



**2015**

# Application Form Specification

Version 1.1

## Application Form Specification

The complete specification for the *CCCApply Standard Online Application for Admission* has the following three parts:

- Part 1: Data Element Dictionary
- Part 2: Application Form Specification
- Part 3: Submission Calculations Service

## Scope of This Document

This document addresses the CCCApply Standard Application ‘front end’ - the user interface, the functional requirements for displaying the forms and storing the data, and the data element definitions.

## Online User Guides: Configuring the Administrator, Setting Up Downloads, and Using the Report Center

Visit the Documents section of the CCCApply Project site to find installation and user guides for the CCCApply staff tools, including:

- Setting up terms, majors, rules & supplemental questions in the Administrator;
- Adding authorized Users and resetting downloads
- Setting up download files & database tables;
- Looking up applications and running reports in the CCC Report Center.

## Contents

<b>General Information .....</b>	<b>6</b>
Overview .....	6
OpenCCC Student Account.....	6
Format of Application Question Tables .....	6
Conditional Questions and Fields .....	7
Residency Determination Date (RDD) .....	7
Default Values and Auto-population .....	8
Dates .....	8
Language Toggle .....	8
District Applications.....	8
My Applications Page.....	9
In-Progress Applications .....	9
Submitted Applications .....	9
Enrollment Page.....	10
<b>Enrollment Information Page.....</b>	<b>11</b>
Enrollment Term .....	11
Intended Major.....	12
Educational Goal .....	13
<b>Account &amp; Mailing Information .....</b>	<b>14</b>
Link to Account Profile (Edit Account)	
.....	14
Mailing Address: Same as Permanent.....	14
Mailing Address Outside U.S.....	16
Mailing Address: Street .....	17
Mailing Address: City .....	18
Mailing Address: State .....	19
Mailing Address: Non-U.S. State/Province .....	20
Mailing Address: ZIP Code.....	21
Mailing Address: Non-U.S. Postal Code .....	22
Mailing Address: Country .....	23
<b>Personal Information.....</b>	<b>24</b>
Social Security Number (or Taxpayer Identification Number) .....	24
Social Security Number (SSN/TIN) Type .....	27
Social Security Number: None .....	28
Gender .....	31
Sexual Orientation .....	32
Transgender .....	34
Subject to Parent/Guardian.....	36
Parent/Guardian Name: Last .....	37

# Application Form Specification



Parent/Guardian Name: First .....	38
Parent/Guardian Relationship .....	39
Parent/Guardian Education Level 1 .....	40
Parent/Guardian Education Level 2 .....	41
Hispanic/Latino .....	42
Race Group .....	42
<b>Education .....</b>	<b>44</b>
College Enrollment Status .....	44
High School Education Level .....	46
High School Completion Date .....	48
Higher Education Level .....	50
Higher Education Completion Date .....	51
Graduated from California High School .....	52
Attended California High School for Three Years .....	53
High School Attendance .....	54
Last High School Attended: Country .....	54
Last High School Attended: State .....	55
Last High School Attended: High School Name .....	56
Last High School Attended: Name Not Listed .....	56
Last High School Attended: High School City .....	58
<b>Colleges Attended Section .....</b>	<b>59</b>
Sorting Colleges Attended .....	59
Number of Colleges Attended .....	60
College/University: Country .....	62
College/University: State .....	63
College/University: Name .....	64
College/University: Name Not Listed (Link) .....	65
College/University: City .....	66
College/University: Attendance Began .....	67
College/University: Attendance Ended .....	68
College/University: College Expelled Status .....	69
College/University: Degree .....	70
College/University: Degree Date .....	71
<b>Citizenship &amp; Military .....</b>	<b>72</b>
Citizenship Status .....	72
Alien Registration Number .....	73
Visa Type .....	74
No Documents .....	78
Visa/Alien Registration Issue Date .....	79
Visa/Alien Registration Expiration Date .....	80
Visa/Alien Registration: No Expiration Date .....	81
Military Status .....	82
Military Discharge Date .....	82

# Application Form Specification

...

Military Discharge Type.....	84
Military Legal Residence .....	85
Military Home State.....	85
Military Home Country .....	87
Military: Stationed in California.....	88
Military: Stationed in California for Ed Purposes .....	89
<b>Residency.....</b>	<b>90</b>
Conditionality of the Residency Page.....	90
Conditional Wording on the Residency Page .....	90
California Resident for 2 Years .....	91
Date Stay in California Began.....	92
Not Yet Arrived in California .....	92
State College Employee.....	94
Public School Employee .....	95
Seasonal Agricultural Worker.....	96
Foster Youth Status .....	98
Residency Outside California for Taxes.....	100
Residency Outside California for Taxes: Year.....	101
Registered To Vote Outside California .....	102
Registered To Vote Outside California: Year .....	103
Residence for College Outside California .....	104
Residence for College Outside California: Year .....	105
Lawsuit Outside California .....	106
Lawsuit Outside California: Year .....	107
<b>Needs &amp; Interests .....</b>	<b>108</b>
Storage of Responses in Database .....	108
Comfortable with English .....	109
Financial Aid Info .....	110
Receiving TANF, SSI, General Assistance .....	111
Athletic Interest.....	112
Programs and Services.....	114
<b>Request for Consent .....</b>	<b>115</b>
Consent to Release Information.....	115
<b>Supplemental Questions .....</b>	<b>116</b>
<b>Application Submittal.....</b>	<b>117</b>
E-Signature Confirmation.....	117
Financial Aid Acknowledgement .....	118
Change Log .....	119

## General Information

### Overview

The CCCApply Standard Application includes a multipage online form providing a complete application to a particular California Community College, plus related pages. It includes a page for initiating and managing applications (My Applications); form pages for the student to enter information; an electronically-signed submission page; and post-submission pages including a confirmation page and a page of links to system-wide information such as financial aid applications and other related opportunities.

The CCCApply Standard Application Form includes several 'smart' features:

- College-customized data and content (terms list, majors list, rules, supplemental questions, etc.).
- Logic to prevent conflicting responses and to flag situations that colleges might want to investigate.
- Preliminary residency determination based on applicant data (*aka* the 'residency algorithm').
- Other determinations, such as admission eligibility and AB540 eligibility, based on applicant data.
- Presentation of links (for example, an AB540 link) based on applicant data.
- Auto-population of form data from the Account Profile and eventually previous applications.

Users begin an CCCApply Standard Application from the college portal/website. Applicants can navigate to the college website or by clicking on the "Apply Now" link on the [www.cccapply.org](http://www.cccapply.org) website.

### OpenCCC Student Account

Users must sign in to OpenCCC Federated ID system before or immediately after going to CCCApply. An introduction page could be displayed before the user signs in, but all other pages require the user to be signed in because they will contain user-specific data.

## Format of Application Question Tables

For each question in the CCCApply Online Application, this document provides a table headed by a brief descriptor of the question and containing the following elements/row:

### <Question Descriptor>

<i>Question Text:</i>	The exact text of the question as it appears on the Application page. Angle brackets indicate a variable, such as <date:RDD> or <CollegeName>.
<i>Conditions:</i>	Conditions under which the question appears. "Always" indicates a question that appears in all situations.
<i>Additional Text:</i>	Instructions, legal statements, and/or other text that appears in smaller gray type.
<i>Response Options:</i>	A description or list of the options available to the user. For menus and some radio buttons, includes actual stored values plus menu/button text: e.g., 'F = Female'.
<i>Hover Help:</i>	The help text that appears when the cursor hovers over the entry field. All questions have hover help.
<i>Pop-Up Help:</i>	Help text that appears in a pop-up when hyperlinked text is clicked.
<i>Field Error Check:</i>	Error checking for basic validity, such as 5 or 9 digits for ZIP code.
<i>Page Error Check:</i>	Error checking for incompleteness (required questions not answered) and for contradictory answers to two or more questions.
<i>Notes:</i>	Any other relevant information about this question.
<i>Data Element:</i>	The database table and data element where the response to the question is stored.
<i>Revision Log:</i>	Date of the most recent revision of this table.

## Conditional Questions and Fields

In general, CCCApply will display only the questions and fields that need to be asked based on responses to earlier questions (including account data elements). Questions and response fields that might or might not appear are called 'conditional'. The conditions determining whether a question is asked are identified in each question table.

## Residency Determination Date (RDD)

Per the California Education Code, residence for purposes of CCC tuition fees is based on the student's status on the Residence Determination Date (RDD), which is the day before the term start date. The variable <RDD> occurs frequently in this document, and represents the actual Residence Determination Date based on the term being applied for. Variations of the <RDD> variable also occur, such as:

<RDDyear>, the year of the RDD.

<RDDmonthyear>, the month and year of the RDD.

<RDD minus 1 year>, the RDD with the year decremented by 1.

## Default Values and Auto-population

In general, CCCApply does not provide default answers to displayed questions. The few cases where a default is provided (Country='United States' or State='California') are identified in the question tables.

## Dates

Date questions use menus for month and day, and a textfield for the four-digit year. Dates will always be subject to the following basic error checks, in addition to any other error checking required:

The day must be valid for the month and year.

The year must be four digits and not before 1900.

*Note:* No general maximum date is needed since most (if not all) date fields have error checking for a particular maximum date.

## Language Toggle

As described in the CCCApply Specification, Part 1, the online application pages include a language toggle similar to the one in Xap CCCApply. However, the language toggle in CCCApply affects only the language of the 'hover help'. All other language of the online application is always in English.

This document does not currently provide Spanish translations for the 'hover help'. It is likely, however, that the translations will be added to the question tables in the future.

## District Applications

Distinguishing district applications is required on two screens in CCCApply, My Applications and the Enrollment page of the application. A district application is an application to a college which has more than one college in the district. If there is more than one row in the college table with the same district\_id as the current college, then it is a district application. (Note: The **current college** is the college from which the applicant initiated the application process).



## My Applications Page

*My Applications Page* processes applications as follows:

### In-Progress Applications

1. Display all in-progress applications for any college in the California Community Colleges District for the signed-in user.
2. For applications that are **not for the current college** see options:

#### Option 1 – Disable Resume button

1. Disable the Resume button.
2. Modify the following message in the **Applications in Progress** section:

If you have previously started an application but not yet submitted it, you can resume it or delete it at anytime. *If the Resume button is not active, Sign Out, return to the college website of the application and click apply. Once you return to My Applications the Resume button will be active.*

#### Option 2 – Allow Resume and change current college

When Resume is clicked for a college that is not the current college:

1. Change the current college to the college of the In-Progress application.
2. Change the “brand” to be the college of the In-Progress application.
3. All terms, majors, etc. should be those of the In-Progress application.

### Submitted Applications

1. Display all submitted applications for the signed-in user regardless of which college the application is for.

## Enrollment Page

Applicants cannot apply to the same college for the same term. For district applications, an applicant may apply to only one college within the district for a given term. The following logic will enforce this rule. The following steps should occur when the Continue button is clicked:

1. **Perform all other verifications** for the enrollment screen to ensure all data is valid.
2. **Find all colleges for the district.** Find all college rows with the same district\_id as the current college. If there is only one, it is **not** a district application. If there is more than one, continue.

## Application Form Specification

...

- 3. Check for In-Progress applications.** For each college\_id other than the college\_id of the current college, check if there is an in-progress application for the user for the same term. If true, this is an error that will render the page incomplete and not allow the user to complete the application (See error message below).
- 4. Check for submitted applications.** For each college\_id other than the college\_id of the current college, check if there is a submitted application for the user for the same term. If true, this is an error that will render the page incomplete and not allow the user to complete the application (See error message below).

**In-Progress Error Message:** “You may apply to only one college in the <district\_name> for the term you selected. You already have an in-progress application to another college in this district. Click on **My Applications** to see what other application you have started.”

**Submitted Application Error Message:** “You may apply to only one college in the <district\_name> for the term you selected. You already submitted an application to another college in this district. Click on **My Applications** to view your submitted application or select a different term for this application.”

**Note:** <district\_name> in the above messages is the name field from the district table.

## Enrollment Information Page

### Enrollment Term

<i>Question Text:</i>	Term Applying For [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	Menu consisting of 'description' fields for all open terms in the college's Term Table except any terms for which this account has already submitted an application.
<i>Hover Help:</i>	Select the term when you want to enroll. If the term you want to apply for is not listed, applications for that term are not being accepted at this time.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required user response; else error message, "You must select the Term you are applying for."
<i>Notes:</i>	Never auto populates.
<i>Data Element:</i>	application: term_id (term_id is the key for a specific term, providing the link to term code, description, start date, etc.)

## Intended Major

<i>Question Text:</i>	IntendedMajororProgramofStudy [menu]
<i>Conditions:</i>	<p>The major dropdown list is disabled until the term has been selected. The major dropdown should be populated based on the term selected using the following logic. <b>Note:</b> <i>If the term is changed, the major list should be refreshed based on the new term and the user is required to select their major again.</i></p> <p>If term.date_start &gt;= major.date_start          If major.date_end null              <b>display</b> the major in the major list          Else              If term.date_start &lt;= major.date_end              Then                  <b>display</b> the major in the major list              Else                  Do <b>not</b> display the major in the major list              Else                  Do <b>not</b> display the major in the major list.</p>
<i>Additional Text:</i>	
<i>Response Options:</i>	Menu consisting of 'description' fields for all active majors in the college's Major Table.
<i>Hover Help:</i>	Select your intended major or program of study from the options listed.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required user response; else error message, "You must select your Intended Major or Program of Study."
<i>Notes:</i>	Auto populates only from a previous application to the same college, and only if the major_id is currently active. major_id is the key for a specific major, providing the link to major code, description, start date, etc.
<i>Data Element:</i>	application: major_id

## Educational Goal

<i>Question Text:</i>	Educational Goal [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	
<i>Response Options:</i>	<p>A = Obtain an associate degree and transfer to a 4-year institution</p> <p>B = Transfer to a 4-year institution without an associate degree</p> <p>C = Obtain a 2-year associate degree without transfer</p> <p><del>D = Obtain a 2-year career technical degree without transfer (No longer in use. See notes.)</del></p> <p>E = Earn a career technical certificate without transfer</p> <p>F = Discover/formulate career interests, plans, goals</p> <p>G = Prepare for a new career (acquire job skills)</p> <p>H = Advance in current job/career (update job skills)</p> <p>I = Maintain certificate or license</p> <p>J = Educational development</p> <p>K = Improve basic skills</p> <p>L = Complete credits for high school diploma or GED</p> <p>M = Undecided on goal</p> <p>N = Move from noncredit coursework to credit coursework</p> <p>O = 4 year college student taking courses to meet 4 year college requirements</p>
<i>Hover Help:</i>	Select the educational goal that best describes your reason for this application.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required user response; else error message, "You must select your Educational Goal."
<i>Notes:</i>	Formerly MIS SB14 (2014 New SSSP MIS: Value D no longer valid.)
<i>Data Element:</i>	application: edu_goal

## Account & Mailing Information

### Link to Account Profile (Edit Account)

Most of the data on the Account & Mailing Information page consists of Account data that is displayed for review and that can be edited by clicking 'Edit Account' (which brings up the My Account/Account Profile page). Data populates from My Account to the submitted application on submission, as indicated in the *Table of Account Data Saved in Application Database*. For details about these data elements, see the Account Creation and Account Profile Specifications. The only information directly provided on the Account & Mailing Information page is the applicant's mailing address.

**Table of Account Data Saved in Application Database**

Data Item	Account Data Element	Application Data Element
Legal Name: Last	lastname	personal_info: lastname
Legal Name: Suffix	suffix	personal_info: suffix
Legal Name: First	firstname	personal_info: firstname
Legal Name: Middle	middlename	personal_info: middlename
Permanent Address: Street	streetaddress1 streetaddress2	contact: perm_streetaddress1 contact: perm_streetaddress2
Permanent Address: City	city	contact: perm_city
Permanent Address: State	state	contact: perm_state
Permanent Address: Non-U.S. State/Province	nonusaprovince	contact: perm_nonusaprovince
Permanent Address: Postal Code	postalcode	contact: perm_postalcode
Permanent Address: Country	country	contact: perm_country
Previous Name: Last	otherlastname	personal_info: otherlastname
Previous Name: First	otherfirstname	personal_info: otherfirstname
Previous Name: Middle	othermiddlename	personal_info: othermiddlename
Main Telephone	mainphone	contact: mainphone
Main Telephone Extension	mainphone_ext	contact: mainphone_ext
Text Permission: Main Telephone	mainphone_auth	contact: mainphone_auth
Second Telephone	secondphone	contact: secondphone
Second Telephone Extension	secondphone_ext	contact: secondphone_ext
Text Permission: Second Telephone	secondphone_auth	contact: secondphone_auth
Email Address	email	contact: email
Social Security Number/TIN	ssn	personal_info: ssn
Social Security Number/TIN Type	ssn_type	Personal_info: ssn_type
Social Security Number/TIN: None	ssn_no	Personal_info: ssn_no
Date of Birth	birthdate	personal_info: birthdate

## Application Form Specification

• • •

### Mailing Address: Same as Permanent

<i>Question Text:</i>	[checkbox] My Mailing Address is the same as the Permanent Address in my OpenCCC Account above
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	Checked / Unchecked
<i>Hover Help:</i>	Check this box if your current Mailing Address is the same as your Permanent Address. ( <i>Replace Permanent Address with Parent/Guardian Address as appropriate.</i> )
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	Checking this box causes the rest of the mailing address questions to be hidden, and the mailing address fields to be populated from the corresponding permanent address fields. Unchecking the box causes the rest of the mailing address questions to reappear.
<i>Data Element:</i>	None

**Mailing Address Outside U.S.**

*Question Text:* [checkbox] My current Mailing Address is outside the United States

*Conditions:* Hidden if Mailing Address Same As Permanent is checked.

