

Cal Poly Pomona's Online AB540 Form Instructions

Cal Poly Pomona has now developed an online submission for the California Nonresident Tuition Exemption Request (AB540) form. Instructions on how to find and fill in the form are shown below.

Finding the AB540 Online Form

Step One: To access the form,

1. Please click on the following link and follow the instructions below.
<https://www.cpp.edu/~admissions/residency/index.shtml>
2. OR Please search on Cal Poly Pomona's website "Residency for Tuition Purposes" and click on the first link shown.

The website you should be in is the Admissions and Enrollment Planning – Residency for Tuition Purposes as shown in the following picture.

The screenshot shows the 'Admissions & Enrollment Planning' section of the website. On the left is a navigation menu with links: Home, Freshmen, Transfers, Out-of-State Freshmen, Out-of-State Transfers, International Freshmen, International Transfer, Graduate, and Apply Now. The main content area is titled 'Residency for Tuition Purposes' and includes a map of California, a text box stating: 'California state law distinguishes between residents and non-residents for tuition purposes. If students are determined non-residents for tuition purposes, they will incur additional fees per unit.', and a table for 'Residency Determination Date'.

Semester	Dates
Fall	September 20
Spring	January 25
Summer	June 1

Step Two: Scroll Down to find the Forms section.

What is Residency for Tuition Purposes?
Classification: Determination of Residency
Reclassification
Exceptions & Exemptions
Forms
California Nonresident Tuition Exemption Request (AB540) (online form)
CSU Residence Questionnaire (online form)
Filing a Residency Appeal

Step Three: Click on the Forms tab and then click on the AB540 Online form link as shown above.

The link will send you to a window with instructions on how to sign-in online.

The screenshot shows the CalPoly Pomona logo in the top left corner. The main content area is titled "PowerForm Signer Information". Below the title, there is a paragraph explaining that an authentication code will be emailed to the user after clicking "Begin Signing". The instructions ask the user to enter their name and email to begin the signing process. There are three input fields: "Your Role:" with a dropdown menu showing "Student *", "Your Name:" with a text input field, and "Your Email:" with a text input field. A yellow "Begin Signing" button is located at the bottom right of the form area.