

ESTABLISHING RESIDENCY FOR TUITION PURPOSES

Graduate and Professional School students

Office of the Registrar

120 Sproul Hall

(510) 642-7209

Drop-ins: Tues/Fri 10am-12pm, Wed/Thurs 2-4pm

orres@berkeley.edu

What is Residency?

- ❑ Residency for tuition purposes is a factor in determining a student's mandatory registration fees.
- ❑ Students who are considered California Residents for tuition purposes do not pay the Nonresident Supplemental Tuition.

Who is a Resident?

- A student seeking resident classification has the burden of proof that they satisfy the '*Big Three*' criteria of:
 1. Physical Presence
 2. Intent
 3. Financial Independence
- The *Residence Determination* date is the first day of instruction for a given semester.
 - Fall 2017 begins: Wed August 23, 2017.
 - Fall 2018 begins: Wed August 22, 2018.

IMMIGRATION

- **Can a non-US citizen be a resident?**
 - Yes, unless that person's immigration status prevents them from establishing legal residence in the United States.
- For a list of visas and immigration statuses that are eligible for establishing residency go to:
<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes/immigration>

1. Physical Presence

Steps to establish residency

□ 1. Physical Presence

- Be physically present continuously in California for at least 366 days prior to the RDD of August 22, 2018.
 - When establishing physical presence in the first year, please note that absences that exceed a CUMULATIVE TOTAL of 6 weeks will deem you ineligible for residency. Some exceptions may include: approved internships or departmental research.

1. Physical Presence

Steps to establish residency

STEPS:

- a) **ARRIVAL DATE**: Save your plane ticket stubs, itineraries, receipts from your arrival into CA.

- b) **NON-ACADEMIC PERIODS**: Make sure that you are not out of California for *more than six (6) weeks total* in the upcoming year, including winter, spring, summer breaks. (Exception for research/academic reasons.)

1. Physical Presence: 366 days

DOCUMENTS WE WILL REQUEST:

- ❑ Assuming you are enrolled for both fall and spring semesters...
 - a) **Arrival Date** documents include:
 - Plane tickets, flight confirmations, receipts, bank or credit card statements
 - Keep receipts/bank/credit card statements & pay stubs ***for non-academic periods.***
Statements must include your name – no joint accounts.

1. Physical Presence: 366 days

DOCUMENTS WE WILL REQUEST (cont.):

b) **Summer 2018** physical presence documents include:

- California employment offer
- Summer Session registration
- Letter from your department verifying academic/research for the summer
- Letter from your supervisor verifying your employment for the summer
 - Internships or employment in your home state will be highly scrutinized!

1. Physical Presence: 366 days

DOCUMENTS WE WILL REQUEST (cont.):

b) **Summer 2018** physical presence documents include:

- Credit/ATM card statements
 - Make sure they have your name and clear transactions made in CA
- Pay stubs

We do not accept...

- ☐ Joint accounts
- ☐ Leases
- ☐ Letters from friends and family
- ☐ Utility Bills
- ☐ Cell Phone Bills
- ☐ Cash receipts
- ☐ Any items which neither identify you or place you in California at that particular time.

2. Intent

Steps to establish CA residency

□ 2. Intent

- Take steps to demonstrate your intent to make California your permanent home. One must also relinquish all legal ties to past place of residence.
- The **union or concurrence** of physical presence and intent is necessary to be classified as a CA resident.
- Steps must be taken before the end of your first term at UC Berkeley, or you will be ineligible to establish residency. However, we recommend you take steps within 30 days of arrival.

2. Intent

Steps to establish CA residency

STEPS:

- a) **RELINQUISH OUT-OF-STATE INTENT & ACQUIRE CALIFORNIA INTENT**: Go to the DMV (in-person or schedule an appointment online at dmv.ca.gov) **WITHIN 30 DAYS** of arriving in California.

- b) **TAXES**: We recommend that you file 2017 part-year state tax returns

2017 California Taxes: 540NR Long Form

TAXABLE YEAR

2015

California Nonresident or Part-Year Resident Income Tax Return

Long Form

FORM

540NR

Fiscal year filers only: Enter month of year end: month _____ year 2016.

Your first name	Initial	Last name	Suffix	Your SSN or ITIN	A R RP
If joint tax return, spouse's/RDP's first name	Initial	Last name	Suffix	Spouse's/RDP's SSN or ITIN	
Additional information (See instructions)				PBA code	
Street address (number and street) or PO box			Apt. no./ste. no.	PMB/private mailbox	
City (If you have a foreign address, see instructions)			State	ZIP code	
Foreign country name		Foreign province/state/county		Foreign postal code	

Date of Birth

● Your DOB (mm/dd/yyyy) ____/____/____ ● Spouse's/RDP's DOB (mm/dd/yyyy) ____/____/____

Prior Name

If you filed your 2014 tax return under a different last name, write the last name only from the 2014 tax return.

