



California State Polytechnic University, Pomona

Registrar's Office

Instructions for Residence Reclassification Requests

New Students: The Admission's Office determines the residence status for new students.

Continuing Students: If you are a continuing student (completed at least one quarter and are currently an active student), please direct your questions regarding residency to the Registrar's Office.

Legal residence may be established by an adult who is physically present in the state and who, at the same time, intends to make California his or her permanent home. Steps must be taken at least **one year prior** to the residence determination date to show intent to make California their permanent home with the concurrent relinquishment of their prior legal residence.

A residence determination date is set for each academic term and is the date from which residence is determined for the term.

Quarter Term Residence Determination Dates

Fall	September 20
Winter	January 5
Spring	April 1
Summer	July 1

The steps necessary to show California residency intent will vary from case to case, but included among them are as follows:

- Registered to Vote in California
- Maintain a California Driver's License
- Possess a vehicle registered in California
- Declare California legal residence for tax purposes
- Establish a checking or savings account in California
- Ownership of residential property or continuous occupancy or renting of an apartment on a lease basis where one's permanent belongings are kept
- A complete listing may be found in the Cal Poly Pomona, University Catalog
<http://www.csupomona.edu/~academic/catalog/>

The student who is within the state for educational purposes only does not gain the status of resident regardless of the length of the student's stay in California.

In addition to providing documentation that establishes residential intent within the State of California, immigrants and non-immigrants alike must provide documentation verifying legal presence in the United States. In considering reclassification examples of such include a permanent resident card and I-485 receipt notice, or documentation showing current visa status.

Section 68044 of the California Education code states we cannot approve someone for residency reclassification if he/she received \$750 or more from parents(s), has been claimed as a dependent by parent(s) for tax purposes, or has lived for more than six weeks with parent(s) in any of the prior three years.

Residency is not automatically changed. An appointment must be scheduled with the Registrar's Office Records Specialist for the review of documents used to determine a change of status.

For further information, visit our website at: www.dsa.csupomona.edu/Registrar/