*Additional Text:*

*Response Options:* Checked / Unchecked

*Hover Help:* Check this box if your current Mailing Address is in a country other than the United States.

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* None

*Notes:* Checking this box causes the questions for State and ZIP Code to be replaced by questions for State/Province, Postal Code, and Country. Unchecking the box causes the questions to change back.

*Data Element:* None



**Mailing Address: Street**

- Question Text:* Street Address or P.O. Box [textbox]  
[textbox]
- Conditions:* Hidden if Mailing Address Same As Permanent is checked.
- Additional Text:* Include apartment number or suite
- Response Options:* Text string
- Hover Help:* Enter your street address including apartment or suite number, or a P.O. Box.
- Pop-Up Help:* None
- Field Error Check:* None
- Page Error Check:* The first textbox cannot be null; else error message, "For your Mailing Address, you must provide your street address or P.O. Box."
- Notes:* In the future, some form of CASS validation will occur unless Mailing Address Outside U.S. is checked; details TBD.
- Data Element:* contact: streetaddress1 *and* streetaddress2  
(‘streetaddress’1 populates from first textbox, ‘streetaddress2’ from second)

**Mailing Address: City**

*Question Text:* City [textbox]

*Conditions:* Hidden if Mailing Address Same As Permanent is checked.

*Additional Text:*

*Response* Textstring

*Options:*

*Hover Help:* Enter the city or town name.

*Pop-Up Help:*

*Field Error Check:* None

*Page Error Check:* Cannot be null; else error message, "For your Mailing Address, you must provide the City."

*Notes:* In the future, some form of CASS validation will occur unless Mailing Address Outside U.S. is checked; details TBD.

*Data Element:* contact: city

**Mailing Address: State**

- Question Text:* State [textbox]
- Conditions:* Hidden if Mailing Address Same As Permanent is checked.  
Replaced by field for Non-U.S. State/Province if Mailing Address Outside U.S. is checked.
- Additional Text:*
- Response Options:* Menu of U.S. states, territories, etc.
- Hover Help:* Select the U.S. state or territory.
- Pop-Up Help:*
- Field Error Check:* None
- Page Error Check:* Required selection; else error message, "For your Mailing Address, you must select the State."
- Notes:* In the future, some form of CASS validation will occur unless Mailing Address Outside U.S. is checked; details TBD.
- Data Element:* contact: state

## Application Form Specification

• • •

### Mailing Address: Non-U.S. State/Province

- Question Text:* State/Province [text box]
- Conditions:* Hidden if Mailing Address Same As Permanent is checked.  
Appears only if Mailing Address Outside U.S. is checked.
- Additional Text:*
- Response Options:* Text string, or null.
- Hover Help:* Enter the name of the state or province in your mailing address. Leave blank if your mailing address does not include a state or province.
- Pop-Up Help:*
- Field Error Check:* None
- Page Error Check:* None
- Notes:*
- Data Element:* contact: nonusaprovince

**Mailing Address: ZIP Code**

- Question Text:* ZIP Code [textbox]
- Conditions:* Hidden if Mailing Address Same As Permanent is checked.  
Replaced by field for Non-U.S. Postal Code if Mailing Address Outside U.S. is checked.
- Additional Text:*
- Response Options:* Numeric value in format nnnnn, nnnnnnnnn, or nnnnn-nnnn.
- Hover Help:* Enter your 5-digit or 9-digit ZIP code.
- Pop-Up Help:*
- Field Error Check:* Must be in format 'nnnnn' or 'nnnnn-nnnn' or 'nnnnnnnnn'; else error message, "The ZIP Code must be 5 or 9 digits."  
If entered value is formatted nnnnnnnnn, it will be changed to nnnnn-nnnn.
- Page Error Check:* Required selection; else error message, "For your Mailing Address, you must provide the ZIP Code."
- Notes:* In the future, some form of CASS validation will occur unless Mailing Address Outside U.S. is checked; details TBD.
- Data Element:* contact: postalcode  
(This data element is used to store either US ZIP code or non-US postal code.)
- Revision Log:* ~~

## Application Form Specification

• • •

### Mailing Address: Non-U.S. Postal Code

*Question Text:* Non-U.S. Postal Code [text box]

*Conditions:* Hidden if Mailing Address Same As Permanent is checked.  
Appears only if Mailing Address Outside U.S. is checked.

*Additional Text:*

*Response Options:* Text string, or null.

*Options:*

*Hover Help:* Enter the postal code for your mailing address. Leave blank if your address does not include a postal code.

*Pop-Up Help:*

*Field Error Check:* None

*Page Error Check:* None

*Notes:*

*Data Element:* contact: postalcode  
(This data element is used to store either US ZIP code or non-US postal code.)

*Revision Log:* ~~

## Application Form Specification

• • •

### Mailing Address: Country

<i>Question Text:</i>	Country [menu]
<i>Conditions:</i>	Hidden if Mailing Address Same As Permanent is checked. Appears only if Mailing Address Outside U.S. is checked.
<i>Additional Text:</i>	
<i>Response Options:</i>	Menu of non-U.S. countries, per ISO.
<i>Hover Help:</i>	Enter the country for your mailing address.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "For your Mailing Address, you must select the Country."
<i>Notes:</i>	
<i>Data Element:</i>	contact: country (This data element defaults to US for U.S. addresses.)
<i>Revision Log:</i>	~~

## Personal Information

### Social Security Number (or Taxpayer Identification Number)

<i>Data Name:</i>	personal_info: ssn
<i>Description:</i>	Applicant's Social Security number or Taxpayer Identification Number.
<i>Last Revision:</i>	6/02/14
<i>Data Type/Format:</i>	Two fields; each 11 characters, numeric plus; format nnn-nn-nnnn Hyphens are not required in input, but will be inserted in stored value.
<i>Error Checking:</i>	Required user responses, unless checkbox "ssn_no" is not empty; else error message: <i>"Your Social Security Number, or Taxpayer Identification Number, is invalid or absent. Please enter your number, or check the box to confirm you do not have a Social Security Number (or Taxpayer Identification Number) or decline to provide one at this time."</i>  Hyphens are not required in input, but will be inserted in stored value.  Two SSN/TIN entries must match; else error message, <i>"Your Social Security Number or Taxpayer Identification Number entries do not match. Please try again."</i>  Social Security Number must meet validity check (see <i>Notes/Constraints</i> ); else error message, <i>"Your Social Security Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."</i>  Taxpayer Identification Number must meet validity check (see <i>Notes/Constraints</i> ); else error message, <i>"Your Taxpayer Identification Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."</i>
<i>Storage/Usage:</i>	Only one field is stored. Stored in database for use in autopopulation. Included in Account Creation/Account Profile. Not required to be unique: two or more accounts can have the same SSN/TIN. (A new account cannot be created if an existing account has the same SSN/TIN and Date of Birth, but two accounts can have the same SSN/TIN and Date of Birth if data is changed after the account has been created.)
<i>Notes/Constraints:</i>	SSN/TIN is sensitive information, protected by federal and state law. For



## Application Form Specification

• • •

this field, the text, operational characteristics, and usage must be approved by the Legal Counsel of the CCC Chancellor's Office.

The following validity checks are applied to the SSN/TIN (and SSN/TIN Type) entries:

*If SSN fields are not empty AND the "ssn\_type" field indicates "Social Security number" THEN*

- Area Code (first three digits) *may not be* 000, 666 or between 900 and 999 (inclusive).
- Group Number (middle two digits) may not be 00.
- Serial Number (final four digits) may not be 0000.

*Else error message: "Your Social Security Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."*

*If SSN fields are not empty AND the "ssn\_type" field indicates "Taxpayer ID Number" THEN*

- Area Code (first three digits) must be between 900 and 999 (inclusive).

*Else, error message: "Your Taxpayer Identification Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."*

Do not allow a value to be pasted into either SSN field. Users must type both entries.

New random ssn assignment began on June 25, 2011. This is documented here:

[http://ssa-custhelp.ssa.gov/app/answers/detail/a\\_id/425/~/~determining-social-security-numbers](http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/425/~/~determining-social-security-numbers)

*Prompt Text:*

The Social Security Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit in accordance with the Taxpayer Relief Act of 1997.

Federal law requires the California Community Colleges to provide specific information to the Internal Revenue Service (IRS) for the purpose of filing an information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few **exceptions.**

The information required by the IRS includes the student's name, address, Social Security Number (SSN) or **Taxpayer Identification Number** (TIN/iTIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1-60505-1(b)(2)(ii).)

## Application Form Specification



Failure to provide a correct Social Security Number or TIN while claiming tax credits for specified education expenses **may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided** (26 C.F.R. 1-60505-1(e)(4)).

In addition, California Education Code sections 68041 and 70901(b)(7) authorizes the California Community Colleges Chancellor's Office (CCCCO) to collect information you submit through the OpenCCC Online Student Account and CCCApply Online Application for Admission for the purposes of completing and submitting California College admission applications and financial aid on your behalf.

Further, information acquired by the CCCCCO is subject to the limitations set forth in the Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code). Compliance with these laws is identified in the [Privacy Policy](#).

By providing my Social Security Number or Taxpayer Identification Number below, or by indicating that I do not have a Social Security Number or decline to provide one at this time, **I confirm** that I have read and understand the federal laws provided above, and the state privacy laws and regulations provided in the [Privacy Policy](#). Your Social Security Number must be accurate to ensure the integrity of your permanent record and to avoid potential penalties imposed by the IRS for providing an incorrect number.

Social Security Number (or Taxpayer Identification Number) [numeric textbox]  
###-##-####

Repeat Social Security Number (or Taxpayer Identification Number) [numeric textbox] ###-##-####

### Hover Help:

[SSN/TIN Field] Enter your Social Security Number or Taxpayer Identification Number twice to make sure you enter it correctly.

*[Spanish: "Entre en su Número de Seguridad Social o Número de Identificación de Contribuyente dos veces para asegurarse de que se entro correctamente."]*

[Repeat SSN/TIN Field] Enter your Social Security Number or Taxpayer Identification Number twice to make sure you enter it correctly.

*[Spanish: "Entre en su Número de Seguridad Social o Número de Identificación de Contribuyente dos veces para asegurarse de que se entro correctamente."]*

### Pop-Up Help:

**1) Exceptions:** Clicking on "Exceptions" hyperlink brings up Pop-Up

## Application Form Specification

...

box with list of exceptions to the IRS federal requirements for submitting SSN/TINs.

**2) Taxpayer Identification Numbers (TIN):** Clicking on “Taxpayer Identification Numbers” hyperlink brings up Pop-Up box with definitions of TIN variations that are acceptable for this requirement.

Clicking on “Privacy Policy” hyperlink brings up full privacy policy statement in new window.

*Values -Labels:* Null or numeric string with hyphens

## Social Security Number (SSN/TIN) Type

<b>Data Name:</b>	ssn_type
<b>Description:</b>	Applicant indicates the type of identification number being provided.
<b>Last Revision:</b>	7/11/2014
<b>Data Type/Format:</b>	1 character, numeric
<b>Error Checking:</b>	Required user response if SSN is not empty, and ssn_no is empty; else error message, <i>"Please indicate the type of number being provided: Social Security Number or Taxpayer Identification Number."</i>
<b>Storage/Usage:</b>	Stored in database for download. Included in Account Profile.
<b>Notes/Constraints:</b>	<p>The following validity checks are applied to the SSN/TIN entries:</p> <p><i>If SSN fields are not empty AND the "ssn_type" field indicates "Social Security number" THEN</i></p> <ul style="list-style-type: none"><li>• Area Code (first three digits) <i>may not be</i> 000, 666 or between 900 and 999 (inclusive).</li><li>• Group Number (middle two digits) may not be 00.</li><li>• Serial Number (final four digits) may not be 0000.</li></ul> <p>Else error message: <i>"Your Social Security Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."</i></p> <p><i>If SSN fields are not empty AND the "ssn_type" field indicates "Taxpayer ID Number" THEN</i></p> <ul style="list-style-type: none"><li>• Area Code (first three digits) must be between 900 and 999 (inclusive).</li></ul> <p>Else, error message: <i>"Your Taxpayer Identification Number is invalid for the Type you've selected. Please re-enter the number or change the number Type."</i></p>
<b>Prompt Text:</b>	[Radial Button] Please indicate the type of number:
<b>Hover Help:</b>	Please select the number type: Social Security Number or Taxpayer Identification Number. [Spanish: <i>"Por favor seleccione el tipo del número: Número de Seguro Social o Número de Identificación de Contribuyente."</i> ]
<b>Values -Labels:</b>	

## Application Form Specification

• • •

### Social Security Number: None

<i>Data Name:</i>	ssn_no
<i>Description:</i>	Applicant has no social security number or taxpayer identification number or declines to provide it at this time.
<i>Last Revision:</i>	7/11/14
<i>Data Type/Format:</i>	1 character, numeric
<i>Error Checking:</i>	Must be checked if there is no entry for Social Security Number or Taxpayer Identification Number; else error message,

*"Your Social Security Number, or Taxpayer Identification Number, is invalid or absent. Please enter your number, or check the box to confirm you do not have a Social Security Number (or Taxpayer Identification Number) or decline to provide one at this time."*

If ssn\_no checkbox is not empty; de-activate (grey out) SSN/SSN Repeat and ssn\_type fields.

If ssn\_no checkbox is not empty and the user clicks "Continue", then the **SSN Encouragement Language** pop-up box appears (see language below), which prompts: "Enter SSN" to go back to change responses, or "I Decline" to acknowledge regulations and admonishments and to continue to [Page 2: Account Creation]:

< **New SSN Encouragement Language** >

### **Providing Your Social Security Number or Taxpayer Identification Number**

You have chosen not to provide your Social Security number (SSN) or Taxpayer Identification Number (TIN). This is your right, however the California Community Colleges is required to inform you of the federal laws for collecting and submitting your information to the IRS, and the penalties that may be levied against you for failing to provide a valid Social Security Number or Taxpayer Identification Number. These regulations include:

- The Social Security Number or Taxpayer Identification Number is required to claim tax credits for higher education costs known as the American Opportunity Tax Credit in accordance with the Taxpayer Relief Act of 1997.
- Federal regulations require the California Community Colleges to provide specific information to the Internal

## Application Form Specification

• • •

Revenue Service (IRS) for the purpose of filing an information return (IRS Form 1098-T "Tuition Statement") for each student in attendance, with a few exceptions. The specific information collected includes the student's name, address, Social Security Number (SSN) or Taxpayer Identification Number (TIN/iTIN), and enrollment status, as well as the amount of tuition paid or billed, and scholarships received. (26 C.F.R. 1-60505- 1(b)(2)(ii).)

- Failure to provide a correct Social Security Number while claiming tax credits for specified education expenses may result in a penalty levied against the student by the IRS in the amount of \$100, per year, until the missing or incorrect information is provided (26 C.F.R. 1-60505-1(e)(4)).

In addition, there are more reasons why it may be to your advantage to provide your SSN or TIN 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 personal information private and secure and may not to reveal it without your permission. If you provide your SSN or TIN, you can be confident that it will not be misused.

To enter your Social Security number or Taxpayer Identification Number, click "Enter SSN" to return to the previous page.

By clicking "I Decline" I confirm that I have read and understand the

## Application Form Specification

• • •

federal IRS laws and regulations for collecting and reporting my Social Security Number or Taxpayer Identification Number as stated above, and the state privacy disclosures appearing in the [Privacy Policy](#).