● Taxpayer _____ ● Spouse/RDP _____

Filing Status

1 ☐ Single

2 ☐ Married/RDP filing jointly. See inst.

3 ☐ Married/RDP filing separately. Enter spouse's/RDP's SSN or ITIN above and full name here _____

4 ☐ Head of household (with qualifying person). See instructions.

5 ☐ Qualifying widow(er) with dependent child. Enter year spouse/RDP died _____

If your California filing status is different from your federal filing status, check the box here ☐

6 If someone can claim you (or your spouse/RDP) as a dependent, check the box here. See inst ● 6 ☐

2017 California Taxes: 540NR Schedule

TAXABLE YEAR

2015 California Adjustments — Nonresidents or Part-Year Residents

SCHEDULE

CA (540NR)

Important: Attach this schedule behind Long Form 540NR, Side 3 as a supporting California schedule.

Name(s) as shown on tax return

SSN or ITIN

Part I Residency Information. Complete all lines that apply to you and your spouse/RDP for taxable year 2015.

During 2015:

1 My California (CA) Residency (Check one)

a Myself: ☐ Nonresident ☐ Part-Year Resident ☐ Resident

b Spouse: ☐ Nonresident ☐ Part-Year Resident ☐ Resident

2 a I was domiciled in (enter two letter code, see instructions)..... ☐

b I was in the military and stationed in (enter two letter code)..... ☐

3 I became a CA resident (enter state of prior residence and date (mm/dd/yy) of move) ... ☐

4 I became a CA nonresident (enter new state of residence and date (mm/dd/yy) of move). ☐

5 I was a CA nonresident the entire year (enter state of residence)..... ☐

6 The number of days I spent in CA for any purpose was: ☐

7 I owned a home/property in CA (enter Y for Yes, N for No) ☐

8 Before 2015: I was a CA resident for the period of ☐

Yourself

Spouse/RDP

Part II Income Adjustment Schedule

Section A — Income

A
Federal Amounts

B
Subtractions

C
Additions

D
Total Amounts

E
CA Amounts

2. Legal Indicia of Intent

DOCUMENTS WE WILL REQUEST:

- ❑ All state and federal tax returns for 2017
 - ❑ You may file a CA Part-Year Resident tax form (540NR) your first year; Schedule 540NR indicates your dates in California
 - ❑ If you earned income out-of-state before your arrival, we recommend filing a part-year resident return in your previous state.
- ❑ W2s for all of 2017 (including your previous state of residence & spouse/partner)

2. Legal Indicia of Intent

DOCUMENTS WE WILL REQUEST (CONT.):

- ❑ CA Driver's License or state ID card.
- ❑ CA Vehicle registration (if you own a vehicle).
- ❑ If you vote: CA Voter's registration (copy of voter's reg card, screenshot of online voter reg status, etc.)
- ❑ Using a California permanent address on all records.

3. Financial Independence requirement is satisfied if

- You were born in 1994 or earlier (you turn 24 years of age in 2018)

OR

- You are financially dependent on your natural or adoptive parent(s) who are California residents

OR

3. Financial Independence requirement is satisfied if

- You were not claimed as an income tax deduction by any individual other than spouse or domestic partner for the 2017 tax year

OR

- You are employed at UC 49% or more time (or awarded the equivalent in University-administered funds) in Fall Semester 2018

Financial Independence (FI)

Steps to satisfy FI

- If you were born in 1994 or earlier = EXEMPT
- If you were born in 1995 or LATER:
 - Make sure your parents do NOT claim you as a tax exemption on their 2017 taxes.
 - Proof from your department that you were funded at least 49% or more in either employment or awarded the equivalent in university-administered funds.

