax year, and I did not claim my child as a of my state and federal income tax returns for the current tax ne statements made above. This statement is incomplete and
please provide a written explanation indicating your reason(s for the current and/or any one of the two previous tax years, y	eturn for the current and/or any one of the two previous tax years, s) for not doing so. In addition, if you filed an amended tax return you must provide both the amended tax return(s) and the original rplanation regarding your reason(s) for filing an amended return.
declare under penalty of perjury under the laws of the Parental Statement and on any attachments hereto is t	e State of California that the information provided in this rue and correct.
father signature	mother signature
print father's name	print mother's name

¹ Financial support is interpreted at the Irvine campus to mean a consistent and/or significant contribution given near or during the calendar year(s) for which self-sufficiency is asserted. Parents paying school fees or contributing to student living expenses are considered to be providing student support.