

## HOW TO APPLY TO OHLONE COLLEGE IF YOU ARE AN AB540 STUDENT

Please read and follow these instructions carefully.

If you have any questions, feel free to email [dreamers@ohlone.edu](mailto:dreamers@ohlone.edu).

- Access the [online Ohlone College Application](http://www.ohlone.edu/go/applyonline) at: [www.ohlone.edu/go/applyonline](http://www.ohlone.edu/go/applyonline)
- Scroll to the bottom of the screen and select **Begin Application for Ohlone College**.
- Select **New User** (or **Log On** if you already have an account).
- On page 2, you will be prompted to enter your Social Security Number. Check the box that indicates **you have no Social Security Number or decline to state**.

**Social Security Number**


Your Social Security number must be accurate to ensure the integrity of your permanent record. It is used as a means of identifying records pertaining to students and to facilitate financial aid.

Additionally:

- The Social Security number is required to claim tax credits for higher education costs known as the Hope Scholarship Tax Credit and Lifelong Learning Credit in accordance with the Taxpayer Relief Act of 1997.
- This information may be provided to the Chancellor's Office of the California Community Colleges for purposes of evaluating, auditing, and improving state education programs under California Law (Chapter 1458, stats. 1985).

Your information is protected by secure transmission and by the provisions of [our privacy policy](#).

Social Security number:  ###-##-####

  Check this box if you have no Social Security number or decline to state.

Please confirm your Social Security number:  ###-##-####

- Next, check the box that indicates **I will not provide my Social Security number, or do not have one**.

**Providing Your Social Security Number**

You have chosen not to provide your Social Security number (SSN). This is your right, but there are several reasons why it may be to your advantage to provide your SSN on this application. These include:

- **Speedier Application Process** - Some colleges may require you to contact them for a substitute ID number if you do not provide your SSN.
- **Availability of Your Records** - Providing your SSN is the best way to make sure your records are accessible when you need them. If you do not provide your SSN:
  - Your enrollment or degree may not be found in the National Student Clearinghouse.
  - Employers may not be able to verify that you received a degree or certificate.
  - You may encounter difficulties sending transcripts to other colleges or universities.
- **Financial Aid** - Your SSN is required when applying for federal and state aid programs.
- **Tax Credits and Deductions** - Providing your SSN helps you (or someone claiming you as a dependent) receive tax credits or deductions to which you are entitled.

All CCCApply institutions are required by law to keep your SSN private and secure and not to reveal it without your permission. If you provide your SSN, you can be confident that it will not be misused.

**Please either enter your Social Security number or check the following box:**

**I will not provide my Social Security number, or do not have one.**

- If you attended high school **in California** and received a diploma, GED, or High School Proficiency **in California**, select **Yes**. If you are a graduating California high school senior, select **Yes**.

**California High School Attendance**

I have received a diploma or certificate of completion from a California high school, a California High School Certificate of Equivalency (GED), or a Certificate of California High School Proficiency:

- On Page 5, undocumented students may select **Other** for **Citizenship status** and check the box indicating **No Documents**.

**Citizenship**

Citizenship status:

If you are **not** a U.S. citizen, please enter the following:

Alien registration number:  **OR**

Visa type:  **OR**

**No documents**

Visa/Alien registration issue date:

Visa/Alien registration expiration date:

Check here if no expiration date

- After completing all sections, select **Submit Application**.

- In order to obtain your Ohlone Student ID number, intended AB540 students need to submit copy of the **Application Confirmation** page to the Admissions and Records office. See below for a sample of the **Application Confirmation** page:

APPLICATION CONFIRMATION

Your application for admission has been submitted to Ohlone College. Thank you.

- Please [print a copy of this page](#) for your records.
- You may also [print a copy of your SUBMITTED INFORMATION](#) for your records.
- Remember to complete any additional admission requirements as specified in the [introduction](#) of this application.
- CHECK YOUR EMAIL (including your [spam folder](#)) for important information from Ohlone College regarding your admission and registration.
- If you are not a U.S. citizen please bring your green card or other immigration documentation to Admissions & Records with this form.**
- It will take approximately two business days after receipt of this form before you will receive your student I.D. Number and registration information via email.**
- Additional forms need to be submitted for high school students and can be found at: [www.ohlone.edu/org/admissions/highschool.html](http://www.ohlone.edu/org/admissions/highschool.html)

<b>Ohlone College</b>	Fax: (510) 659-7321
43600 Mission Boulevard	E-mail: <a href="mailto:admissions@ohlone.edu">admissions@ohlone.edu</a>
Fremont, CA 94539	Website: <a href="http://www.ohlone.edu">www.ohlone.edu</a>

Applicant name:	[REDACTED]
College:	Ohlone College
Application term:	Spring Term 2012
Email address:	[REDACTED]
Date submitted:	1/13/2012 9:14:00 AM
Confirmation number:	1659-2012SP-5-01132012-10919979-23727339 <small>(This is not a student identification number)</small>

You may return to this Confirmation Page at any time via the Submitted Applications section of My Applications.

- You may take a picture of the **Application Confirmation** page with your smart phone or use the computer's program (as available) to save/convert the page into a .pdf file. Attach the file with the following email to Mr. Santino Martinez at [smartinez@ohlone.edu](mailto:smartinez@ohlone.edu).

*Dear Admissions Office,*

*My name is [first and last name] and I am intended AB540 student. Please see attached for my Ohlone Application Confirmation page so I may obtain my Ohlone ID number and be waived from the 5-day non-payment drop policy.*

*Thank you for assisting me!*

*Sincerely,  
[first and last name]*

- You may also print a copy of the **Application Confirmation** page with a written letter like the above and turn it in to the [Fremont Ohlone College Admission & Records Office](#) (building 7, 2<sup>nd</sup> floor).
- You can return to the confirmation page at any time via the Submitted Applications section of My Applications.