Self Claimed

Form 1040	Department of the Treasury—Internal Revenue Service (99)	2015	OMB No. 1545-0074	IRS Use Only—Do not write or staple in this space.																																																
For the year Jan. 1–Dec. 31, 2015, or other tax year beginning , 2015, ending , 20			See separate instructions.																																																	
Your first name and initial		Last name		Your social security number : : : : : : : : :																																																
If a joint return, spouse's first name and initial		Last name		Spouse's social security number : : : : : : : : :																																																
Home address (number and street). If you have a P.O. box, see instructions.			Apt. no.	▲ Make sure the SSN(s) above and on line 6c are correct.																																																
City, town or post office, state, and ZIP code. If you have a foreign address, also complete spaces below (see instructions).			Presidential Election Campaign Check here if you, or your spouse if filing jointly, want \$3 to go to this fund. Checking a box below will not change your tax or refund. <input type="checkbox"/> You <input type="checkbox"/> Spouse																																																	
Foreign country name		Foreign province/state/county	Foreign postal code																																																	
Filing Status Check only one box.	<table border="0"><tr><td>1 <input checked="" type="checkbox"/> Single</td><td>4 <input type="checkbox"/> Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶</td></tr><tr><td>2 <input type="checkbox"/> Married filing jointly (even if only one had income)</td><td>5 <input type="checkbox"/> Qualifying widow(er) with dependent child</td></tr><tr><td>3 <input type="checkbox"/> Married filing separately. Enter spouse's SSN above and full name here. ▶</td><td></td></tr></table>				1 <input checked="" type="checkbox"/> Single	4 <input type="checkbox"/> Head of household (with qualifying person). (See instructions.) If the qualifying person is a child but not your dependent, enter this child's name here. ▶	2 <input type="checkbox"/> Married filing jointly (even if only one had income)	5 <input type="checkbox"/> Qualifying widow(er) with dependent child	3 <input type="checkbox"/> Married filing separately. Enter spouse's SSN above and full name here. ▶																																											
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Exemptions If more than four dependents, see instructions and check here ▶ <input type="checkbox"/>	<table border="1"><tr><td colspan="4">6a <input checked="" type="checkbox"/> Yourself. If someone can claim you as a dependent, do not check box 6a</td></tr><tr><td colspan="4">b <input type="checkbox"/> Spouse</td></tr><tr><td colspan="2">c Dependents:</td><td>(2) Dependent's social security number</td><td>(3) Dependent's relationship to you</td></tr><tr><td>(1) First name</td><td>Last name</td><td></td><td>(4) <input checked="" type="checkbox"/> if child under age 17 qualifying for child tax credit (see instructions)</td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/></td></tr><tr><td></td><td></td><td></td><td><input type="checkbox"/></td></tr><tr><td colspan="2">d Total number of exemptions claimed</td><td colspan="2"></td></tr></table>			6a <input checked="" type="checkbox"/> Yourself. If someone can claim you as a dependent, do not check box 6a				b <input type="checkbox"/> Spouse				c Dependents:		(2) Dependent's social security number	(3) Dependent's relationship to you	(1) First name	Last name		(4) <input checked="" type="checkbox"/> if child under age 17 qualifying for child tax credit (see instructions)				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>				<input type="checkbox"/>	d Total number of exemptions claimed				<table border="0"><tr><td>Boxes checked on 6a and 6b</td><td><input type="checkbox"/></td></tr><tr><td>No. of children on 6c who:</td><td><input type="checkbox"/></td></tr><tr><td>• lived with you</td><td><input type="checkbox"/></td></tr><tr><td>• did not live with you due to divorce or separation (see instructions)</td><td><input type="checkbox"/></td></tr><tr><td>Dependents on 6c not entered above</td><td><input type="checkbox"/></td></tr><tr><td>Add numbers on lines above ▶</td><td><input type="checkbox"/></td></tr></table>	Boxes checked on 6a and 6b	<input type="checkbox"/>	No. of children on 6c who:	<input type="checkbox"/>	• lived with you	<input type="checkbox"/>	• did not live with you due to divorce or separation (see instructions)	<input type="checkbox"/>	Dependents on 6c not entered above	<input type="checkbox"/>	Add numbers on lines above ▶	<input type="checkbox"/>
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To Summarize



- Residency for tuition purposes is established by the union of:
 - 1. Physical Presence
 - 2. Intent
 - 3. Financial Independence

APPLYING FOR RESIDENCY

1. Begin establishing your California intent and relinquishing all out of state intent ASAP within 30 days
2. File 2017 taxes (including part-year state tax return) ON TIME!
3. Submit your Statement of Legal Residence (SLR) beginning March 1, 2018, deadline July 1, 2018.
 - CAL CENTRAL (Tasks or Notifications)

APPLYING FOR RESIDENCY



4. Upload all requested documents at Cal Central. Redact account # and SSN only (we need to see amounts especially on taxes/W2s)
5. Submit all documents before June, if possible.
6. 2-3 weeks approximate wait time for residency determination.

CAL CENTRAL – MY DASHBOARD

[My Dashboard](#) [My Academics](#) [My Finances](#) [My Campus](#)

Monday AUG 22


You have no events scheduled for the rest of the day.