- Storage/Usage:** Stored in database for use in auto population.  
Included in Account Profile.
- Notes/Constraints:** AB46 and other legislation prohibit requirement of Social Security Number for admission or student record-keeping. While the colleges and many educational agencies remain reliant on SSN as the only reliable unique identifier of a student, the applicant must have the option not to provide it.
- Due to recent IRS penalties levied against California community colleges for failing to provide, or providing invalid, social security or taxpayer identification numbers, CCCCCO Legal advises compliance with IRS Requirements for Collecting SSN/TINs (IRS p. 1758) – which includes displaying specific regulations/restrictions “to every student in attendance”- including those not required to provide a SSN/TIN or are not eligible to obtain one (see Exceptions). Statement to students includes what is being collected and provided to the IRS and why, and the admonishments/penalties for not providing one/valid number. SSN Encouragement language contains reiteration of “statement” with additional confirmation checkbox or “click here to confirm acknowledgement of receipt of information.”
- Prompt Text:** [Checkbox] Check this box if you **do not** have a Social Security number or Taxpayer Identification number, or decline to provide one at this time.
- Undocumented international students, nonresident aliens, and other exceptions, may not have a Social Security Number (or Taxpayer Identification Number) and should check this box.
- Hover Help:** If you do not have a Social Security Number or Taxpayer Identification Number, or decline to provide one at this time, check this box.  
[Spanish: "Si no tienes un Número de Seguro Social o Número de Identificación de Contribuyente, o niegas a proveer uno en este momento marque esta casilla."]
- Pop-Up Help:**
- Values -Labels:** 1 = Yes (checked) 0 = No (not checked)

## Gender

## Application Form Specification

• • •

<i>Question Text:</i>	Gender [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	This information will be used for state and federal reporting purposes. It will not be used to determine who will be admitted to college or for any discriminatory purpose.
<i>Response Options:</i>	F = Female M = Male X = Decline to state <Null> = No response
<i>Hover Help:</i>	Please indicate your gender.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	Correlates to MIS SB04, with modified descriptions. Gender is sensitive information, protected by federal law and the Office of Civil Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the Office of Civil Rights. This information may not be provided to staff in the capacity of making a decision to admit an applicant until after the applicant is admitted—that is, uniformly enabled to register for classes. “Decline to state” must be one of the choices for gender, per OCR. Not only does this choice provide the required option not to identify gender, there are also people who do not identify with any gender option.
<i>Data Element:</i>	personal_info: gender



## Sexual Orientation

*Question Text:* Please indicate your sexual orientation [menu]

*Conditions:* Always

*Additional Text:* The sexual orientation and transgender questions will appear in the following section with this text preceding the questions. (See screen mockups).

### Sexual Orientation/Transgender

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information is only used for summary demographic reporting.
- Your responses are kept private and secure.
- Providing this information is optional.
- It is not available to admissions personnel and will not be used for a discriminatory purpose.

*Response Options:* Straight/Heterosexual  
Gay or Lesbian/Homosexual  
Bisexual  
Other  
Decline to State  
No response

*Hover Help:* The help links and pop-up help will be the same. This is the text for both:  
**English**

“Sexual Orientation” Sexual orientation describes an enduring pattern of attraction—emotional, romantic, sexual, or some combination of these—to persons of the opposite sex, the same sex, or to both sexes, as well as the genders that accompany them.

“Gender Identity” means one’s private sense of being male or female.

“Gender Expression” means a person’s gender-related appearance and behavior, whether or not stereotypically associated with the person’s assigned sex at birth.

“Transgender” is the state of one’s gender identity (self-identification as woman, man, neither or both) not matching one’s assigned sex (identification by others as male, female or intersex based on physical/genetic sex).

*Pop-Up Help:* Same as Hover Help (see above).

*Field Error Check:* None

## Application Form Specification

• • •

*Page Error Check:* None

*Notes:* Restricted from download. These requirements are for the implementation of AB620.

California law (AB620) requires the California Community Colleges to collect aggregate demographic information regarding the sexual orientation, gender identity, and gender expression of students. It also requests annual transmittal of summary demographic reporting to the Legislature and posting of such summary information on the CCC Chancellor's Office web site.

*Data Element:* personal\_info:sexual\_orientation

*Revision Log:* ~~

## Transgender

*Question Text:* Do you consider yourself transgender? [menu]

*Conditions:* Always

*Additional Text:* The sexual orientation and transgender questions will appear in the following section with this text preceding the questions. (See screen mockups).

### Sexual Orientation/Transgender

By California law, the California Community Colleges collect voluntary demographic information regarding the sexual orientation, gender identity, and gender expression of students.

- This information is only used for summary demographic reporting.
- Your responses are kept private and secure.
- Providing this information is optional.
- It is not available to admissions personnel and will not be used for a discriminatory purpose.

*Response Options:* Yes  
No  
Decline to State  
No response

*Hover Help:* The help links and pop-up help will be the same. This is the text for both:

#### **English**

“Sexual Orientation” Sexual orientation describes an enduring pattern of attraction—emotional, romantic, sexual, or some combination of these—to persons of the opposite sex, the same sex, or to both sexes, as well as the genders that accompany them.

“Gender Identity” means one’s private sense of being male or female.

“Gender Expression” means a person’s gender-related appearance and behavior, whether or not stereotypically associated with the person’s assigned sex at birth.

“Transgender” is the state of one’s gender identity (self-identification as woman, man, neither or both) not matching one’s assigned sex (identification by others as male, female or intersex based on physical/genetic sex).

*Pop-Up Help:* Same as Hover Help (see above).

*Field Error Check:* None

## Application Form Specification

• • •

*Page Error Check:* None

*Notes:* These requirements are for the implementation of AB620. California law (AB620) requires the California Community Colleges to collect aggregate demographic information regarding the sexual orientation, gender identity, and gender expression of students. It also requests annual transmittal of summary demographic reporting to the Legislature and posting of such summary information on the CCC Chancellor's Office web site.

*Data Element:* personal\_info: transgender

## Application Form Specification

• • •

### Subject to Parent/Guardian

<i>Question Text:</i>	See mockup for Personal Information Screen.
<i>Conditions:</i>	Appears only if the applicant will be under 19 at RDD.
<i>Additional Text:</i>	
<i>Response Options:</i>	Must select one of the two radio buttons.
<i>Hover Help:</i>	For first radio button: Click this button unless you are independent for one of the reasons specified. For second radio button: Click this button if you are independent for one of the reasons specified.
<i>Pop-Up Help:</i>	<p>If any of the hyperlinks in the Question Text is clicked, a pop-up is displayed with the following text:</p> <p><b>Parent:</b> For the purposes of this college application, your parent is a natural or adoptive mother or father with whom you live and/or who provides your support, care, and control. If you have two parents, you can enter the name of either one.</p> <p><b>Guardian:</b> For the purposes of this college application, your guardian is a person other than a parent who has been legally appointed to provide your support, care, and control. If you have two guardians, you can enter the name of either one.</p> <p><b>Emancipated:</b> Being emancipated means that you have been legally released from the care and control of parent(s) and/or guardian(s), and are now responsible for your own care and control.</p> <p>To be considered legally emancipated for the purposes of this college application, you must have received a declaration of emancipation from a California court, or have been legally emancipated in another U.S. state.</p> <p><b>Self-Supporting:</b> You are considered to be <b>self-supporting</b> if you do not receive <i>any</i> financial support from a parent or legal guardian in the year leading up to the start of the term for which you are applying. Financial support you may receive from colleges, institutions, or individuals who are not your parent or legal guardian does not affect whether you are considered <b>self-supporting</b>.</p>
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must select one of the options related to your parent or guardian status."
<i>Notes:</i>	This question determines whether someone who will be under 19 on RDD is subject to care and control of guardian for purposes of determining residency. For residency purposes (unlike in general law), a minor is defined as someone under 19 years of age.
<i>Data Element:</i>	personal_info: dependent_status

**Parent/Guardian Name: Last**

*Question Text:* Last Name [textbox]

*Conditions:* Only displayed if previous response indicates the person is under 19 and not independent.

*Additional Text:*

*Response Options:* Textstring

*Hover Help:* Enter the last name of one parent or guardian. If you have two parents or guardians, you can choose either one.

*Pop-Up Help:*

*Field Error Check:* None

*Page Error Check:* Required response; else error message, "You must provide the last name of your parent or guardian."

*Notes:*

*Data Element:* personal\_info: pg\_lastname

## Application Form Specification

• • •

### Parent/Guardian Name: First

*Question Text:*        FirstName [textbox]

*Conditions:*         Only displayed if previous response indicates the person is under 19 and not independent.

*Additional Text:*

*Response*             Textstring

*Options:*

*Hover Help:*         Enter the first name of one parent or guardian. If you have two parents or guardians, you can choose either one.

*Pop-Up Help:*

*Field Error Check:*   None

*Page Error Check:*   None: optional response

*Notes:*

*Data Element:*        personal\_info:pg\_firstname

## Parent/Guardian Relationship

*Question Text:* Relationship [menu]

*Conditions:* Only displayed if previous response indicates 'I am under the care and control of a parent or guardian'.

*Additional Text:*

*Response* M = Mother

*Options:* F = Father

G = Guardian

*Hover Help:* For the parent or guardian you have named, enter the relationship to you.

*Pop-Up Help:*

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must specify the relation of your parent or guardian to you."

*Notes:*

*Data Element:* personal\_info:pg\_rel



## Parent/Guardian Education Level 1

**Question Text:** Regardless of your age, please indicate the education levels of the [parents and/or guardians who raised you](#). Parent or guardian 1 [menu]

**Conditions:** Always

**Additional Text:**

**Response** 1 = Grade 9 or less

**Options:** 2 = Some high school; did not graduate

3 = High school graduate (diploma, GED, or equivalent)

4 = Some college credit; no degree

5 = Associate's degree (for example: AA, AS)

6 = Bachelor's degree (for example: BA, BS)

7 = Graduate degree (Master's, Ph.D., or professional degree beyond Bachelor's)

X = Unknown

Y = No parent or guardian raised me

**Hover Help:** Please indicate the highest level of education that you believe the parent or guardian attained.

**Pop-Up Help:** **Regardless of your age, please indicate the education levels of the parents and/or guardians who raised you.**

For the two parents, other family members, and/or guardians who in your belief played the largest roles in raising you, please indicate the highest level of education that you believe each attained.

If you do not know a parent's or guardian's highest education level, please select "Unknown".

If you were raised by just one parent or guardian, select "No second parent or guardian raised me" for the second question.

If you were not raised by parent(s) or guardian(s), select "No parent or guardian raised me" for the first question, and select "No second parent or guardian raised me" for the second question.

*This data will be used for statistical purposes only, as an important factor for college funding and for the analysis of programs and policies. It will not be used in regard to your application for admission or any other aspect of your personal education.*

**Field Error Check:** None

**Page Error Check:** Required selection; else error message, "You must select an Education Level for Parent/Guardian 1."

**Notes:** Correlates to MIS SG09, position 1 (added to MIS reporting as of Summer

## Application Form Specification

...

2011).

*Data Element:* personal\_info: pg1\_edu

*Revision Log:* ~~

## Parent/Guardian Education Level 2

*Question Text:* Parent or guardian 2 [menu]

*Conditions:* Always

*Additional Text:*

*Response* 1 = Grade 9 or less

*Options:* 2 = Some high school; did not graduate

3 = High school graduate (diploma, GED, or equivalent)

4 = Some college credit; no degree

5 = Associate's degree (for example: AA, AS)

6 = Bachelor's degree (for example: BA, BS)

7 = Graduate degree (Master's, Ph.D., or professional degree beyond Bachelor's)

X = Unknown

Y = No second parent or guardian raised me

*Hover Help:* Please indicate the highest level of education that you believe the parent or guardian attained.

*Pop-Up Help:*

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must select an Education Level for Parent/Guardian 2."

*Notes:* Correlates to MIS SG09, position 2 (added to MIS reporting as of Summer 2011).

*Data Element:* personal\_info: pg2\_edu

*Revision Log:* ~~

## Application Form Specification

• • •

### Hispanic/Latino

<i>Question Text:</i>	Are you Hispanic or Latino? Yes [radio button, clearable] No [radiobutton, clearable]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	Per U.S. Department of Education guidelines, colleges are required to collect this racial and ethnic data. Hispanic - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
<i>Response Options:</i>	Yes No (no response)
<i>Hover Help:</i>	None; given the restrictions placed by IPEDS on the way this question is asked, it is best to provide no hover help.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None; optional response per IPEDS and CCCCCO.
<i>Notes:</i>	Ethnicity is sensitive information, protected by federal law and the Office of Civil Rights. Any change to the text, prompt, access, or transmission of this data item must be approved by the Legal Counsel of the CCC Chancellor's Office and the Office of Civil Rights.  This information may not be provided to staff in the capacity of making a decision to admit an applicant until after the applicant is admitted—that is, uniformly enabled to register for classes.
<i>Data Element:</i>	personal_info: hispanic Also used for part of personal_info: race_ethnic, which correlates to MIS SB29.

## Application Form Specification

• • •

### Race Group

<i>Question Text:</i>	What is your race? Check one or more: <input type="checkbox"/> Asian: Indian <input type="checkbox"/> Asian: Chinese <input type="checkbox"/> Asian: Japanese <input type="checkbox"/> Asian: Korean <input type="checkbox"/> Asian: Laotian <input type="checkbox"/> Asian: Cambodian <input type="checkbox"/> Asian: Vietnamese <input type="checkbox"/> Asian: Filipino <input type="checkbox"/> Asian: Other <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian / Alaskan Native <input type="checkbox"/> Pacific Islander: Guamanian <input type="checkbox"/> Pacific Islander: Hawaiian <input type="checkbox"/> Pacific Islander: Samoan <input type="checkbox"/> Pacific Islander: Other <input type="checkbox"/> White
<i>Conditions:</i>	Always
<i>Additional Text:</i>	Asian -- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent.  Black or African American -- A person having origins in any of the black racial groups of Africa.  American Indian / Alaskan Native -- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.  Pacific Islander -- A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  White -- A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
<i>Response Options:</i>	Any combination of checkboxes can be checked, from none to all.
<i>Hover Help:</i>	None; given the restrictions placed by IPEDS on the way this question is asked, it is best to provide no hover help.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None; optional response per IPEDS and CCCCCO.
<i>Notes:</i>	See note for Hispanic/Latino (previous table).

## Application Form Specification

• • •

*Data Element:* personal\_info: race\_group  
*Also used for part of personal\_info: race\_ethnic, which correlates to MIS SB29*

## Education

### College Enrollment Status

**Question Text:** As of <RDD>, I will have the following college enrollment status: [menu]

**Conditions:** Always

**Additional Text:**

**Response** 1 = First-time student in college (after leaving high school)

**Options:** 2 = First time at this college; have attended another college

3 = Returning student to this college after absent for a main term

Y = Enrolling in high school (or lower grade) and college at the same time

**Hover Help:** Select the response that best indicates your college enrollment status as of <RDD>

*[Spanish: "Seleccione la respuesta que mejor indica su estado de inscripción de su colegio en <RDD>."]*

**Pop-Up Help:** None

**Field Error Check:** None

**Page Error Check:** Required selection; else error message, "You must select your College Enrollment Status."

If (RDD minus <birthdate>) => 22 years, then do not display the response option "Y = Enrolling in high school (or lower grade) and college at the same time".

Cannot be "First-time student in college" if college degree is indicated in "Higher education level" field; else error message, "You cannot have a College Enrollment Status of 'First-time student in college' if you have received an associate or bachelor's degree."

If College Enrollment Status is "Enrolling in high school (or lower grades) and college at the same time", then High School Education Level must be "Enrolled in college and high school (or lower grades) at the same time"; else error message, "Answers to College Enrollment Status and High School Education Level do not agree: please fix one or the other."

If College Enrollment Status is "Enrolling in high school (or lower grades) and college at the same time" or "First-time student in college (after leaving high school)", and data is present in Colleges Attended section, applicant is prompted to confirm or correct the responses: "Your College

## Application Form Specification

• • •

*Enrollment Status and number of colleges attended indicate that you have previously attended college while in high school (or lower grades). If this is true, please check the confirmation box below. If it is not true, please correct your responses as necessary.*

“I confirm that I previously attended college while in high school or lower grades.”

*Notes:*

Correlates to MISSB15.

Note: Per SB11, If student is 22 years or older at <RDD> they are prohibited from enrolling in high school or lower grade in California. Steering Committee approved request to remove the response option, “Enrolling in high school (or lower grade) and college at the same time” from the drop down menu to minimize errors in classification.

*Data Element:*

education:enroll\_status



## High School Education Level

<i>Question Text:</i>	High School Education Level as of <RDD, or 'July 1, RDDyear' if RDDmonth is May or June> [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	
<i>Response Options:</i>	<p>0 = Not a graduate of, and no longer enrolled in high school</p> <p>1 = Will be enrolled in high school (or lower grade) and college at the same time</p> <p>2 = Currently enrolled in adult school</p> <p>3 = Received high school diploma from U.S. school</p> <p>4 = Passed the GED, or received a High School Certificate of Equivalency</p> <p>5 = Received a Certificate of California High School Proficiency</p> <p>6 = Received a diploma/certificate of graduation from a Foreign secondary school</p>
<i>Hover Help:</i>	Select the High School Education Level you will have attained when you enroll.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must select your High School Education Level."

If (RDD minus <birthdate>) => 22 years, then do not display the option "1 = Will be enrolled in high school (or lower grade) and college at the same time".

If High School Education Level is 'Will be enrolled in high school (or lower grade) and college at the same time', then College Enrollment Status must be 'Enrolling in high school (or lower grade) and college at the same time'; else error message, "Your responses to the Enrollment Status and High School Education Level questions are contradictory. Please fix one or the other."

If High School Education Level is "Enrolled in high school (or lower grades) and college at the same time", then Higher Education Level cannot be "Received an associate degree" or "Received a bachelor's degree or higher"; else error message, "Your responses to the High School Education Level and College Education Level questions are contradictory. Please fix

## Application Form Specification

• • •

one or the other.”

*Notes:*

Relates to SB11.

Note: If student is 22 years or older at <RDD> they are prohibited from enrolling in high school or lower grade in California. Steering Committee approved request to remove the response option, “*Will be enrolled in high school (or lower grade) and college at the same time*” from the drop down menu to minimize errors in classification.

