# How to Register if Student(s) is Undocumented *or* AB540

➢ Go to the Foothill College website at www.foothill.edu.

➢ Under Admissions click on **Apply & Register**.

➢ Under Enrollment Steps for New & Former Students click on **1. Apply for admission.**

➢ Sign in as either a **New User or Log On** if you have completed an application before.

➢ Begin completing the application.

➢ When you get to page 2, it will ask to enter your **Social Security Number**; check the box indicating that you have no Social Security Number/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: [          ] ###-##-####

➢ Also, check the box that indicates *I will not provide Social Security Number/do not have one* at the bottom.

**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.**

➢ On page 4, when it asks about your **High School Education**, if the student graduated from another country outside the US select - *Received a diploma/certificate of graduation from a foreign secondary school*.

| High School Education |
| --- |
| High school education level as of 6/26/2011: |
| [ Received a diploma/certificate of graduation from a Foreign secondary school ▼ ] |
| |
| High school completion date (if unsure of the exact day, please estimate): |
| [ June ▼ ] [ 8 ▼ ] [ 2007 ] yyyy |

➢ If the student *did not* graduate from high school anywhere, then select - *Not a graduate of and no longer enrolled in high school*.

**High School Education**

High school education level as of 6/26/2011:

Not a graduate of, and no longer enrolled in high school

High school completion date (if unsure of the exact day, please estimate):

June | 8 | 2007 yyyy

➢ If student attended high school in California and received a diploma, GED, or High School Proficiency *in California* 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:

Yes

➢ Select No if student:
   • Did not receive any of the above mentioned.
   • Received diploma in another country

➢ On Page 5, if undocumented select *other* for **Citizenship status** and check the box indicating *no documents*.

**Citizenship**

Citizenship status: Other

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

Alien registration number: _____ **OR**

Visa type: Other or None **OR**

☑ No documents

Visa/Alien registration issue date: Select a month | Select a day | ____ yyyy

Visa/Alien registration expiration date: Select a month | Select a day | ____ yyyy

☐ Check here if no expiration date

➢ After completing all sections click: **Submit application**

Once the application is in the system, you will receive a "Welcome to Foothill" email. You will be classified as a non-resident.

To be switched from a non-resident to an AB540:

➢ Go to Foothill College website at [www.foothill.edu](www.foothill.edu).

➢ In the *Find it Fast,* type in **affidavit.** (Must be all lower-case letters.)

➢ Click on **{PDF} California Nonresident Tuition Exemption** and print it out.

➢ Complete the form and turn it in to **Admission & Records** at either Foothill College or Middlefield Campus in Palo Alto.