Los Angeles Pierce College  
Admissions and Records  
6201 Winnetka Avenue, Woodland Hills, CA 91371 - Phone (818) 719-6404 - Fax: (818) 347-8704

RESIDENCY DETERMINATION CHECKLIST

Student Name (Las, First, MI) | Student ID | Date

Unless the necessary documents listed below can be present to change your resident classification, you have been classified as a nonresident student and will be required to pay the nonresident tuition fee plus the enrollment and health fees when you register. In order to comply with the California Administrative Code, Title 5, Section 54024, a student who wishes to change status from nonresident to resident for tuition purposes must prove physical presence in California for one full year immediately preceding the semester determination date, intent to make California the permanent home for the past year, and financial independence, if the student is over eighteen (18) years old. Presence and intent may be manifested in many ways – no one factor is controlling.

Listed below are items that may be presented as evidence of presence, intent and financial independence, if applicable. A student must present a minimum of two items. All official documents must be valid, readable, dated at least one year before the residence determination date and be properly identified with respect to the student’s name and address.

PLEASE CHECK ALL ITEMS SUBMITTED

☐ 1. A- California Driver License or Department of Motor Vehicle documentation of California Driver License issuance date and current validity – State law requires a California Driver License within 10 days from the date residence is established. OR
   B- California Identification Card.

☐ 2. California Motor Vehicle License Plates – California Registration Certificate

☐ 3. Establishing and Maintaining Active California Bank Accounts – Bank statement showing activity for the past year.

☐ 4. Records of Income.
   A- Documentation of Employment – Pay stub, letter from employer, or company identification with issue date.
   B- California State Income Tax Form 540NR (required by law of any part-year, taxpaying resident of California) or 540 or 540A from previous year.

☐ 5. Registering to vote and voting in California – Voter Registration Card, sample ballot.

☐ 6. Documentation of purchase and occupancy of residential real estate in California.
   A- Mortgage documents, tax receipts, escrow documents, etc.
   B- Lease or Rental Agreement.

☐ 7. Selective Service Registration with California permanent address.

☐ 8. Maintaining permanent military address or home of record in California while in Armed Forces – DD214 or LES.

☐ 9. Documentation of the student as a California resident having received rehabilitation, unemployment, welfare, or other State services.


☐ 12. Documentation of active resident membership in California professional, service, or social organization – school organizations is not accepted.

As per Section 54026, California Administrative Code, if independent, the burden of proof falls upon the student to demonstrate clearly both physical presence in California and intent to establish California residence.