*Data Element:*

education: hs\_edu\_level

## High School Completion Date

<i>Question Text:</i>	High School Completion Date Month Day Year [menu] [menu] [textbox] yyyy
<i>Conditions:</i>	Appears only if High School Education Level is one of the following: 3= Received high school diploma from U.S. school 4= Passed the GED, or received a High School Certificate of Equivalency 5= Received a Certificate of California High School Proficiency 6= Received a diploma/certificate of graduation from a Foreign secondary school
<i>Additional Text:</i>	"If unsure of the exact day, please estimate."
<i>Response Options:</i>	Valid date
<i>Hover Help:</i>	The date you graduated from High School, passed the GED, or received a certificate of equivalency; if unsure of the exact date, please estimate.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Year must be after 1900; else error message, "You must enter a 4-digit year after 1900."  Day must be valid for month; else error message, "The day you selected is not valid for the month you selected."  If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."
<i>Page Error Check:</i>	Required selection; else error message, "You must specify your High School Completion Date. If unsure of the exact day, please estimate."  Date must be after Date of Birth; else error message, "Your High School Completion Date cannot be before your date of birth; please correct."  Date must be before RDD; else error message, "Your High School Completion Date cannot be after <RDD>. Please correct the date and/or your High School Education Level."
<i>Notes:</i>	The HS Completion date can be after the <current date>, but should be before the Residency Determination Date <RDD>, which is the <i>day before</i> the Term start date <term:start_date>. Each term has a unique <RDD>. The <RDD> is based on the term:start_date which is configured by the college in the Terms tab in the Administrator. The <RDD> appears in the question prompt text for all fields that are used in the Residency algorithm. High School students

## Application Form Specification

...

applying to a term that begins after they graduate (or equivalent) should be advised to read and understand the <RDD> carefully and answer questions according to that date and not the current date, which is a common oversight.

*Data Element:* education: hs\_comp\_date

## Application Form Specification

• • •

### Higher Education Level

<i>Question Text:</i>	Higher Education Level as of <RDD> [menu]
<i>Conditions:</i>	Displayed unless Enrollment Status is 'Enrolling in high school (or lower grade) and college at the same time'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	X = No degree 7 = Received an associate degree 8 = Received a bachelor's degree or higher <null> No response
<i>Hover Help:</i>	"If you have received a college degree, select the degree level."
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Optional response. May not specify a lower Ed Level than any Degree Type indicated in the 'Colleges Attended' section; else error message, "The Higher Education Level you selected is not consistent with the Degree(s) you specified for Colleges Attended; please fix one or the other."
<i>Notes:</i>	Higher Ed Level can specify a higher degree than the highest "Degree" type at a College Attended because the degree might be from a college not listed.
<i>Data Element:</i>	education: higher_edu_level

## Higher Education Completion Date

<i>Question Text:</i>	College DegreeDate Month Day Year [menu] [menu] [textbox] yyyy
<i>Conditions:</i>	Appears only if Higher Education Level is one of the following: Received an associate degree Received a bachelor's degree or higher
<i>Additional Text:</i>	"If unsure of the exact day, please estimate."
<i>Response Options:</i>	Valid date
<i>Hover Help:</i>	"As accurately as possible, indicate the date of your highest college degree."
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Year must be after 1900; else error message, "You must enter a 4-digit year after 1900."  Day must be valid for month; else error message, "The day you selected is not valid for the month you selected."  If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."
<i>Page Error Check:</i>	Required selection; else error message, "You must specify your College Degree Date. If unsure of the exact day, please estimate."  Date must be after Date of Birth; else error message, "Your College Degree Date cannot be before your date of birth; please correct."  Date must be before RDD; else error message, "Your College Degree Date cannot be after <RDD>. Please correct the date and/or your Higher Education Level."  Cannot be before High School Completion Date; else error message, "Your High School Completion Date cannot be after your College Degree Date. Please fix the incorrect date."
<i>Notes:</i>	None
<i>Data Element:</i>	education: higher_comp_date

## Graduated from California High School

<i>Question Text:</i>	Did you receive your diploma, GED, or certificate in <b>California</b> ? Yes [radio button] No [radio button]
<i>Conditions:</i>	Appears only if High School Education Level is one of the following: Received high school diploma from U.S. school Passed the GED, or received a High School Certificate of Equivalency
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	Select 'Yes' if you have received a diploma or certificate of completion from a California high school, a California High School Certificate of Equivalency (GED), or a <b>Certificate of California High School Proficiency (remove)</b> . Otherwise, select 'No'.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required user response; else error message, "You must select Yes or No to specify whether or not you have received a diploma or certificate of completion from a California high school, or a California High School Certificate of Equivalency (GED). " <i>or a Certificate of California High School Proficiency.</i> " (Remove)
<i>Notes:</i>	Defaults to 'No' when question is not asked. Automatically set this to 'Yes' when High School Ed level = 5.
<i>Data Element:</i>	education: cahs_graduated

### Attended California High School for Three Years

*Question Text:* Have you attended high school in California for three or more years?  
Yes [radio button] No [radio button]

*Conditions:* Always

*Additional Text:* None

*Response Options:* As shown in *Question Text*.

*Hover Help:* Select 'Yes' if you have attended a California high school for at least three years. Otherwise, select 'No'.

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required user response; else error message, "You must select Yes or No to specify whether or not you attended high school in California for three or more years."

*Notes:* Used in AB540 Waiver algorithm.

Home schooled students are not eligible for the AB540 exemption if instruction was provided by a tutor or other person (including the student's parents) who did not have a valid California teaching credential, or was not affiliated with a state approved home-schooling program.

From CCCCCO Legal Advisory 07-01: "Home schooling is instruction by a tutor or other person (including the student's parent) who does not have a valid California teaching credential. Local high schools are charged with determining whether to accept home schooling as valid attendance. Therefore, community college districts that are asked to consider home schooling as high school attendance for purposes of granting the exemption should confer with the public high school the student would have attended if not home schooled. If that high school accepts or would accept home schooling as valid high school attendance, the community college should also accept it for purposes of assessing whether the student can demonstrate three years of high school attendance."

*Data Element:* education: cahs\_3year



## High School Attendance

*Question Text:*            I attended high school.  
                                   I was homeschooled in a registered homeschool organization.  
                                   I was independently homeschooled.  
                                   I did not attend high school and was not homeschooled.

*Conditions:*             Always

*Additional Text:*       None

*Response Options:*     As shown in *Question Text*.

*Options:*

*Hover Help:*            Select the statement that describes your high school attendance.

*Pop-Up Help:*          None

*Field Error Check:*    None

*Page Error Check:*    Required selection; else error message, "You must select one of the options under Last High School Attended."

Must not be 'I did not attend high school' or 'I was homeschooled in a registered homeschool organization' or 'I was independently homeschooled' if High School Education Level is 'Received high school diploma from U.S. school' or 'Received a diploma/certificate of graduation from a Foreign secondary school'; else error message, "Your responses to the High School Education Level and High School Attendance questions are contradictory. Please fix one or the other."

Must be 'I attended high school' or 'I was homeschooled in a registered homeschool organization' if Attended California High School for Three Years is 'Yes'; else error message, "One of your answers states that you attended a California high school for three years, but another states that you did not attend high school. Please fix these conflicting answers."

*Notes:*                 **Note:** The data elements home\_schooled and hs\_not\_attended are no longer used. They were replaced with hs\_attendance.

*Data Element:*         education: hs\_attendance

### Last High School Attended: Country

<i>Question Text:</i>	Country [menu]
<i>Conditions:</i>	Appears if radio button for “I attended high school or a homeschool organization” is selected.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Menu of countries per ISO, United States at top. Defaults to United States.
<i>Hover Help:</i>	Select the country in which you last attended high school or secondary school or were homeschooled.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	<p>If High School Education Level is “3 - Received high school diploma from U.S. school”, then Country must be U.S.; else error message, “The country of your Last High School Attended does not match your response to High School education level. Please fix one or the other.”</p> <p><i>[Spanish: “El país de la última escuela secundaria a la que asististe no coincide con la respuesta que diste en relación con tu nivel de estudios secundarios. Favor de corregir una o la otra respuesta.”]</i></p> <p>If High School Education Level is “6 - Received a diploma/certificate of graduation from a Foreign secondary school”, then Country must not be U.S.; else error message, “The Country of your Last High School Attended does not match your response to High School education level. Please fix one or the other.”</p> <p><i>[Spanish: “El país de la última escuela secundaria a la que asististe no coincide con la respuesta que diste en relación con tu nivel de estudios secundarios. Favor de corregir una o la otra respuesta.”]</i></p>
<i>Notes:</i>	This is a rare menu field that has a default selection.
<i>Data Element:</i>	education: hs_country

**Last High School Attended: State**

<i>Question Text:</i>	State [menu]
<i>Conditions:</i>	Appears if Country is United States.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Menu of U.S. states, territories, etc., with California at top. Defaults to "Select a State".
<i>Hover Help:</i>	Select the state in which you last attended high school or were homeschooled.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required. Error message is "Please select a state".
<i>Notes:</i>	None
<i>Data Element:</i>	education: hs_state

**Last High School Attended: High School Name**

**Question Text:** User is prompted to enter their high school and/or city in the school search box. The hs\_name is populated from the school lookup table when the user selects a school from the list. If the user clicks “My school is not in the list” the user enters the field.

**Conditions:** Appears if Country is United States, and hs\_attendance is 1 = I attended high school or 2 = I was homeschooled in a registered homeschool organization.

**Additional Text:**

**Response** Text string

**Options:**

**English Hover Help:** "Please make every effort to find your high school or homeschool using this school finder search field. Begin typing three or more characters of your school name, city name, and/or different parts of the school or organization name, into the search field to return a list of schools that meets the criteria. You may navigate the school list using the up and down arrow keys. If your school is not listed, select “My school is not in the list” at the bottom of the school list. This field is required."

**Spanish Hover Help:** “Por favor haga todo lo posible para encontrar su escuela secundaria o escuela del hogar usando este campo de búsqueda de escuela. Comience a escribir tres o más caracteres del nombre de su escuela, nombre de la ciudad, y/o partes diferentes de la escuela o nombre de la organización, en el campo de búsqueda para devolver una lista de escuelas que cumpla los criterios. Puede navegar la lista de las escuelas usando el arriba y abajo teclas de flecha. Si su escuela no está en la lista, seleccione "My school is not in the list" en el fondo de la lista de escuelas. Este campo es requerido.”

**Pop-Up Help:** None

**Field Error Check:** None

**Page Error Check:** Required field based on condition above. Error message: “You must enter the name of your high school or homeschool organization.”

**Notes:** 508 compliant. Hover help and other supported screen reader changes were made to this field to ensure the School Finder tool is accessible. February 2015.

**Data Element:** education: hs\_name

### Last High School Attended: Name Not Listed

*Question Text:* [Link in the school list] My school is not in the list.

*Conditions:* Appears if Country is United States.

*Additional Text:*

*Response*

*Options:*

*Hover Help:*

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* None

*Notes:* Clicking this link will cause the high school name and city fields to open for manual entry.

*Data Element:* education: hs\_not\_listed

**Last High School Attended: High School City**

*Question Text:* User is prompted to enter their high school and/or city in the school search box. The hs\_city is populated from the school lookup table when the user selects a school from the list. If the user clicks “My school is not in the list” the user enters the field.

*Conditions:* Appears if Country is United States, and hs\_attendance is 1 = I attended high school or 2 = I was homeschooled in a registered homeschool organization.

*Additional Text:*

*Response* None: populated by High School Finder.

*Options:*

*Hover Help:* None

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* None

*Notes:*

*Data Element:* education: hs\_city

## Colleges Attended Section

The number of College/University question sets that will appear depends on the response to Number of Colleges Attended.

If the Number of Colleges Attended is '5 or more', we probably want to insert instructional text after the Number of Colleges Attended question. This text would tell the user which colleges to list: most recent; most significant; anything as long as the highest degree is included.

To minimize redundancy, this document provides tables for the College/University 1 question set only. For College/University 2, College/University 3, and College/University 4, everything is the same as for College/University 1 **except**:

Wherever it occurs in the tables, "College/University 1" will be replaced by "College/University 2", "College/University 3", or "College/University 4" as appropriate.

The question set for College/University 2 will appear when Number of Colleges Attended is '2', '3', '4', or '5 or more'.

The question set for College/University 3 will appear when Number of Colleges Attended is '3', '4', or '5 or more'.

The question set for College/University 4 will appear when Number of Colleges Attended is '4' or '5 or more'.

### Sorting Colleges Attended

When there are two or more colleges, they can be listed in any order by the applicant. However, in the database they will be sorted and saved in order of attendance, with College/University 1 the most recently attended. The primary sorting date will be Attendance Ended; the secondary sorting date will be Attendance Began. If two or more colleges have the same Attendance Ended date and the same Attendance Began date, it doesn't matter which comes before the other in the sorting.

*Note:* In the Xap system, once the Education page has been completed, the schools are resorted on the Education page to match the database sorting. It does not matter whether CCCApply does this. However, if CCCApply does resort the Colleges Attended list, to prevent confusing situations for the user, the sorting should not occur until the page is completed (i.e., sorting should not occur when the page is saved but not completed).

## Number of Colleges Attended

*Question Text:* Select the number of colleges/universities you have attended, including those you are currently attending.

[radio button] None [radio button] 1 [radio button] 2 [radio button] 3 [radio button] 4 [radio button] 5 or more

*Conditions:* Always

*Additional Text:* If '5 or more' is selected: Instructions TBD

*Response Options:* As shown in *Question Text*.

*Options:*

*Hover Help:* Click the button corresponding to the number of colleges or universities you have attended, including any you are currently attending.

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required response; else error message, "You must select the number of colleges/universities you have attended."

Must not be 'None' if Enrollment Status is 'Transfer student from another college' or 'Returning student to this college after absent for a main term'; else error message, "Your Enrollment Status and number of colleges attended do not agree. Please correct one or the other."

Must not be 'None' if Higher Education Level is 'Received an associate degree' or 'Received a bachelor's degree or higher'; else error message, "Your Higher Education Level cannot indicate a college degree if the number of colleges/universities you have attended is None. Please correct one or the other."

Must be 'None' if Enrollment Status is 'First-time student in college (after leaving high school)' or 'Enrolling in high school (or lower grade) and college at the same time'; else error message, "Your Enrollment Status and number of colleges attended indicate that you have previously attended college while in high school (or lower grades). If this is true, please check the confirmation box below. If it is not true, please correct your responses as necessary.

**[checkbox] I confirm that I previously attended college while in high school or lower grades.** This edit will never get activated because the same edit related to college data present will get triggered first. It is the same confirmation/error message.

*Notes:* This question replaces the "more than 4 colleges" checkbox in Xap



## Application Form Specification

...

CCCAppl. It allows CCCAppl to display the exact number of Colleges Attended question blocks needed and to require that all are filled in.

Information about colleges attended is sorted as described under [Sorting Colleges Attended](#).

