

APPLICATION FEE WAIVER CHECKLIST

If you have not been approved for an Application Fee Waiver, and believe that you should be eligible, the following checklist will guide you through common errors made on the application, which may result in a denied fee waiver.

ARE YOU AN UNDERGRADUATE OR GRADUATE APPLICANT?

- Undergraduate – Go on
- Graduate – Only Undergraduate applicants are eligible for an application fee waiver

ARE ALL FOUR QUADRANTS OF YOUR APPLICATION COMPLETE, WITH A GREEN CIRCLE AND CHECK MARK?

- Yes – Go on
- No – You must complete your entire application before your fee waiver eligibility is displayed

ON THE PERSONAL INFORMATION QUADRANT, IN THE CITIZENSHIP/RESIDENCY INFORMATION TILE, WHAT IS YOUR CITIZENSHIP STATUS?

- US Citizen – Go on
- Permanent Resident/Green Card – Go on
- None – Go on
- Refugee – Go on
- Non Resident – International applicants are not eligible for application fee waivers

ON THE PERSONAL INFORMATION QUADRANT, IN THE CITIZENSHIP/RESIDENCY INFORMATION TILE, WHAT STATE DO YOU REGARD AS YOUR PERMANENT HOME? (at the bottom of the screen)

- California – Go on
 - Date of Arrival – Applicants must have arrived more than one year ago
- Any other state – Only CA residents are eligible for an application fee waiver

ON THE PERSONAL INFORMATION QUADRANT, IN THE CITIZENSHIP/RESIDENCY INFORMATION TILE, DO YOU CLAIM CALIFORNIA RESIDENCY? (at the bottom of the screen)

- Yes – Go on
- No – Only CA residents are eligible for an application fee waiver

ON THE PERSONAL INFORMATION QUADRANT, IN THE FINANCIAL AND PARENTAL INFORMATION TILE, IS THE APPLICANT DEPENDENT OR INDEPENDENT?

- Dependent
 - What is the family size listed? - Must be greater than 1
 - Did the applicant list untaxed income? – Applicants often mistakenly report the same income in both fields, which doubles their income.

If all items have been reviewed, and you are still not eligible, it may be due to your family size and income. The Application Fee Waiver is intended for very low income families.