Nonresident Change of Classification Instructions

This is a condensed version of what is online to change from NONRESIDENT to resident status for a future quarter. Please make sure you go to How to Change Your Nonresident Status to Resident for complete instructions on how to change your nonresident status.

If you are an adult student (at least age 18) you may establish residence for tuition purposes in California if: 1) you are a U.S. citizen; 2) you are a permanent resident or other immigrant; or 3) you hold one of these I-94 Records: A,E,G,H1,H4,I,K,L, N, NATO, O1,O3,R, or V.

Then you can begin changing all your ties to CA with the intent to remain here and must meet one of the “Financial Independence” requirements. Please refer to the web site for the list of financial independence requirements. This hand out is for your convenience to use to start establishing your ties to CA and is not the complete instructions on how to petition your residence after one year.

All documents should be dated within the first month of entering California or at least 12 months prior to the quarter you wish to change your status to resident to demonstrate when you began ties to California with the intent to remain in CA.

1.   California driver's license or a California ID Card within 10 days. Contact DMV for all inquiries.
2.   Voter registration card or affidavit from Registrar of Voters. Contact Registrar of Voters for all inquiries.
3.   Opening bank statement & for the June, July, and August if available, immediately prior to the quarter you petition.
4.   California car registration and car insurance card within 20 days. Contact DMV for all inquiries.
5.   Federal & all state tax returns (all pages) for the past tax year or just W2s if you did not file taxes in any state.
6.   Verification of one of the financial independence requirements – reference complete list: How to Change Your Status.
   • You are at least age 24 by December 31 of the calendar year for which you are requesting resident status or
   • Single undergraduates under 24 with nonresident parents submit budget worksheet form & must include their own and parents’ prior two tax years of state and federal tax returns.
   • Single graduates under 24 must include their parents’ prior one tax year state and federal tax returns or a letter from their department to verify employed 49% or equivalent for the quarter of the change of classification.
7.   Copies of summer pay stubs, employment verification, documentation to verify summer physical presence in CA.
8.   Copies of all your housing contracts, monthly rental agreements, lease or mortgage statement for the past year.
9.   Proof of credit, memberships with CA merchants, e.g. stores, supermarkets, video clubs, fitness clubs, etc.
10.  Proof of belongings moved to California, e.g., UPS, FedEx, moving van or truck receipt, or bill of lading slips.
11.  Utilities in your name, e.g. phone, gas, electric, cable, internet, water, etc. Date established & one current statement.
12.  If you are a permanent resident thru USCIS, copy your PR registration card or eligible I-94 record status for past year.

If you don’t have all 12 items you must include written explanations explaining missing or late dated documents with petition.

You can submit your petition after you have established all ties to CA for 12 months & can include copies of the twelve applicable documents and any other information you believe to be relevant. Consolidate & copy several documents on one piece of paper. Documents do not have to be in order listed below. Do not attach a letter restating each item.

You are responsible for submitting all documents requested and/or additional information to help substantiate your claim when you turn in your packet. If denied, you will not have the opportunity to submit additional documents on appeal.

For specific questions regarding the process e-mail: residencesdeputy@ucsd.edu or go to How to Change Your Nonresident Status to Resident.

NO OTHER UNIVERSITY PERSONNEL ARE AUTHORIZED TO SUPPLY INFORMATION RELATIVE TO RESIDENCE FOR TUITION PURPOSES.

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Subject to Change Without Notice

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