*Data Element:* college\_count

**College/University: Country**

<i>Question Text:</i>	Country [menu]
<i>Conditions:</i>	Appears if Number of Colleges Attended is not 'None'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Menu of countries per ISO, United States at top. Defaults to United States.
<i>Hover Help:</i>	Select the country in which the college or university is located.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None (assuming default selection and no option for selecting a non-response).
<i>Notes:</i>	This is a rare menu field that has a default selection.
<i>Data Element:</i>	colleges_attended:country

**College/University: State**

<i>Question Text:</i>	State [menu]
<i>Conditions:</i>	Appears if College/University 1: Country is United States.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Menu of U.S. states, territories, etc., with California at top. Defaults to "Select a State".
<i>Hover Help:</i>	Select the state in which the college or university is located.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None (assuming default response and no option to select a non-response).
<i>Notes:</i>	This is a rare menu field that has a default selection.
<i>Data Element:</i>	colleges_attended: state

## Application Form Specification

• • •

### College/University: Name

<i>Question Text:</i>	User is prompted to enter the college name and/or city in the search box. The college name is populated from the school lookup table when the user selects a school from the list. If the user clicks “My school is not in the list” the user enters the field.
<i>Conditions:</i>	Appears if Country is United States.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Text string
<i>English Hover Help:</i>	"Please make every effort to find your college or university using this school finder search field. Begin typing three or more characters of the college name, city name, and/or different parts of the institution name, into the search field to return a list of colleges that meets the criteria. You may navigate the list using the up and down arrow keys. If your college is not listed, select “My school is not in the list” at the bottom of the list. This field is required."
<i>Spanish Hover Help:</i>	<i>“Por Favor haga todo lo posible para encontrar su colegio o universidad usando este búsqueda de escuela. Comience a escribir tres o más caracteres del nombre de su colegio, nombre de la ciudad, y/o partes diferentes del nombre de la institución, para devolver una lista que cumpla los criterios. Puede navegar la lista usando el arriba y abajo teclas de flecha. Si su colegio no está en la lista, seleccione "Myschool is not in the list" en el fondo de la lista. Este campo es requerido.”</i>
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	School must be selected from the list or “My school is not in the list” is checked followed by manual entry of the name; else error message, “You must enter the name of your college or university.”
<i>Notes:</i>	508 compliant. Hover help and other supported screen reader changes were made to this field to ensure the School Finder tool passes 508 accessibility review. February 2015.
<i>Data Element:</i>	colleges_attended: name

**College/University: Name Not Listed (Link)**

<i>Question Text:</i>	Link within list of schools: My school is not in the list.
<i>Conditions:</i>	Always appears in the list of schools at the bottom of the list.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Checked or Unchecked.
<i>Hover Help:</i>	None
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	Clicking this link will open the Name and city fields for manual entry.
<i>Data Element:</i>	colleges_attended: not_listed

**College/University: City**

- Question Text:* User is prompted to enter the college name and/or city in the search box. The college city is populated from the school lookup table when the user selects a school from the list. If the user clicks “My school is not in the list” the user enters the field.
- Conditions:* Appears if either College/University Country is not United States or “My school is not in the list” is clicked.
- Additional Text:* None
- Response Options:* Text string
- Hover Help:* Enter the name of the city or town in which the college/university is located.
- Pop-Up Help:* None
- Field Error Check:* None
- Page Error Check:* Required response; else error message, “For College/University x, you must enter the name of the City.”
- Notes:* None
- Data Element:* colleges\_attended: city

**College/University: Attendance Began**

- Question Text:* Attendance Began [menu]  
 Month Year [textbox]yyyy
- Conditions:* Appears if Number of Colleges Attended is not 'None'.
- Additional Text:* None
- Response Options:* Date: mm/yyyy
- Hover Help:* Specify the month and year you first attended this college/university.
- Pop-Up Help:* None
- Field Error Check:* Year must be after 1900; else error message, "You must enter a 4-digit year after 1900."
- Page Error Check:* Required; else error message, "You must specify when Attendance Began for College/University 1."  
 Cannot be after month/year of <RDD>; else error message, "For College/University n, you cannot specify a date after <RDDmonth> <RDDyear> for Attendance Began. If the date is incorrect, please correct it. Do not list the college/university if you will not have begun attendance by <RDDmonth> <RDDyear>."
- Notes:* Secondary data element used to sort attended colleges for database storage & download.
- Data Element:* colleges\_attended:start\_date

**College/University: Attendance Ended**

- Question Text:* Attendance Ended [menu]  
 Month Year [textbox]yyyy
- Conditions:* Appears if Number of Colleges Attended is not 'None'.
- Additional Text:* None
- Response Options:* Date: mm/yyyy
- Hover Help:* Specify the month and year you last attended this college/university.
- Pop-Up Help:* None
- Field Error Check:* Year must be after 1900; else error message, "You must enter a 4-digit year after 1900."
- Page Error Check:* Required response; else error message, "For College/University n, you must specify when Attendance Began."  
 Cannot be more than one year after month/year of <RDD>; else error message, "For College/University n, you cannot specify a date after <RDDmonth> <RDDyear+> for Attendance Began. If you are currently attending this college, please enter the date that the current term ends."  
 Cannot be before Attendance Began; else error message; "For College/University n, you have specified an earlier date for Attendance Ended than for Attendance Began. Please correct the incorrect date."
- Notes:* Primary data element used to sort attended colleges for database storage & download.
- Data Element:* colleges\_attended: end\_date



**College/University: College Expelled Status**

*Question Text:* Check here if you were expelled or are in the process of expulsion procedures.

*Conditions:* Appears if Number of Colleges Attended is **not** 'None'.

*Additional Text:* None

*Response Options:* Checkbox: Selected or not.

*Hover Help:* [Spanish: "Marque aquí si fue expulsado o está en el proceso de los procedimientos de expulsión."]

*Pop-Up Help:* None

*Field Error Check:* None. Field is optional.

*Page Error Check:* None

*Notes:* None

*Data Element:* Col1\_expelled\_status (1-4)

## Application Form Specification

• • •

### College/University: Degree

<i>Question Text:</i>	Degree Received
<i>Conditions:</i>	Appears if Number of Colleges Attended is not 'None'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	X = No degree A = Associate degree B = Bachelor degree or higher C = Certificate
<i>Hover Help:</i>	Select the level of degree you received from this college/university, or 'No degree'.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "For College/University n, you must select the Degree you received, or 'No degree'."  Can't be higher degree level than "Higher Ed Level"; else error message, "For College/University n, you selected a Degree Received that is a higher degree level than you indicated in your response to College Education Level. Please fix the incorrect response." <b>Note:</b> This edit should only be performed if the college degree date is A or B.
<i>Notes:</i>	None
<i>Data Element:</i>	colleges_attended: degree_obtained

**College/University: Degree Date**

*Question Text:* Degree Date [menu]

Month Year [textbox] yyyy

*Conditions:* Appears only if Degree Received is not 'No degree'.

*Additional Text:* None

*Response Options:* Date: mm/yyyy

*Hover Help:* Specify the year and month your degree was awarded.

*Pop-Up Help:*

*Field Error Check:* Year must be after 1900; else error message, "You must enter a 4-digit year after 1900."

*Page Error Check:* Required response; else error message, "For College/University 1, you must provide the Degree Date."

Cannot be more than one year after month/year of <RDD>; else error message, "For College/University n, do not include a degree that will be awarded after <RDDmonth> <RDDyear+>."

Cannot be before Attendance Began; else error message, "For College/University, you cannot specify a Degree Date that is before the date Attendance Began. Please correct the dates as appropriate."

*Notes:* None

*Data Element:* colleges\_attended: degree\_date

*Revision Log:*

## Citizenship & Military

### Citizenship Status

<i>Question Text:</i>	Citizenship Status [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	1 = U.S. Citizen 2 = Permanent Resident 3 = Temporary Resident / Amnesty 4 = Refugee / Asylee 5 = Student Visa (F-1 or M-1) 6 = Other
<i>Hover Help:</i>	Select whether you are a U.S. citizen or, if not, your status in the United States.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must select your Citizenship Status."
<i>Notes:</i>	Correlates to MISSB06.
<i>Data Element:</i>	residency: citizenship_status

## Alien Registration Number

<i>Question Text:</i>	Alien Registration Number [textbox]
<i>Conditions:</i>	Appears only if Citizenship Status is one of the following: Permanent Resident Temporary Resident / Amnesty Refugee / Asylee
<i>Additional Text:</i>	None
<i>Response Options:</i>	Textstring
<i>Hover Help:</i>	Enter the number of your Alien Registration Card, if you have one.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required response if Citizenship Status = 'Permanent Resident'; else error message, "You must provide your Alien Registration Number."  Optional user response if Citizenship Status = 'Temporary Resident / Amnesty' or 'Refugee / Asylee'.
<i>Notes:</i>	None
<i>Data Element:</i>	residency: alien_reg_number

## Visa Type

*Question Text:* Visa Type [menu]

*Conditions:* Appears only if Citizenship Status is one of the following:  
                   Student Visa (F-1 or M-1)  
                   Other

*Additional Text:* None

*Response Options:* See [Table of Visa Types](#) on next page.

*Hover Help:* “Select your Visa Type from the list.”

*Pop-Up Help:* **Visa Type**

A citizen of a foreign country who seeks to enter the United States generally must first obtain a U.S. visa, which is placed in the traveler's passport. Visa types are defined by U.S. immigration law, and relate to the purpose of travel to the U.S.

Your visa type is indicated under the 'Visa Type/Class' heading, as illustrated on the [U.S. Department of State website](http://travel.state.gov/visa/questions/what/what_4429.html) <hyperlink: [http://travel.state.gov/visa/questions/what/what\\_4429.html](http://travel.state.gov/visa/questions/what/what_4429.html) >.

*Field Error Check:* None

*Page Error Check:* Required response if Citizenship Status = ‘Other’ and ‘No Documents’ is unchecked; else error message, “You must select your Visa Type or check ‘No Documents’.”

Required response if Citizenship Status = ‘Student Visa’; else error message, “You must select your Visa Type.”

If Citizenship Status = ‘Student Visa’, then Visa Type dropdown is restricted to F1 and M1.

If ‘No Documents’ is checked, then the Visa Type dropdown is disabled with a no selection.

*Notes:*

*Data Element:* residency: visa\_type

*Revision Log:* Rev. 12.5.14 – Updated Table F (Visa Types).  
 v1.1: Changed meaning of “OTHR” option from ‘Other or None’ to ‘Other’ in [Table of Visa Types](#).

# Application Form Specification



**Table F: Visa Types**

Database Value	Visa Type Menu Listing	Residency?	Visa and Description
A1	A-1	YES	<b>A-1</b> Ambassador, Public Minister, Career Diplomat, Consular Officer, Head of State, and immediate family members
A2	A-2	YES	<b>A-2</b> Other foreign government officials or employees coming to the United States and immediate family members. Includes technical and support staff of A-1
A3	A-3	YES	<b>A-3</b> Attendants, Servants and Personal employees of A-1 and A-2 and immediate family members
B1	B-1	no	<b>B-1</b> Temporary visitor for business
B2	B-2	no	<b>B-2</b> Temporary visitor for pleasure
BCC	BCC	no	<b>BCC</b> Border Crossing Card: Mexico
BE	BE	no	<b>BE</b> Bering Straits agreement entrants
C1	C-1	no	<b>C-1</b> Alien in transit (direct and continuous travel through the United States)
C1D	C-1D	no	<b>C-1D</b> Combined transit and crewman visa
C2	C-2	no	<b>C-2</b> Alien in transit to the U.N. headquarters
C3	C-3	no	<b>C-3</b> Foreign government official, members of immediate family, attendants, servants or other personal employee of official in transit through the United States
C4	C-4	no	<b>C-4</b> Transit without Visa, see TWOV
D1	D-1	no	<b>D-1</b> Crewmen departing on same vessel of arrival, crewmen departing on same aircraft or same airline
D2	D-2	no	<b>D-2</b> Crewmen departing on vessel other than one of arrival. Airmen departing on different airline than one of arrival
E1	E-1	YES	<b>E-1</b> Treaty trader, spouse, and children
E2	E-2	YES	<b>E-2</b> Treaty investor, spouse, and children coming to develop and direct a bon fide enterprise in which he/she has invested a substantial amount of capital
E3	E-3	YES	<b>E-3</b> Australian nationals working in specialty occupations
E3D	E-3D	YES	<b>E-3D</b> Spouse or child of E-3
E3R	E-3R	YES	<b>E-3R</b> Returning E-3
F1	F-1 (Student Visa)	no	<b>F-1</b> Academic student
F2	F-2	no	<b>F-2</b> Spouse or child of student
F3	F-3	no	<b>F-3</b> Canadian and Mexican Academic Students who commute across the US land border to school.
G1	G-1	YES	<b>G-1</b> Principal resident representative of recognized foreign member government to international organization, staff, and immediate family members
G2	G-2	YES	<b>G-2</b> Other temporary representative of recognized foreign member government to international organization and immediate family members
G3	G-3	YES	<b>G-3</b> Representative of non-recognized or nonmember foreign government to international organization and immediate family members
G4	G-4	YES	<b>G-4</b> International organization officer or employee and immediate family members
G5	G-5	YES	<b>G-5</b> Attendant, servant, or personal employee of G-1 through G-4 and immediate family members
GB	GB	<b>NO</b>	<b>GB</b> Temporary visitor for business, Guam
GT	GT	<b>NO</b>	<b>GT</b> Temporary visitor for pleasure, Guam
H1	H-1	NO	<b>H-1</b> Temporary worker of distinguished merit and ability (Note: This VISA type no longer exists. Per CCCCOC, leave in list for historical reasons; eligibility: NO.)
H1A	H-1A	NO	<b>H-1A</b> Temporary worker performing services as a registered nurse (Note: This VISA type no longer exists. Per CCCCOC, leave in list for historical reasons; eligibility: NO.)
H1B	H-1B	YES	<b>H-1B</b> Specialty occupation (professionals), DOD workers, fashion models
H1B1	H-1B1	<b>NO</b>	<b>H-1B1</b> Specialty occupation, entering under free trade agreements with Chile and Singapore
H1C	H-1C	NO	<b>H-1C</b> Nurses going to work for up to 3 years in health professional shortage areas (Note: This VISA type no longer exists. Per CCCCOC, leave in list for historical reasons; eligibility: NO.)

## Application Form Specification



Databas e Value	Visa Type Menu Listing	Residency?	Visa and Description
H2A	H-2A	no	<b>H-2A</b> Temporary or seasonal agriculture workers
H2B	H-2B	no	<b>H-2B</b> Nonagricultural temporary or seasonal workers
H2R	H-2R	no	<b>H-2R</b> Returning H-2B worker
H3	H-3	no	<b>H-3</b> Trainee or participant in special education exchange visitor program
H4	H-4	YES	<b>H-4</b> Spouse or child of H-1, H-2, H-3 (parent/spouse visa type determines whether holder may or may not establish residency) Yes <i>if</i> parent or spouse has a H1A, H1B or H1C. Valid dates required for H4 only.
I	I	YES	<b>I</b> Representative of foreign information media, spouse, and children
J1	J-1	no	<b>J-1</b> Exchange visitor
J2	J-2	no	<b>J-2</b> Spouse or minor child of exchange visitor
K1	K-1	YES	<b>K-1</b> Fiancé or fiancée of U.S. Citizen
K2	K-2	YES	<b>K-2</b> Minor child of K-1
K3	K-3	YES	<b>K-3</b> Spouse of U.S. Citizen (under LIFE Act provisions)
K4	K-4	YES	<b>K-4</b> Child of K-3
L1A	L-1A	YES	<b>L-1A</b> Intra company transferee (executive, managerial and specialized personnel) entering to continue employment with the same employer or a subsidiary or affiliate thereof
L1B	L-1B	YES	<b>L-1B</b> Executive, manager or has specialized skill of international firm
L2	L-2	YES	<b>L-2</b> Spouse or child of L-1
M1	M-1	no	<b>M-1</b> Vocational or non-academic student
M2	M-2	no	<b>M-2</b> Spouse or child of M-2
M3	M-3	no	<b>M-3</b> Border commuter student
N8	N-8	YES	<b>N-8</b> Parent of alien classified SK-3 "special immigrant"
N9	N-9	YES	<b>N-9</b> Child of N-8, SK-1, SK-2, or SK-4 "special immigrant"
NATO1	NATO-1	YES	<b>NATO-1</b> Principal permanent representative of member state to NATO and resident members of official staff or immediate family
NATO2	NATO-2	YES	<b>NATO-2</b> Other representatives of member state; dependents of member of a force entering in accordance with the provisions of NATO Status-of-Forces agreement; members of such force if issued visas
NATO3	NATO-3	YES	<b>NATO-3</b> Official clerical staff accompanying representative of member state to NATO or immediate family
NATO4	NATO-4	YES	<b>NATO-4</b> Official of NATO other than those qualified under NATO-4, employed on behalf of NATO and immediate family
NATO5	NATO-5	YES	<b>NATO-5</b> Expert other than NATO officials qualified under NATO-4, employed on behalf of NATO and immediate family
NATO6	NATO-6	YES	<b>NATO-6</b> Member of civilian component who is either accompanying a Force entering in accordance with the provision of the NATO Status-of-Forces agreement; attached to an Allied headquarters under the protocol on the Status of International Military headquarters set up pursuant to the North Atlantic Treaty; and their dependents
NATO7	NATO-7	YES	<b>NATO-7</b> Servant or personal employee of NATO-1 through NATO-6, or immediate family
O1	O-1	YES	<b>O-1</b> Aliens of extraordinary ability
O2	O-2	no	<b>O-2</b> Accompanying alien who is coming solely to assist in the artistic or athletic performance by an O-1
O3	O-3	<b>YES</b>	<b>O-3</b> Spouse and/or child of O-1 only (Type O-2_is not eligible. Yes <i>if</i> parent or spouse has an O-1 only. Valid dates for O-3 required.
P1	P-1	no	<b>P-1</b> Internationally recognized professional artists, athletes, entertainers, and "essential support personnel"
P2	P-2	no	<b>P-2</b> Artist or entertainer in reciprocal exchange programs
P3	P-3	no	<b>P-3</b> Artists and entertainers coming to perform, teach, or coach a culturally unique program.
P4	P-4	no	<b>P-4</b> Spouses and/or children of P-1, P-2, P-3
Q1	Q-1	no	<b>Q-1</b> International cultural exchange visitor
Q2	Q-2	no	<b>Q-2</b> Irish Peace Process cultural and training program (Walsh Visas)
Q3	Q-3	no	<b>Q-3</b> Spouse or child of Q-2
R1	R-1	YES	<b>R-1</b> Religious workers
R2	R-2	YES	<b>R-2</b> Spouse or child of R-1



## Application Form Specification



Database Value	Visa Type Menu Listing	Residency?	Visa and Description
S5	S-5	no	<b>S-5</b> Alien witness or informant possessing critical, reliable information concerning a criminal organization or enterprise whose presence in the United States is required for the successful investigation or prosecution of the criminal organization
S6	S-6	no	<b>S-6</b> Alien witness or informant possessing critical reliable information about terrorist organization, enterprise, or operation, who will be placed in danger as a result of supplying that information; and is eligible to receive a reward under separate U.S. State Department legislation
S7	S-7	no	<b>S-7</b> Spouse, unmarried sons and daughters, and parents of witness or informant
T1	T-1	YES	<b>T-1</b> Victim of a severe form of trafficking in persons (eligible for benefits of AB540)
T2	T-2	YES	<b>T-2</b> Spouse of a victim of a severe form of trafficking in persons (eligible for benefits of AB540)
T3	T-3	YES	<b>T-3</b> Child of victim of a severe form of trafficking in persons (eligible for benefits of AB540)
T4	T-4	YES	<b>T-4</b> Parent of a victim of a severe form of trafficking in persons (if T-1 victim is under 21) (eligible for benefits of AB540)
T5	T-5	YES	<b>T-5</b> Sibling under 18 years of age of T-1 under 21 years of age (eligible for benefits of AB540)
TN1	TN1	no	<b>TN1</b> Canadian professionals under NAFTA
TN2	TN2	no	<b>TN2</b> Mexican professionals under NAFTA
TD	TD	no	<b>TD</b> Spouse or child of TN
TPS	TPS	YES	<b>TPS</b> Temporary Protected Status
TWOV	TWOV	no	<b>TWOV</b> Transit without a Visa
U1	U-1	YES	<b>U-1</b> Victim of certain criminal activity (eligible for benefits of AB540)
U2	U-2	YES	<b>U-2</b> Spouse of U- (eligible for benefits of AB540)
U3	U-3	YES	<b>U-3</b> Child of U- (eligible for benefits of AB540)
U4	U-4	YES	<b>U-4</b> Parent of U-1, if U-1 is under 21 (eligible for benefits of AB540)
U5	U-5	YES	<b>U-5</b> Unmarried sibling of U-1 under 18 (eligible for benefits of AB540)
V1	V-1	YES	<b>V-1</b> Spouse of an LPR who is the principal beneficiary of a family-based petition which was filed prior to December 21, 2000, and has been pending for at least 3 years
V2	V-2	YES	<b>V-2</b> Child of an LPR who is the principal beneficiary of a family-based visa petition that was filed prior to December 21, 2000, and has been pending for at least 3 years
V3	V-3	YES	<b>V-3</b> The derivative child of a V-1 or V-2
WB	WB	no	<b>WB</b> Temporary visitor for business, visa waiver
WT	WT	no	<b>WT</b> Temporary visitor for pleasure, visa waiver
OTHR	Other	NO	Depending on the Other visa type, visa holder may or may not be allowed to establish residency. Requires documentation (proof beyond self-reported data).