Ohlone College	Spring Term 2012	1/13/2012 9:14:00 AM	 VIEW APPLICATION CONFIRMATION	VIEW LINKS & OPPORTUNITIES
Irving Valley College	Spring 2012	12/22/2011 12:00:00 AM	VIEW APPLICATION CONFIRMATION	VIEW LINKS & OPPORTUNITIES

## HOW TO APPLY FOR THE CALIFORNIA NONRESIDENT TUITION EXEMPTION & COMPLETE THE AB540 AFFIDAVIT

- Once you have graduated high school, complete and submit the AB540 Affidavit as soon as possible.
- To be switched from **Non-Resident** to **AB-540 status**, you must complete and submit the [AB540 Affidavit](#).
  - Access the [AB540 Affidavit](#) form at: [www.ohlone.edu/admissions/forms/ab540affidavit.pdf](http://www.ohlone.edu/admissions/forms/ab540affidavit.pdf)
  - You may also pick-up the AB-540 Affidavit form at the [Fremont Ohlone College Admission & Records Office](#) (building 7, 2<sup>nd</sup> floor)
  - Complete and return the form to the [Fremont Ohlone College Admission & Records Office](#) (building 7, 2<sup>nd</sup> floor) as soon as possible.
- See below for a sample of the [AB540 Affidavit](#) (California Nonresident Tuition Exemption Request)

### California Nonresident Tuition Exemption Request

*For Eligible California High School Graduates*

*Note: This form is accepted by all California Community Colleges and all Universities in the both the University of California and California State University systems.*

Complete and sign this form to request an exemption from Nonresident Tuition. You must submit any documentation required by the College or University (for example, proof of high school attendance in California). Contact the California Community College, University of California, or California State University campus where you intend to enroll (or are enrolled) for instructions on documentation, additional procedures and applicable deadlines.

**ELIGIBILITY:**  
I, the undersigned, am applying for a California Nonresident Tuition Exemption for eligible California high school graduates at (specify the college or university) \_\_\_\_\_ and I declare the following:

*Check YES or NO boxes:*

Yes    No   I have graduated from a California high school or have attained the equivalent thereof, such as a High School Equivalency Certificate, issued by the California State GED Office or a Certificate of Proficiency, resulting from the California High School Proficiency Examination.

Yes    No   I have attended high school in California for three or more years.

*Provide information on all school(s) you attended in grades 9 - 12:*

School	City	State	Dates:	
			From – Month/Year	To – Month/Year

*Documentation of high school attendance and graduation (or its equivalent) is required by the University of California, the California State University and some California Community Colleges. Follow campus instructions.*

*Check the box that applies to you -- check only one box:*

I am a nonimmigrant alien as defined by federal law. [Nonimmigrant aliens have been admitted to the United States temporarily and include, but are not limited to, foreign students (persons holding F visas) and exchange visitors (persons holding J visas).]

OR

I am NOT a nonimmigrant alien. [U.S. citizens, permanent residents, or aliens without lawful immigration status, among others, should check this box.]

**AFFIDAVIT:**

I, the undersigned, declare under penalty of perjury under the laws of the State of California that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the nonresident tuition exemption for eligible California high school graduates. I hereby declare that, if I am an alien without lawful immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so. I further understand that if any of the above information is untrue, I will be liable for payment of all nonresident charges from which I was exempted and may be subject to disciplinary action by the College or University.

Print Full Name (as it appears on your campus student records)	Campus/Student Identification Number
Print Full Mailing Address (Number, Street, City, State, Zip Code)	Email Address (Optional)
	Phone Number (Optional)
Signature	Date

Revised October 2003

AB540 students  
check both  
YES boxes



AB540 students  
check the  
2<sup>nd</sup> box



This date must be on or after  
your high school graduation date



- Once Admissions & Records receives your online Ohlone application and your completed AB540 Affidavit, you will receive an email stating your Ohlone Application is complete and you will be eligible to pay in-state tuition.
- To confirm you have been approved for in-state tuition through AB540:
  1. Log into your [WebAdvisor](#) account.
  2. Select **Student Profile**.
  3. Under Current Residency Status, look for **W-Waiver**.

## Student Profile

This form must be confirmed/updated prior to each registration period. Please review the information on the form, make changes as needed and then click the "Submit" button to complete the process.

K-12 grade students should complete the following procedure: <http://www.ohlone.edu/org/admissions/k12admission.html>

**PERSONAL INFORMATION**

Full Name: [REDACTED] Student ID (Colleague ID): [REDACTED]

Please see Admissions and Records for corrections to your contact information.

**Address**  
[REDACTED]


Phone Number	Extension	Type
[REDACTED]	[REDACTED]	[REDACTED]

**E-mail Address**  
[REDACTED]

**Current Residency Status \***

R Resident of California
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Will state:  
**W-Waiver**



Continuing and Former students that have changed their residency status must submit the necessary paperwork to Admissions and Records prior to registration for proper fee calculations. Please review the Admissions website for specific information. <http://www.ohlone.edu/org/admissions/residency.html>

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**ACADEMIC INFORMATION**

**Current Academic Standing**

Clear Standing
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For more information on Academic Standing please visit the counseling website: <http://www.ohlone.edu/org/counseling/probation/reinstatement.html>

**Current Academic Program(s)**

Academic Program	Degree	Major
Not Declared	ND	Not Declared
Vocal Music Performance		Music: Vocal Performance

- Review information about [Paying for College](#) and apply for financial aid!

If you have any questions or are in need of assistance, email us at [dreamers@ohlone.edu](mailto:dreamers@ohlone.edu)!