My Classes FALL 2016

Enrollments

MBA 200C
Leadership Communication

MBA 200S
Data and Decisions
 **MBA 200S**

MBA 201A
Economics for Business Decision Making
 **MBA 201A - LEC 03A/04A**

MBA 202
Financial Accounting

MBA 203
Introduction to Finance

MBA 205
Leading People
 **MBA 205**

MBA 206
Marketing Management

Other Site Memberships

Tasks

Scheduled

Unscheduled

Completed

Overdue **1**

Due



Statement of Legal Residence

RESIDENCE AFFAIRS UNIT

06/01

INITIATED

To determine your residency, you are required to submit the Statement of Legal Residence (SLR). If you do not submit the SLR by the deadline, you will be considered a nonresident and charged over \$12,000 (for undergraduates; between \$6000 and \$8000 for graduate/professional students) for additional nonresident fees per semester (subject to change by the Regents of the University of California and could be affected by increases or reductions in State funding, or other developments).

Legal Residence Information: <http://registrar.berkeley.edu/Residency/legalinfo.html>

Contact info - Residence Affairs: orres@berkeley.edu | (510) 642-7209

The SLR will open in a new window/tab. Please close the window/tab when you have saved and/or finished your session.

Contact: orres@berkeley.edu

[Submit Statement of Legal Residence](#)

Today **0**

Due

There are currently no scheduled tasks/assignments that are due today.

Notifications

All Notifications



Study.net
MBA 205, Aug 20



Are You a Singer Yet?
University Resources, Aug 19



CMG | Study Group Intake Meetings & Industry Primer Workshops next week!
Career Management Fundamentals 16-17 (Class of 2018), Aug 18



2 Assignments
Career Management Fundamentals 16-17 (Class of 2018), Aug 18



Welcome
MBA 201A, Aug 17



Welcome to Data and Decisions!
MBA 200S, Aug 16



Student Health Insurance Plan
Health Services, Jul 12



Cal 1 Card Photo ID Card
Getting Started, Apr 12



2 Notifications
University Resources, Feb 19



3 Notifications
University Policies, Feb 19

[Archive of Official Communications](#)

My Academics

Profile

Major Graduate Professional Programs
Business Administration MBA


Academic Career Graduate

Level Graduate

Status and Holds

Status

Fall 2016

 Officially Registered

You are officially registered and are entitled to access campus services.

California Residency

 Pending

Term applied: Fall 2016

Please submit your Statement of Legal Residency. To learn more, visit [residency information](#).

Active Holds

You have no active holds at this time.

Semesters

[Request Enrollment Verification](#)

Fall 2016

[Book List](#)

Class	Title	Units

Class Enrollment FALL 2016

Consult with an advisor if you have any questions.

Activity	When
1. Multi-year Planner	
2. Schedule of Classes	Prior to Aug 5
3. Schedule Planner	Mar 28
4. Class Enrollment	Fri Aug 5 9:00 AM

[Choose classes](#) for the upcoming semester.

Learn more about [enrollment rules](#) and [information](#).

Enrollment Period

Phase 2 Begins **Fri Aug 5 | 9:00 AM**
Adjustment Begins **Mon Aug 15 | 9:00 AM**

5. Class Adjustment After Aug 5

Enrolled Classes

[Add](#) | [Drop](#) | [Swap](#) | [Options](#) | [Withdraw](#)

Graduate	When	Units

Advising

[+ New Appointment](#)

Department Chair (Business Administration MBA)

[Richard Lyons](#)

lyons@berkeley.edu

APPLYING FOR RESIDENCY



***IF YOU DO NOT SUBMIT SLR
OR DOCUMENTS YOU ARE
RESPONSIBLE FOR NON-
RESIDENT TUITION***

Documents we will ask for:

- ❑ CA Driver's License or State ID
- ❑ Vehicle Registration
- ❑ Voter's Registration
- ❑ State/Federal Taxes
- ❑ W2s
- ❑ Arrival documents
- ❑ Summer 2018 whereabouts
- ❑ IF born in 1995 or later:
 - ❑ Evidence that you were not claimed on anyone's taxes OR
 - ❑ Proof of 49% or more funding by university

CONTACT US!

- ❑ 510-642-7209 (phone)
- ❑ orres@berkeley.edu (e-mail)
- ❑ In person office hours:
 - ❑ Tues/Fri - 10am to 12pm
 - ❑ Wed/Thurs - 2pm to 4pm
 - ❑ Check in at Cal Student Central, 120 Sproul Hall

CONTACT US!

□ URL:

<http://registrar.berkeley.edu/tuition-fees-residency/residency-tuition-purposes>