## No Documents

<i>Question Text:</i>	[checkbox] NoDocuments
<i>Conditions:</i>	Appears only if Citizenship Status is 'Other'
<i>Additional Text:</i>	None
<i>Response Options:</i>	Checked or Unchecked.
<i>Hover Help:</i>	Check this box if you do not have any documents (Visa or Alien Registration).
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	If checked, visa_type is disabled and set to no selection.
<i>Notes:</i>	None
<i>Data Element:</i>	residency: no_documents

**Visa/Alien Registration Issue Date**

- Question Text:* Visa/Alien Registration Issue Date  
 Month Day Year  
 [menu] [menu] [textbox] yyyy
- Conditions:* Appears if Citizenship Status is 'Student Visa (F-1 or M-1)' or if Alien Registration Number is entered or if a Visa Type is selected.
- Additional Text:* None
- Response Options:* Date: mm/dd/yyyy
- Hover Help:* Provide the issue date of your Visa or Alien Registration Card.
- Pop-Up Help:* None
- Field Error Check:* Required response if alien\_reg\_expire\_date is entered or "No Expiration Date" is checked; else error message, "You must enter your Visa/Alien Registration Issue Date."
- Page Error Check:* Cannot be prior to birthdate, "Your Visa/Alien Registration issue date cannot be before your date of birth; please correct."  
 Day must be valid for month; else error message, "The day you selected is not valid for the month you selected."  
 If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."  
 Must be before Visa/Alien Registration Expiration Date; else error message, "Your Visa/Alien Registration Expiration Date must be after your Visa/Alien Registration Issue Date."
- Notes:* None
- Data Element:* residency: alien\_reg\_issue\_date

## Visa/Alien Registration Expiration Date

<i>Question Text:</i>	Visa/AlienRegistrationExpirationDate Month Day Year [menu] [menu] [textbox] yyyy
<i>Conditions:</i>	Appears if Citizenship Status is 'Student Visa (F-1 or M-1)' or if Alien Registration Number is entered or if a Visa Type is selected.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Date: mm/dd/yyyy
<i>Hover Help:</i>	Provide the expiration date of your Visa or Alien Registration Card, or check 'No Expiration Date'.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Required response if alien_reg_issue_date is entered AND 'No Expiration Date' is <b>not</b> checked; else error message, "You must enter your Visa/Alien Registration Issue Date, or check 'No Expiration Date'."
<i>Page Error Check:</i>	Cannot be prior to birthdate, "Your Visa/Alien Registration expiration date cannot be before your date of birth; please correct."  Day must be valid for month; else error message, "The day you selected is not valid for the month you selected." If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."  Must <b>not</b> be before Visa/Alien Registration Issue Date; else error message, "Your Visa/Alien Registration Expiration Date must be after your Visa/Alien Registration Issue Date."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: alien_reg_expire_date

### Visa/Alien Registration: No Expiration Date

<i>Question Text:</i>	[checkbox] No Expiration Date
<i>Conditions:</i>	Appears if Alien Registration Number is entered or if a Visa Type is selected.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Checked or Unchecked
<i>Hover Help:</i>	Check this box if your Visa or Alien Registration Card does not have an expiration date.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	If checked the alien_reg_expire_date fields are disabled. On Save or Continue, the expiration date will be nullified.
<i>Page Error Check:</i>	None
<i>Notes:</i>	None
<i>Data Element:</i>	residency: alien_reg_no_expire

## Military Status

<i>Question Text:</i>	U.S. Military Status as of <RDD>: [menu]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	<p>1 = None apply to me</p> <p>2 = Currently active military</p> <p>3 = Dependent spouse or child of currently active military</p> <p>4 = Served in the US military (active or reserve) discharged within the last year</p> <p>5 = Served in the US military (active or reserve) discharged over a year ago</p> <p>6 = Currently in Reserves or National Guard (non-active)</p>
<i>Hover Help:</i>	Select your U.S. Military Status as of the date indicated.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	<p>Required selection; else error message, "You must select your Military Status."</p> <p><b>New Requirements:</b></p> <p>If the Military Status is "Served in the US military discharged within the last year":</p> <ol style="list-style-type: none"> <li>1. Display the State of Legal Residence question and require a response.</li> <li>2. Display the Home of Record question and require a response.</li> <li>3. Display the Stationed in California question but <u>do not</u> require a response.</li> </ol> <p>If the Military Status is "Currently in Reserves or National Guard":</p> <ol style="list-style-type: none"> <li>1. Display the <b>Stationed in California question</b> and require a response.</li> </ol>
<i>Notes:</i>	Per CCCCCO, no longer using the term "veteran". Changed all instances to "Served in the US military" on 12.5.14
<i>Data Element:</i>	residency: military_status

**Military Discharge Date**

<i>Question Text:</i>	Discharge Date Month Day Year [menu] [menu] [textbox] yyyy
<i>Conditions:</i>	Appears only if Military Status is one of the following: 4 - Served in the US military (active or reserve) discharged within the last year 5 - Served in the US military (active or reserve) discharged over a year ago
<i>Additional Text:</i>	None
<i>Response Options:</i>	Date: mm/dd/yyyy
<i>Hover Help:</i>	Enter the date you were discharged from the military.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Day must be valid for month; else error message, "The day you selected is not valid for the month you selected."  If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."
<i>Page Error Check:</i>	Required response; else error message, "You must provide your Military Discharge Date."  Must not be after <RDD>; else error message, "Your Discharge Date cannot be after <RDD>. Please correct either your Discharge Date or your U.S. Military Status as of <RDD>."  If Military Status is 'Served in the US military (active or reserve) discharged within the last year', date must not be before <RDD> minus 1 year; else error message, "Your U.S. Military Status as of <RDD> and your Discharge Date do not agree. Please fix one or the other."  If Military Status is 'Served in the US military (active or reserve) discharged over a year ago', date must be before <RDD> minus 1 year; else error message, "Your U.S. Military Status as of <RDD> and your Discharge Date do not agree. Please fix one or the other."
<i>Notes:</i>	AB2478 asks for government and educational entities to stop using the term "veteran" and start using "Served in the US military", as many former military members whom never saw combat do not associate themselves with being a "veteran", especially women. Supports California SB272, which as of 1/1/08 grants enrollment priority to veterans for 2 years after discharge from active duty.



*Data Element:*      residency: military\_discharge\_date



**Military Discharge Type**

<i>Question Text:</i>	Type of Discharge [menu]
<i>Conditions:</i>	Appears only if Military Status is one of the following: 4 - Served in the US military (active or reserve) discharged within the last year 5 - Served in the US military (active or reserve) discharged over a year ago
<i>Additional Text:</i>	None
<i>Response Options:</i>	Dropdown list: Select one Honorable Entry level separation (ELS) General Other Than Honorable (OTH) Clemency Discharge Bad Conduct (BCD) Dishonorable
<i>Hover Help:</i>	English: "Please select the type of military discharge that applies to you." [Spanish only: "Por favor seleccione el tipo de descarga military que se aplique a usted."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	<b>Required response</b> when Military Status is one of the following: 4 - Served in the US military (active or reserve) discharged within the last year 5 - Served in the US military (active or reserve) discharged over a year ago Error message if not selected "You must select your discharge type".
<i>Page Error Check:</i>	<b>Required response</b> when military status = 4 or 5, else error message, "You must select your discharge type".
<i>Notes:</i>	Supports AB2478: Recently Discharged Military: Act to amend Section 68075.5 of the Education Code, relating to public postsecondary education.
<i>Data Element:</i>	residency: discharge_type

**Military Legal Residence**

*Question Text:* [State of Legal Residence \(Military\)](#) [menu]

*Conditions:* Appears only if Military Status is one of the following:  
 2 - Currently active military  
 3 - Dependent spouse or child of currently active military  
 6 - Currently in Reserves or National Guard (non-active)

*Additional Text:* None

*Response Options:* Menu of U.S. states and territories plus "Foreign Country"

*Hover Help:* Select the Military State of Legal Residence for yourself or for your spouse or parent in the military.

*Pop-Up Help:* **State of Legal Residence and Home of Record**

In the military, your "State of legal residence" (also called "domicile") is the place you consider as your true, fixed, and permanent home. It is the state to which you officially intend to return after your military service.

"Home of record" is almost always the state where you first joined the military. "Home of record" is an accounting term used by the military to determine a number of military benefits, such as travel allowances, transportation expenses, travel time to report to duty, etc.

"Home of record" and "State of legal residence" are usually the same, because most people joining the military do so in the state that is their legal residence. However, "Home of record" and "State of legal residence" need not be the same.

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must select your State of Legal Residence (Military)."

*Notes:* None

*Data Element:* residency: military\_legal\_residence

## Military Home State

*Question Text:* [HomeofRecord](#)[menu]

*Conditions:* Appears only if Military Status is one of the following:  
2 - Currently active military  
3 - Dependent spouse or child of currently active military  
6 - Currently in Reserves or National Guard (non-active)

*Additional Text:*

*Response Options:* Menu of U.S. states and territories plus "Foreign Country"

*Hover Help:* Select the Military Home of Record for yourself or for your spouse or parent in the military.

*Pop-Up Help:* **State of Legal Residence and Home of Record**

In the military, your "State of legal residence" (also called "domicile") is the place you consider as your true, fixed, and permanent home. It is the state to which you officially intend to return after your military service.

"Home of record" is almost always the state where you first joined the military. "Home of record" is an accounting term used by the military to determine a number of military benefits, such as travel allowances, transportation expenses, travel time to report to duty, etc.

"Home of record" and "State of legal residence" are usually the same, because most people joining the military do so in the state that is their legal residence. However, "Home of record" and "State of legal residence" need not be the same.

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must select your Home of Record."

*Notes:*

*Data Element:* residency: military\_home\_state

## Military Home Country

<i>Question Text:</i>	Country of Record [menu]
<i>Conditions:</i>	Appears only if Home of Record is 'Foreign Country'.
<i>Additional Text:</i>	
<i>Response Options:</i>	Menu of Countries per ISO, not including United States
<i>Hover Help:</i>	Select the Country of Record for yourself or for your spouse or parent in the military.
<i>Pop-Up Help:</i>	
<i>Field Error Check:</i>	
<i>Page Error Check:</i>	Required selection; else error message, "You must select your Country of Record if your Home of Record is 'Foreign Country'."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: military_home_country
<i>Revision Log:</i>	~~

## Military: Stationed in California

- Question Text:* Currently Stationed in California?  
Yes [radio button] No [radio button]
- Conditions:* Appears only if Military Status is one of the following:  
2 - Currently active military  
3 - Dependent spouse or child of currently active military
- Additional Text:*
- Response Options:* As shown in *Question Text*.
- Hover Help:* Specify whether you, or your spouse or parent in the military, is currently stationed in California.
- Pop-Up Help:*
- Field Error Check:* None
- Page Error Check:* Required response; else error message, "You must indicate whether you (or your spouse/parent) is Currently Stationed in California."
- Notes:*
- Data Element:* residency: military\_ca\_stationed
- Revision Log:* ~~

## Military: Stationed in California for Ed Purposes

*Question Text:* Is your assignment in California for educational purposes for 30 days or more?

Yes [radio button] No [radio button]

*Conditions:* Appears only if answer to “Currently Stationed in California” = Yes:

*Additional Text:* Alt Question Text: Spouse/parent/dependent: “Is the military member's assignment in California for educational purposes for 30 days or more?”

Yes [radiobutton] No [radio button]

*Response Options:* As shown in *Question Text*.

*Hover Help:* “Is the currently active military member (or spouse/parent/dependent) stationed in California is for educational purposes for 30 days or more?”

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required response if “Currently Stationed in California = Yes; else error message, “You must specify whether you (or your spouse/parent/dependent) is stationed in California for educational purposes for 30 days or more.”

*Notes:* This question was previously removed from CCCApply (Xap) in 2011, citing Legal Opinion 10-05. However, when correctly interpreted, in this case federal law trumps state law – providing the current military member (or spouse/dependent) has been assigned to CA for education purposes for **more than 30 days**.

*Data Element:* residency: military\_stationed\_ca\_ed

## Residency

### Conditionality of the Residency Page

The Residency page will have no questions if user has a Visa type that does not allow residency, as indicated in the [Table of Visa Types](#) ('no' in the third column).

When conditions indicate the Residency page has no questions, the page and tab will be hidden. If the Residency page had previously been completed or partially completed and then data is changed on the Citizenship/Military page that causes the Residency page to be hidden, then the data on the Residency page will be blanked out.

The '*Conditions*' indicated in the tables for questions on the Residency page do not include the conditions under which the page will have no questions.

### Conditional Wording on the Residency Page

Most questions on the Residency page have two forms:

They are asked of the applicant if the applicant *is not* subject to the care and control of a parent or guardian.

They are asked of the parent or guardian if the applicant *is* subject to the care and control of a parent or guardian

For such questions, the exact wording of hover help and error messages generally will also be conditional based on whether or not the applicant is subject to the care and control of a parent or guardian. In the tables for Residency questions, a variable such as <you/your parent or guardian> will indicate conditional wording for hover help and error messages.

