

How to Establish California Residency at Santa Monica College for Tuition Purposes

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What is Residency?

- ▶ When you apply to any California Community College, the school is required to classify you as either **Resident**, or a **Nonresident**.
- ▶ Your residency classification is based on a variety of factors such as your address, educational history, citizenship status, and how long you have lived in California.
- ▶ Your residency status determines the price you pay per unit:
Fall 2021 Nonresident Tuition Rate: \$307 per unit**
Fall 2021 CA Resident Tuition Rate: \$46 per unit

**Plus additional surcharges

Residency Questionnaire

- ▶ If you have been admitted or attending as a Nonresident student and wish to adjust your status, you will want to start by completing our Residency Classification Questionnaire.
- ▶ You can find the Residency Classification Questionnaire online at www.smc.edu/Forms - click 'Student Forms' and select the Residency Questionnaire, you will be required to log in to your SMC network account to access the form.
- ▶ The Questionnaire will ask you several questions regarding where you have lived, worked, voted, filed taxes, attended college, as well as your citizenship status and financial dependence with out of state parents or guardians.
- ▶ Once you have completed the Questionnaire, you will be required to upload various documents that show how long you've been in the state of California.

Required Documentation

Simply attending college in California DOES NOT satisfy residency requirements!

- ▶ To establish California Residency for tuition purposes the student must provide a minimum of three documents to the Admissions and Records Office, with one from each category - **Physical Presence, Intent, and Financial Independence.**
- ▶ The documents from each category must be dated at least **one year and one day** from the start of the semester you are seeking to become a resident.

Example:

Fall 2021 begins: **August 30th, 2021**

Fall 2021 documents must be dated on or before: **August 29th, 2020**

- ▶ Don't put it off! Taking the initiative to establishing residency when you first move to California could save you thousands of dollars down the road.

Acceptable Documents

- ▶ Remember: You need to provide a minimum of three separate sets of documents, with one from each area.
- ▶ Although a single document may satisfy multiple areas, you are still required to provide three separate documents.

Ex: California Tax returns can be used to meet any of the three areas, but you would still be required to provide two additional documents.

Documentation that may be used to satisfy residency factors: <i>Documents listed in order of precedence</i>	Physical Presence	Intent	Financial Independence
Filed California Income Tax (Form 540, page 1-2 as submitted to the Franchise Tax Board) with California address. <i>If filed for an extension, a copy of the IRS tax extension receipt is needed along with a copy of your W-2 for that year.</i>	X	X	X
California Driver's License or California ID card or DMV printout	X	X	
California Vehicle Registration—California Registration Certificate	X	X	
California Voter's Registration Card		X	
Official license from California Department of Consumer Affairs for Business or Individual practice	X	X	
California Bank Checking Account Statements showing a California Mailing Address <i>(Minimum three statements, with one dated at least one year and one day prior to semester)</i>	X		X
Marriage License or Divorce Decree issued in California with a California Mailing Address	X	X	
Paycheck stub or letter of employment verification on company letterhead with dates of employment noted <i>(wet signature needed; signed by the Human Resources manager)</i>	X		X
Receipt of Benefits from a California State Agency	X	X	X
Documentation of purchase and occupancy of residential real estate in California – loan papers, tax receipts, escrow paper	X	X	X
Selective Service Registration showing California Permanent Address	X	X	
California Utility Bills (e.g., electricity, phone, or water) covering a one-year period <i>(Minimum three statements, with one dated at least one year and one day prior to semester)</i>	X		X
California Health Insurance or Medi-Cal ID with Effective Date	X		
DD-214 (Certificate of Release or Discharge from Active Military Duty) or copy of LES (Leave and Earning Statement) indicating California as State of Record	X	X	X
W-2 Form with a California home address--only if taxes not filed	X		X
California property taxes	X	X	X
Union membership in a California local	X		

Financial Independence

- ▶ The State of California has laid out very specific definitions of what they determine to be Financial Independence, failure to meet the requirements will result in a denial of your Residency Questionnaire.
- ▶ Tax Dependency: Being claimed on Federal or State taxes by a parent or guardian that resides outside of the state of California **will result in an automatic nonresident determination.** Speak to your parents now so that they are aware of this and do not claim you on future tax filings.
- ▶ Financial Contributions: Receiving \$750 or more from an out of state parent or guardian is considered financial dependence and **will result in an automatic nonresident determination.**

Citizenship Status Requirements

- ▶ You do NOT need to be a US citizen to establish California Residency
- ▶ Permanent residents, people seeking asylum or refugee status, DACA recipients, as well as a variety of immigrant visas are eligible to establish California Residency
- ▶ You will be asked to fill in your citizenship status information on the Residency Classification Questionnaire and to attach copies of the applicable citizenship documents along with your Proofs of California Residency
- ▶ If your immigration case is under review please provide a clear photo or scan of your passport (entry stamps and Visas), along with any filing paperwork, so our Specialists can fully review your eligibility. As always, the more information we have the easier it is for us to determine your eligibility.

Timelines and Deadlines

- ▶ Santa Monica College is proudly home to thousands of out of state students, which means that we receive a lot of students seeking to reclassify their residency status.
- ▶ Given the amount of information each student is required to submit, the review period for Residency Classification Questionnaires is up to **14 business days**.
- ▶ Submit your documents as early as possible to avoid delays in processing, especially as the semester payment deadline approaches! SMC does not allow for fee postponements. If your tuition rate isn't adjusted before the payment deadline you may have to pay the nonresident tuition cost and wait to be refunded the difference in 6-8 weeks, if approved.
- ▶ Residency Classification Questionnaires must be submitted before the start of the semester to be considered. **Failure to submit it on time will result in being responsible for any nonresident fees owed that semester.**

Submitting Documents

- ▶ Santa Monica College recently transitioned over to a new web based forms system called “Dynamic Forms”, which allows students to submit and track a variety of student forms through an easy to manage website.
- ▶ Visit www.smc.edu/forms to access the forms, you will be required to sign in to your SMC network account before accessing the form.
- ▶ We require a clear photo or scan of all documents, if you do not provide clear copies you will be asked to resubmit the information.
- ▶ If you do not have access to a scanner, there are a variety of smart phone apps that will allow you to use your phone’s camera as a scanner to produce a clear PDF file. Scannable (iOS) and ClearScanner (Android) are two popular ones.
- ▶ **Summer 2021 Priority Deadline: May 14th, 2021**
- ▶ **Fall 2021 Priority Deadline: July 21st, 2021**

Questions and References

- ▶ Admissions and Records is happy to provide further assistance with this process should you have any questions down the road.
- ▶ Our Residency website has all requirements listed, visit www.smc.edu/Residency for full policy breakdowns
- ▶ You can email specific questions regarding your case to Residency@smc.edu - be sure to use your student email account so our staff know they are communicating with the student directly.
- ▶ To talk to a live Admissions and Records representative you can add yourself to the QLess call list found at www.smc.edu/Admissions