## California Resident for 2 Years

<i>Question Text:</i>	Have you lived in California continuously since <RDD minus 2 years>? [radio button] Yes [radio button] No
<i>Conditions:</i>	Always appears  If Subject to Parent/Guardian is 'Yes', question text will begin: "Has your parent or guardian lived in California ..."
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	Click 'Yes' if <you have/your parent or guardian has> lived in California since <RDD minus 2 years>, disregarding temporary absences for education, business, or vacation. Otherwise, click 'No'. "Click 'Yes' if you have lived in California since <RDD minus 2 years>, disregarding temporary absences for education, business, or vacation. Otherwise, click 'No'."
<i>Pop-Up Help:</i>	<b>Residence in California</b> When determining the length of time lived continuously in California, disregard absences from California for education, business, or vacation that did not affect your intent to maintain residency in California and did not involve activities as a resident of another state.
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required response; else error message, "You must specify whether or not <you have/your parent or guardian has> lived in California since <RDD minus 2 years>."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_res_2_years



## Date Stay in California Began

- Question Text:* When did your CURRENT stay in California begin?  
 Month Day Year  
 [menu] [menu] [textbox] yyyy
- Conditions:* Appears only if California Resident for 2 Years is 'No'.  
 If Subject to Parent/Guardian is 'Yes', question text will be: "When did your parent's or guardian's CURRENT stay in California begin?"
- Additional Text:* None
- Response Options:* Date: mm/dd/yyyy
- Hover Help:* Specify the first day of <your/your parent's or guardian's> current stay in California, disregarding temporary absences for education, business, or vacation.
- Pop-Up Help:* None
- Field Error Check:* Day must be valid for month; else error message, "The day you selected is not valid for the month you selected."  
 If mm/dd is February 29, year must be a leap year; else error message, "The day you selected is not valid for the year you entered."  
 Must be after <RDD> minus 2 years; else error message, "You have indicated that you have not lived in California continuously since <RDD minus 2 years>, but the date you entered for the beginning of your current stay in California is before <RDD minus 2 years>. Please correct the incorrect response."  
 Must not be after <current\_date>; else error message, "For the beginning of your current stay in California, you cannot enter a date after <current\_date>. Please correct the date or check 'Not yet arrived in California.'"
- Page Error Check:* Required response unless Not Yet Arrived in California is checked; else error message, "You must specify the date <you/your parent or guardian> arrived in California, or check 'Not yet arrived in California'."
- Data Element:* residency: ca\_date\_current

## Not Yet Arrived in California

<i>Question Text:</i>	[checkbox] NotyetarrivedinCalifornia
<i>Conditions:</i>	Appears only if California Resident for 2 Years is 'No'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Checked or Unchecked
<i>Hover Help:</i>	Checkthisboxif <youare/yourparentorguardianis> notyetlivingin California.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	Checking this box clears and disables (grays out?) the month, day, and year fields.
<i>Data Element:</i>	residency: ca_not_arrived

## State College Employee

<i>Question Text:</i>	<p>Are you or your spouse a full-time employee of any of the following colleges/universities?</p> <ul style="list-style-type: none"> <li>• California Community College</li> <li>• California State University or College</li> <li>• University of California</li> <li>• Maritime Academy</li> </ul> <p>[radiobutton] Yes   [radio button] No</p>
<i>Conditions:</i>	<p>Always</p> <p>If Subject to Parent/Guardian is 'Yes', question text will begin: "Is your parent or guardian a full-time employee ..."</p>
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	<p>"Click Yes if &lt;you or your spouse/your parent or guardian&gt; is a full-time employee of one of the listed institutions. Otherwise, click No."</p> <p><i>[Spanish: "Haga clic en Yes si &lt;usted/o cónyuge/padre o guarda&gt; están como empleado de tiempo completo con credenciales de una escuela pública de California y se están inscribiendo en este colegio para los propósitos de cumplimiento de requisitos relacionados con la credencial. De lo contrario, haga clic en No."]</i></p>
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must indicate whether or not <you or your spouse/your parent or guardian> is a full-time employee of one of the listed colleges/universities."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_college_employee

## Public School Employee

*Question Text:* Are you a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements?

[radiobutton] Yes [radio button] No

*Conditions:* Always

*Additional Text:* None

*Response Options:* As shown in *Question Text*.

*Hover Help:* "Click Yes if <you/or spouse/parent or guardian> are a full-time credentialed employee of a California public school and you are enrolling at this college for purposes of fulfilling credential-related requirements. Otherwise, click No."

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must indicate whether or not you are a full-time credentialed employee of a California public school enrolling in college for purposes of fulfilling credential-related requirements."

*Notes:* None

*Data Element:* residency: ca\_school\_employee

## Seasonal Agricultural Worker

*Question Text:* Have you been employed as a seasonal agricultural worker for at least a total of two months in each of the past two years?

[radiobutton] Yes [radio button] No

*Conditions:* Always

If Subject to Parent/Guardian is 'Yes', question text will begin: "Has your parent or guardian been employed ..."

*Additional Text:* None

*Response Options:* As shown in *Question Text*.

*Hover Help:* "Click Yes if <you have/your parent or guardian has> been employed as a seasonal agricultural worker for two months or more in each of the past two years. Otherwise, click No."

[Spanish: "Haga clic en Yes si <usted/su padre o guarda > han sido empleado como un trabajador de agricultura temporal durante dos meses o más en cada uno de los últimos dos años. De lo contrario, haga clic en No."]

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must indicate whether or not <you have/your parent or guardian has> been employed as a seasonal agricultural worker for at least a total of two months in each of the past two years."

*Notes:* None

*Data Element:* residency: ca\_seasonal\_ag

**Foster Youth in California** (Question ONLY is Obsolete. Data field is used in Residency Algorithm)

*Question Text:* ~~Are you now, or have you ever been, a dependent or ward of the state through California's child welfare system?~~

*Conditions:* Appears only if Date of Birth is after <RDD> minus us 20 years.

*Additional Text:* None

*Response*

*Options:*

*Hover Help:* ~~Click Yes if you are now, or have ever been, in foster care or a ward of the court under the authority of the California child welfare system. Otherwise, click No.~~

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* ~~Required selection; else error message, "You must indicate whether or not you are now, or have ever been, a dependent or ward of the state through California's child welfare system."~~

*Notes:* This question became obsolete was removed from the application based on new requirements for AB 194 and MIS SG03. This db field is still being populated and used in the residency algorithm. See the *CCCApply Data Element Dictionary* for California Foster Youth field and see the how the logic is calculated for this field and other related Foster Youth fields, such as foster\_youth\_mis and foster\_youth\_priority.

*Data Element:* residency: ca\_foster\_youth

## Foster Youth Status

*Question Text:* Have you ever been in court ordered Foster Care?  
(See additional text below)

*Conditions:* Always

*Additional Text:* Please select one of the following:  
Your response will help the college to provide additional resources or benefits and will not affect your admission to college.

1. I am currently in Foster Care in California.
2. I was previously in Foster Care in California, and aged out or emancipated from the system.
3. I am currently in Foster Care in a system outside California.
4. I was previously in Foster Care in a system outside California, and aged out or emancipated from the system.
5. I was previously in Foster Care, but did not age out or emancipate from the system.

*Response Options:* Required fields:  
For the **Yes/No** question, if not selected, error message is “Please indicate if you have ever been in Foster Care.”  
When the Yes/No question = Yes, one of the options must be selected.  
If no option is selected, error message is “Please select one of the Foster Care options.”

*Hover Help:* "Please indicate whether or not you have ever been placed in court-ordered Foster Care."  
[Spanish: "Por favor indique, si o no ha estado alguna vez colocado en Cuidado Adoptivo ordenado por el tribunal."]

*Pop-Up Help:* The “court ordered Foster Care” link renders a help pop-up which reads:

### **Court-Ordered Foster Care**

You have been in Foster Care if, by order of a court, you have been placed in a family or group home within a foster care system.

Foster Care includes, but is not limited to, placement in care under the supervision of the Juvenile Court Delinquency Division. As long as you were placed within the foster care system by order of a court, you were in Foster Care. Having a legal guardian does not necessarily mean that you have been in Foster Care.

You ‘aged out’ of Foster Care if you were in Foster Care when you turned 18.

You were emancipated if, while you were in Foster Care and under 18 years old, a court granted your independence as an

## Application Form Specification

• • •

'emancipated minor'.

*Field Error Check:* None

*Page Error Check:* None

*Notes:* Question revised in 2013. See *CCCApply Submission Calculations Service Residency: Area B logic, Step 4*.  
AB669 approved in 2009.

*Data Element:* residency: foster\_youth\_status



## Residency Outside California for Taxes

*Question Text:* Since <RDD minus 2 years>, have you declared residency in another state for state income tax purposes?

[radiobutton] Yes [radio button] No

*Conditions:* Always; If Subject to Parent/Guardian is 'Yes', question text will begin: "Since <RDD minus 2 years>, has your parent or guardian declared residency ..."

*Additional Text:* None

*Response* As shown in *Question Text*.

*Options:*

*Hover Help:* "Click Yes if, since <RDD minus 2 years>, <you have/your parent or guardian has> filed an income tax return as a resident of a state other than California. Otherwise, click No."

[Spanish: "Haga clic en Yes si <RDD minus 2 years>, <si usted/su padre o guarda> presentó una declaración de impuestos como residente de un estado que no sea California. De lo contrario, haga clic en No."]

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* Required selection; else error message, "You must indicate whether or not <you have/your parent or guardian has> declared residency in another state for state income tax purposes."

*Notes:* None

*Data Element:* residency: ca\_outside\_tax

## Residency Outside California for Taxes: Year

<i>Question Text:</i>	If Yes, what was the most recent year? [textbox]
<i>Conditions:</i>	Appears only if Residency Outside California for Taxes is 'Yes'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Four-digit year.
<i>Hover Help:</i>	"Enter the year in which <you/your parent or guardian> most recently filed an income tax return as a resident of a state other than California." [Spanish: "Entre el año en que <usted/su padre o guarda> más recientemente presentó una declaración de impuestos como residente de un estado que no sea California."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Must be year portion of <RDD>, <RDD minus 1 year>, or <RDD minus 2 years>; else error message, "For '<have you/has your parent or guardian> declared residency in another state for state income tax purposes', the year must be between <RDD year minus 2 years> and <RDD year>."
<i>Page Error Check:</i>	Required response; else error message, "You must specify the year that <you/your parent or guardian> declared residency in another state for state income tax purposes."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_tax_year

## Registered To Vote Outside California

<i>Question Text:</i>	Since <RDD minus 2 years>, have you registered to vote in another state? [radiobutton] Yes [radio button] No
<i>Conditions:</i>	Always If Subject to Parent/Guardian is 'Yes', question text will begin: "Since <RDD minus 2 years>, has your parent or guardian registered to vote in another state?"
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	"Click Yes if, since <RDD minus 2 years>, <you have/your parent or guardian has> registered to vote in a state other than California. Otherwise, click No." [Spanish: "Haga clic en Yes si, desde <RDD minus 2 years>, <si usted/su padre o guarda han> registrado para votar en un estado que no sea California. De lo contrario, haga clic en No."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must indicate whether or not <you have/your parent or guardian has> registered to vote in another state."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_voted

## Registered To Vote Outside California: Year

<i>Question Text:</i>	If Yes, what was the most recent year? [textbox]
<i>Conditions:</i>	Appears only if Registered To Vote Outside California is 'Yes'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Four-digit year.
<i>Hover Help:</i>	"Enter the year in which <you/your parent or guardian> most recently registered to vote in a state other than California." [Spanish: "Entre el año en que <usted/su padre o guarda> más recientemente registro para votar en un estado que no sea California."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Must be year portion of <RDD>, <RDD minus 1 year>, or <RDD minus 2 years>; else error message, "For '<have you/has your parent or guardian> registered to vote in another state', the year must be between <RDDyear minus 2 years> and <RDDyear>."
<i>Page Error Check:</i>	Required response; else error message, "You must specify the year that <you/your parent or guardian> registered to vote in another state."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_voted_year

## Residence for College Outside California

<i>Question Text:</i>	Since <RDD minus 2 years>, have you declared residency at an out-of-state college or university?  [radiobutton] Yes    [radio button] No
<i>Conditions:</i>	Always  If Subject to Parent/Guardian is 'Yes', question text will begin: "Since <RDD minus 2 years>, has your parent or guardian declared residency ..."
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	"Click Yes if, since <RDD minus 2 years>, <you have/your parent or guardian has> declared residency at a college or university in a state other than California. Otherwise, click No." [Spanish: "Haga clic en Yes si, desde <RDD minus 2 years>, <si usted/su padre o guarda han> declarado residencia en un colegio o Universidad en un estado que no sea California. De lo contrario, haga clic en No."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must indicate whether or not <you have/your parent or guardian has> declared residency at an out-of-state college or university."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_college

**Residence for College Outside California: Year**

<i>Question Text:</i>	If Yes, what was the most recent year? [textbox]
<i>Conditions:</i>	Appears only if Residence for College Outside California is 'Yes'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Four-digit year.
<i>Hover Help:</i>	<p>“Enter the year in which &lt;you/your parent or guardian&gt; most recently declared residency at a college or university in a state other than California.”</p> <p>[Spanish: "Entre el año en que &lt;usted/su padre o guarda&gt; más recientemente declaró residencia en un colegio o Universidad en un estado que no sea California."]</p>
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Must be year portion of <RDD>, <RDD minus 1 year>, or <RDD minus 2 years>; else error message, “For ‘<have you/has your parent or guardian> declared residency at an out-of-state college or university’, the year must be between <RDDyear minus 2 years> and <RDDyear>.”
<i>Page Error Check:</i>	Required response; else error message, “You must specify the year that <you/your parent or guardian> declared residency at an out-of-state college or university.”
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_college_year

**Lawsuit Outside California**

<i>Question Text:</i>	Since <RDD minus 2 years>, have you petitioned for a lawsuit or a divorce as a resident in another state?  [radiobutton] Yes    [radio button] No
<i>Conditions:</i>	Always  If Subject to Parent/Guardian is 'Yes', question text will begin: "Since <RDD minus 2 years>, has your parent or guardian petitioned ..."
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	"Click Yes if, since <RDD minus 2 years>, <you have/your parent or guardian has> petitioned for a lawsuit or a divorce as a resident in a state other than California. Otherwise, click No." [Spanish: "Haga clic en Yes si, desde <RDD minus 2 years>, <si usted/su padre o guarda> presentó una demanda o un divorcio como residente en un estado que no sea California. De lo contrario, haga clic en No."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required selection; else error message, "You must indicate whether or not <you have/your parent or guardian has> petitioned for a lawsuit or a divorce as a resident in another state."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_lawsuit

**Lawsuit Outside California: Year**

<i>Question Text:</i>	If Yes, what was the most recent year? [textbox]
<i>Conditions:</i>	Appears only if Lawsuit Outside California is 'Yes'.
<i>Additional Text:</i>	None
<i>Response Options:</i>	Four-digit year.
<i>Hover Help:</i>	"Enter the year in which <you/your parent or guardian> most recently petitioned for a lawsuit or a divorce as a resident in a state other than California." [Spanish: "Entre el año en que <usted/su padre o guarda> más recientemente presentó una demanda o un divorcio como residente en un estado que no sea California."]
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	Must be year portion of <RDD>, <RDD minus 1 year>, or <RDD minus 2 years>; else error message, "For '<have you/has your parent or guardian> petitioned for a lawsuit or a divorce as a resident in another state', the year must be between <RDD year minus 2 years> and <RDD year>."
<i>Page Error Check:</i>	Required response; else error message, "You must specify the year that <you/your parent or guardian> petitioned for a lawsuit or a divorce as a resident in another state."
<i>Notes:</i>	None
<i>Data Element:</i>	residency: ca_outside_lawsuit_year



## Needs & Interests

### Storage of Responses in Database

Data storage for the responses on the Needs & Interests page is different than for other pages of the CCCApply online application. For each positive response made on the page, a row is stored in the Application\_NI table with the appropriate 'ni\_id' as indicated in the *Table of NI\_ID Values* below.

When an application is in progress (i.e. the student has not yet submitted their application) responses to the CCCApply application needs and interests questions are handled by the needs\_and\_interests and application\_ni tables. Once the student submits their application, their responses to the needs and interests questions are then mapped and stored in their corresponding columns in the submitted\_application table (i.e. a response to "Comfortable with English" is stored in the comfortable\_english column in the submitted\_application table, and is available for download). See the Download Client guide for further details about downloadable needs and interests fields.

*Note:* A "positive response" is defined as a response that could lead to follow-up action by a college. In almost all cases, this means a Yes answer or a checkbox checked. However, for the question about comfort reading/writing English, No is the positive response because it is the response that could trigger the college to provide information about programs or services for those who might need some help with English.

**Table of NI\_ID Values**

ni_id	Question
1	Comfortable with English = No
2	Financial Aid Info = Yes
3	Receiving TANF, SSI, General Assistance = Yes
4	<del>Foster Youth = Yes</del> (No longer appears in N&I table)
5	Athletic Interest = Yes, including intercollegiate
6	Athletic Interest = Yes, but not intercollegiate
7	Academic Counseling/Advising = Yes (checked)
8	Basic Skills (reading, writing, math) = Yes (checked)
9	CalWorks = Yes (checked)
10	Career Planning = Yes (checked)
11	Child Care = Yes (checked)
12	Counseling - Personal = Yes (checked)
13	DSPS - Disabled Student Programs and Services = Yes (checked)

# Application Form Specification

• • •

18	Employment Assistance = Yes (checked)
14	EOPS - Extended Opportunity Programs and Services = Yes (checked)
15	ESL - English as a Second Language = Yes (checked)
16	Health Services = Yes (checked)
17	Housing Information = Yes (checked)
19	Online Classes = Yes (checked)
20	Re-entry Program (after 5 years out) = Yes (checked)

## Application Form Specification



21	Scholarship Information = Yes (checked)
22	Student Government = Yes (checked)
23	Testing, Assessment, Orientation = Yes (checked)
24	Transfer Information = Yes (checked)
25	Tutoring Services = Yes (checked)
26	Served in the US military Services = Yes (checked)



## Comfortable with English

<i>Question Text:</i>	Are you comfortable reading and writing English? Yes [radio button, clearable] No [radiobutton, clearable]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	Indicate whether or not you are comfortable reading and writing English.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	<p>We should change the heading of this section. The question is not really about “Main Language”.</p> <p>Per MIS, this question was originally designed to ask for “Primary language” with drop-down menu of options. That data was dropped by MIS as potentially discriminatory; all colleges needed to know was which students might benefit from language-assistance services. In original Live implementation, the question was: “Is English your primary language?” In 2003, the current form of the question was implemented to better identify applicants who might need language assistance. Response has always been optional.</p>
<i>Data Element:</i>	See <a href="#">Table of NI ID Values</a> .

## Application Form Specification

...

### Financial Aid Info

<i>Question Text:</i>	Are you interested in receiving information about money for college? Yes [radio button, clearable]    No [radiobutton, clearable]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	Indicate whether or not you would like to receive information about money for college.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	None
<i>Data Element:</i>	See <a href="#">Table of NI ID Values</a> .

## Receiving TANF, SSI, General Assistance

<i>Question Text:</i>	Are you receiving TANF, SSI, or General Assistance? Yes [radio button, clearable] No [radiobutton, clearable]
<i>Conditions:</i>	Always
<i>Additional Text:</i>	None
<i>Response Options:</i>	As shown in <i>Question Text</i> .
<i>Hover Help:</i>	“Indicate whether or not you are receiving TANF, SSI, or General Assistance.”
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	None
<i>Notes:</i>	None
<i>Data Element:</i>	See <a href="#">Table of NI ID Values</a> .

## Athletic Interest

**Question Text:** Are you interested in participating in a sport while attending college?  
 Yes, I am interested in one or more sports, including the possibility of playing on an [intercollegiate team](#).  
 Yes, I am interested in [intramural or club sports](#), but not in playing on an intercollegiate team.  
 No, I am not interested in participating in a sport (beyond taking P.E. classes).

**Conditions:** Always

**Additional Text:** *(Your response does not obligate you in any way. To be eligible to participate on an intercollegiate team, you must be enrolled in at least 12 units.)*

**Response Options:** As shown in *Question Text*.

**Hover Help:** Indicate whether or not you are interested in participating in sports (other than P.E. classes) while attending college.

**Pop-Up Help:** **Levels of College Sports**  
 California Community Colleges generally offer the opportunity to participate in sports at various levels, though not all colleges offer sports at all levels.  
 At the highest level, **intercollegiate** teams (also called ‘varsity teams’) represent the college in competition against other colleges, typically in conferences under the authority of the California Community Colleges Athletic Association (CCCCAA). For more about this level of college sports, see the website for the CCCCCAA ([www.cccaasports.org](http://www.cccaasports.org) {*hyperlink opens in another tab/window*}) and the college’s website. {*replace ‘the college’s website’ with ‘the <CollegeName> website (<URL/hyperlink>’ if feasible*}  
**Intramural** and **club** sports allow students to participate at a less rigorous level than the intercollegiate teams and/or to play a sport for which the college does not field an intercollegiate team. In **intramural** sports, several teams from the college play each other in college-sponsored competitions. In **club** sports, the clubs are sanctioned by the college but make or find their own opportunities for competition.

**Field Error Check:** None



## Application Form Specification

• • •

*Page Error Check:* Required selection; else error message, “You must specify whether or not you are interested in participating in a sport while attending college.”

*Notes:* This question is intended to be used as a key for determining which applicants will receive a Title IX survey from the college.

*Data Element:* See [Table of NI ID Values](#).

## Programs and Services

*Question Text:* Check the programs and services in which you are interested.  
(Not all college campuses offer every program and service listed.)

- Academic Counseling/Advising
- Basic Skills (reading, writing, math)
- CalWorks
- Career Planning
- Child Care
- Counseling - Personal
- DSPS - Disabled Student Programs and Services
- Employment Assistance
- EOPS - Extended Opportunity Programs and Services
- ESL - English as a Second Language
- Health Services
- Housing Information
- Online Classes
- Re-entry Program (after 5 years out)
- Scholarship Information
- Student Government
- Testing, Assessment, Orientation
- Transfer Information
- Tutoring Services
- Served in the US military Services

*Conditions:* Always

*Additional Text:* None

*Response Options:* Checked or Unchecked (each checkbox)

*Options:*

*Hover Help:* Check the boxes for any programs or services that you are interested in.

*Pop-Up Help:* None

*Field Error Check:* None

*Page Error Check:* None

*Notes:* None

*Data Element:* One NI\_ID for each checkbox. See [Table of NI\\_ID Values](#).

## Request for Consent

### Consent to Release Information

*Question Text:* The community colleges you attend and the Chancellor’s Office of the California Community Colleges request your help. We ask that you agree to allow us to release necessary personal information about you to various agencies and organizations so we can do research, plan programs and offer special services to you (such as transfer opportunity information or state financial aid). If you do agree to give your consent, your information will not be sold, used for commercial purposes, released to the public, or given to other government agencies for purposes of determining benefits (other than financial aid), except where specifically required by law. In addition, if you do consent to release of your information, those organizations and agencies to which your information is given are prohibited by law from using it for any unauthorized purpose or releasing it to anyone else. If you do not give your consent, personal information about you will not be shared with other organizations or agencies except where allowed by law. You should also know that, answering “no” to this question will not prevent release of certain “directory information” about you. To learn more about directory information or how to block its release, see the [Privacy Policy](#).

I authorize the Chancellor’s Office, California Community Colleges, and the community colleges I am attending to release necessary personal information contained in my education records, including my Social Security number, for the purposes described in the [Full Statement of Consent](#):

[radio button] Yes, I consent      [radio button] No, I do not consent

*Conditions:* Always

*Additional Text:* Be sure to read the [Full Statement of Consent](#) before deciding whether or not to grant your consent. To change your authorization, notify the college admissions office in writing.

*Response Options:* As shown in *Question Text*.

*Hover Help:* “Please specify whether or not you consent to the release of the personal information in your educational record for research and analysis purposes.”

*Pop-Up Help, Privacy Policy:* **Privacy Policy**  
TBD

*Pop-Up Help: Full Statement of* **Full Statement of Consent**

## Application Form Specification

• • •

<i>Consent:</i>	<p>CCCApply asks you to give your consent to release of personal information about you. If you give consent to release of your information, you will be authorizing the Chancellor's Office, California Community Colleges, and the community colleges you are attending to release necessary personal information contained in your education records, including your Social Security number, for the following purposes:</p> <ul style="list-style-type: none"><li>To federal or state agencies to evaluate jointly administered programs or to comply with reporting requirements;</li><li>To data matching services to measure student success in transferring to four-year colleges or universities;</li><li>To colleges, universities, or government agencies to promote outreach to students and to enhance transfer;</li><li>To the California Student Aid Commission to facilitate the award of financial aid; and</li><li>To organizations or agencies assisting the Chancellor's Office or the community colleges you attend with research and analysis.</li></ul>
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Request response; else error message, "You must indicate whether or not you give your consent."
<i>Notes:</i>	<p>The Consent Question is required by the Legal Counsel of the CCC Chancellor's Office. The text, prompt, data value, access, and handling are defined by Legal Counsel and any changes require approval by Legal Counsel.</p> <p>This data is expected to be propagated throughout student information systems over time and circulate to the Chancellor's Office through MIS reporting. Accommodating this data item is likely to be mandated in the future.</p> <p>Consent is not required for the applicant to submit the application.</p>
<i>Data Element:</i>	application: consent_indicator

## Supplemental Questions

On the Supplemental Questions page, the applicant answers supplemental questions posted by the individual college in the Administrator tool. Supplemental Questions are optional. The questions, valid values, value descriptions, and edit characteristics are all specified by the individual college. Responses are included in the application download file to the college and will appear in the Report Center for reporting purposes.

## Application Submittal

### E-Signature Confirmation

<i>Question Text:</i>	[checkbox] By checking here, I, <applicant full name>, declare that: <ul style="list-style-type: none"> <li>• All of the information in this application pertains to me.</li> <li>• Under penalty of perjury, the statements and information submitted in this online admission application are true and correct.</li> <li>• I understand that falsification, withholding pertinent data, or failure to report changes in residency may result in District action.</li> <li>• I understand that all materials and information submitted by me for purposes of admission become the property of &lt;college name&gt;.</li> </ul>
<i>Conditions:</i>	Always
<i>Additional Text:</i>	You are about to submit your application to <college name>. NO CHANGES can be made to your application once it is submitted. California state law* allows you to submit your application and residency information online with an electronic signature verification. Your completion of this page will provide the necessary verification for electronic submission. The security and privacy of the information in your submitted application are protected as described in the CCCApply <a href="#">Privacy Policy</a> .  *Section 54300 of subchapter 4.5 of chapter 5 of division 6 of title 5 of the California Code of Regulations.
<i>Response Options:</i>	Box must be checked.
<i>Hover Help:</i>	You must check the box to indicate agreement to the declarations regarding your application.
<i>Pop-Up Help, Privacy Policy:</i>	<b>Privacy Policy</b> TBD
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required response; else error message, "You cannot submit your application unless you indicate agreement to the declarations regarding your application."
<i>Notes:</i>	This response serves as the applicant's electronic signature.
<i>Data Element:</i>	application: esignature

## Financial Aid Acknowledgement

<i>Question Text:</i>	[checkbox] By checking here, I, <applicant full name>, acknowledge understanding that: <ul style="list-style-type: none"> <li>• Federal and state financial aid programs are available and may include aid in the form of grants, work study, and/or any available student loans. I am aware that I may apply for assistance for up to the total cost of my education including enrollment fees, books &amp; supplies, transportation, and room and board expense.</li> <li>• I may apply for financial assistance if I am enrolled in an eligible program of study (certificate, associate degree, or transfer), and may receive aid if qualified, regardless of whether I am enrolled full-time or part-time.</li> <li>• Financial aid program information and application assistance are available in the financial aid office at the college. The application is also available on-line.</li> </ul>
<i>Conditions:</i>	Always
<i>Additional Text:</i>	<i>Note: CCCApply will provide links to financial aid information and applications after you submit this application. You can also find financial aid information at <a href="http://www.icanaffordcollege.com">http://www.icanaffordcollege.com</a>, and on most college websites.</i>
<i>Response Options:</i>	Box must be checked.
<i>Hover Help:</i>	You must check this box to acknowledge understanding the statements about financial aid.
<i>Pop-Up Help:</i>	None
<i>Field Error Check:</i>	None
<i>Page Error Check:</i>	Required response; else error message, "You cannot submit your application unless you acknowledge understanding the statements about financial aid."
<i>Notes:</i>	These financial aid acknowledgements are required per California state law.
<i>Data Element:</i>	application: ack_fin_aid

## Change Log

Rev.	Date	Author	Changes
0.1	7/11/11	M. Howell	Partial first draft, not reviewed by anyone else.
0.1A	7/12/11	M. Howell	Partial first draft, not reviewed by anyone else.
0.1B	7/13/11	M. Howell	Partial first draft, not reviewed by anyone else.
0.1C	7/17/11	M. Howell	Partial first draft, not reviewed by anyone else.
1.0	7/22/11	M. Howell	Completed first draft, not reviewed by anyone else. Separate table rows for Field and Page Error Checking.
1.01	9/7/11	T. McCune M. Howell	Added "Received a Certificate of California High School Proficiency" to condition list for "Have you received a diploma or certificate..." question.
1.1	?	M. Howell	For Visa Type, changed 'Other or None' option to simply 'Other', affecting page error check. Added ni_id values to <u>Table of NI_ID Values</u> .
1.1	9/22/11	T. McCune	Merged Mark and Terry's versions of the docs.
1.2	10/20/11	T. McCune	Updated conditionality for Residency page to hide page when it is not required.
1.2	10/31/11	T. McCune	Updated second valued for Enrollment status to read "First time at this college; have attended another college". The previous value was for the internal meaning which is "Transfer student from another college".
1.3	04/02/12	T. McCune	Added two validation rules to Last High School Attended: Country.
1.4	04/23/12	T. McCune	Added variable to validation message for California Resident for 2 years question.
1.5	5/21/2012	T. McCune	Modified No Documents field to not allow selection of Other as a valid selection when No Documents is checked. Also changed the error message.
1.6	5/24/2012	T. McCune	Added two additional display and validation checks for the Military Status field under the "page error checks" section, New Requirements.
1.7	06/25/2012	T. McCune	1. Made obsolete the Foster Youth Question on Residency page. Still using the database field. 2. Added the new Foster Youth Question to the Residency page. 3. Also, updated the requirement for Public School Employee to NOT be subject to parent/guardian condition (i.e. – wording is always the same).
1.8	07/09/2012	T. McCune	Streamlined the Graduated from California High School question.
1.9	08/03/2012	T. McCune	Updated the intended major field with the required logic for how to populate the dropdown list.
1.10	08/27/2012	T. McCune	Updated error message for Visa Issue Date.
1.11	11/06/2012	T. McCune	Added District Applications section which defines restricting district applications to one college within a district for a given term.
1.12	01/02/2013	T. McCune	Made changes to the "Subject to Parent/Guardian" section. Adjust error message, made reference to screen mockup for screen wording, added pop-up help for Self-Supporting, updated the data element name to dependent_status.
1.13	02/22/2013	T. McCune	Made a bunch of cleanup changes as I created the Field Edit testing document.
1.14	03/01/2013	T. McCune	Removed edit that prevents high school completion date from



## Application Form Specification

• • •

			being after RDD.
1.15	03/22/2013	T. McCune	Corrected edit and message for college degree date.
1.16	4/18/2013	T. McCune	1. Added expulsion question to the colleges attended section (CR 2013-16) 2. Added Discharge type to Military section of Citizenship/Military page. (CR 2013-17).
1.17	5/14/2013	T. McCune	Changed the requirements for the visa issue and expiration dates to only require these fields if the corresponding field has been entered. These are <b>optional</b> fields when a visa type or ARN is selected. This was an error in the specification when it was translated from XAP.
1.18	07/15/2013	T. McCune	Removed "Other" as an option for Gender. This was an error in the specification.
1.19	07/20/2013	T. McCune	Corrected name for college expelled status to match the name in the database table. Remove "Part 2" from doc name.
1.20	09/04/2013	T. McCune	Added new fields for AB620 (Sexual orientation, Gender identity, and Gender expression Questions).
1.21	12/5/14	P. Donohue (CR2014-73)	Removed value "D = Obtain a 2-year technical degree without transfer" from [application: ed_goal] from drop down responses, per MIS SS01
1.22	12/5/14	P. Donohue (CR2014-02C)	Added new SSN/TIN, SSN_Type, SSN_No specifications to this document.
1.23	12/5/14	P. Donohue (CR2014-34)	Added new question and download field to Military section: "Stationed in CA for Ed Purposes for 30 Days or more." Data field: [military_stationed_ca_ed]. See new Integrity Flag 65. Affects Area C logic (See Residency Area C Logic in Submission Calculations document.)
1.24	12/5/14	P. Donohue (CR 2014-44)	Updated VISA Types Table (Table F) with federal/state revisions per CCCCO Legal Opinion 13-05. Updated Residency logic (see Submission Calculations document) to reflect VISA types now eligible for residency and/or no longer eligible for residency. VISA Types T1-5 and U1-5 approved for AB540 eligibility (AB8133).
1.25	12/5/14	P. Donohue (CR2014-14)	Replaced all references of the term "veteran" to "served in the US military" in compliance with AB258.
1.26	12/5/14	P. Donohue (CR2014-70)	Added term start and end dates to the Term descriptions that appear in the drop down menu.
1.27	12/5/14	P. Donohue (CR2014-24)	Revised Entry Level/Enrollment Status question (prompt text, title & hover help) to College Enrollment Status"
1.28	3/27/15	OPENAPPLY-2090	Added Spanish hover help to College Enrollment Status question
1.29	3/27/15	OPENAPPLY-2189	Per MIS SB11, added error validation to HS Ed Level and College Enrollment Status fields to check birthdate against the <RDD>. If applicant is age 22 or older at <RDD>, then the response option "Enrolled in high school (or lower grades) and college at the same time" will not display in drop down for <hs_ed_level> field AND the option "1 = Will be enrolling in high school (or lower grades) and college at the same time" will not display in drop down for <enroll_status> field.
1.30	3/27/15	OPENAPPLY-2307 OPENAPPLY-2308	Replaced the hover help language in the School Finder (High School Name and College Name fields) with 508 compliant hover help text in English and Spanish that can be read clearly by supported screen readers. Passed 508 compliancy and screen reader accessibility review.
1.31	3/27/15	OPENAPPLY-2191	Corrected the hover help language for the Foster Youth Status

## Application Form Specification

• • •

		OPENAPPLY-2193	field on the residency page. English and Spanish.
1.32	3/27/15	CCCFEDID-1548 CCCFEDID-1527	Added English and Spanish hover help to ssn, ssn_type, and ssn_noform tables.
1.33	3/27/15	OPENAPPLY-2192 OPENAPPLY-2190	Updated English and Spanish hover help for Military Discharge Type.
1.34	3/27/15	OPENAPPLY-2190 OPENAPPLY-2136	Added English and Spanish hover help to questions on the Residency page.
1.35	3/27/15	OPENAPPLY-2199	Added validation edit that prevents High School Completion Date from being after RDD.
1.36	3/27/15	OPENAPPLY-2114	Corrected the validation for Date Stay Began in California to check (residency:ca_stay_began) response date entered against the <CURRENT DATE> instead of the <RDD>. This will allow students to apply after the start of the term for a late starting course. Must not be after <current_date>; else error message, "For the beginning of your current stay in California, you cannot enter a date after <current_date>. Please correct the date or check 'Not yet arrived in California.'"
1.37	6/19/15	D. Bishop	Updated Needs & Interests section with language to clarify that the application_ni and needs_and_interests tables are only used for "in progress" applications and that upon application submit, the values are mapped into the associated columns in the submitted_application table.