

How to submit AB540 CA Nonresident Tuition Exemption

This document provides a step-by-step guide for an out-of-state student to submit AB540 CA non-resident tuition exemption through the student portal in the Campus Solution.

Step 1: Log in to student self-service account

Log in to the student portal and click Campus Solution (CS) or go to <https://sa.peralta.edu> to log in. Go to **Admissions & Records eForm** tile, then click **Create a new eForm** (**blue button**) on the upper left corner to create a request.

The image shows two screenshots of the Peralta Campus Solutions (CS) System. The left screenshot is the login page, featuring logos for Peralta Community College District, Berkeley City College, College of Alameda, Laney College, and Merritt College. It has fields for User ID and Password, a Sign In button, and a link for 'Forgot User ID/Password: Students -> Please Click here'. A blue arrow points to the right screenshot, which is the Student Homepage. The homepage has a dark header with 'Student Homepage' and 'e-forms'. Below the header, there is a 'Create a new eForm' button and a 'View By' dropdown menu. To the right, there is a text box explaining that Student Record forms may be submitted to support students throughout their journey as a Peralta Colleges student, and that these forms are designed to route for approvals and will result in enrollment actions if approved.

Peralta Campus Solutions (CS) System

User ID
|

Password

Sign In

[Forgot User ID/Password: Students -> Please Click here](#)

Student Homepage

e-forms

Create a new eForm

View By Status

Student Record forms may be submitted to support students throughout their journey as a Peralta Colleges student. Click on the left "Create a Form" button and you will see a list of all forms you are eligible to submit. Select a form and it will open. Included in each form is a brief explanation of the form purpose.

Student Record forms are designed to route for approvals and will result in enrollment actions if approved. Students will be notified if a form is approved or not approved.

Step 2: Select an eForm

Select AB 540 California Nonresident Tuition Exemption.

The screenshot shows a web interface for selecting forms. At the top, there is a dark blue header with a back arrow, the text 'e-forms', the title 'Select Form', a home icon, and a menu icon. Below the header is a list of forms. The first form, 'AB 540 California Nonresident Tuition Exemption', is highlighted with a red rectangular box. Below it are three other forms: 'Academic Renewal Alleviation of Substandard Performance', 'Excess units Request', and 'California Residence Questionnaire'. Each form has a sub-title below its main title. In the top right corner of the form list area, there are two icons: a download icon and a search icon.

Form Title	Sub-Title
AB 540 California Nonresident Tuition Exemption	AB 540 California Nonresident
Academic Renewal Alleviation of Substandard Performance	Procedures For Academic Renew
Excess units Request	Excess units Request
California Residence Questionnaire	California Residence Questionn

Step 3: Read general information and procedure

There is a link for *General Information and Procedure to establish AB 540 Nonresident Tuition* displayed at the top of the form. Click and review it before filling out the request to make sure you meet the eligibility.

The screenshot shows the top of a form titled 'AB540 CA Nonresident Tuition Exemption'. The header is dark blue with a back arrow, the text 'e-forms', and the title. Below the header is a large white area. In the center of this area, there is a blue link that reads: 'Before you complete this form, please review the [General Information and Procedures for Requesting the Exemption from Nonresident Tuition](#)'.

Step 4: Initiate the request and submit the form

The required fields in the **(in red boxes)** are needed in order to submit the request. Refer to the instructions link on the form if needed.

- Only one box must be checked in the “**Immigration status**” section.
- More than one box can be checked in **Area A** and **Area B**.
- All fields of School Attended section are required; more schools can be added by clicking the add button, or minus button to remove the school, but at least one school is needed.
- After completing all required fields, click **Submit** button.

Immigration Status (check one box only):

☐ I have a current nonimmigrant visa (not including a T and U visa) as defined by federal law.
Nonimmigrants have been admitted to the U.S. on a temporary visa and include, but are not limited to, foreign students (holding F visas) and exchange visitors (holding J visas).

☐ I have a current nonimmigrant T or U visa as defined by federal law.

☐ I do NOT have a current, nonimmigrant visa as defined by federal law.
This includes, among others, U.S. citizens, permanent residents, DACA recipients, and individuals without current or valid immigration status.

Select all items that apply to you from each area (must satisfy at least one from each area to be eligible)

Area A

☐ I have 3 years of attendance at a California high school.

☐ I have 3 or more years of high school coursework and 3 years of attendance in California elementary schools, California secondary schools, or a combination of California elementary and secondary schools.

☐ I attended or attained credits at a combination of California high school, California adult school, and/or California Community College for the equivalent of (3) years or more.¹

Area B

☐ I have graduated or will graduate (before the first term of enrollment at the CCC) with a California high school diploma or the equivalent (i.e., California-issued GED, CHSPE).

☐ I completed or will complete (before the first term of enrollment at the CCC) an associate's degree from a California Community College.

☐ I completed or will complete (before the first term of enrollment at the CCC) the minimum requirements at a California Community College for transfer to the California State University.

Please provide information on the schools you attended and referenced above, including the dates you attended and the number of credits or hours obtained:

A year's equivalence at a California Community College is either a minimum of 24 semester units of credit or 36 quarter units.
 For noncredit courses, a year's attendance is a minimum of 420 class hours per year (a semester is equivalent to a minimum of 210 hours and a quarter is equivalent to a minimum of 140 hours).
 Full-time attendance at a California adult school is a minimum of 420 hours of attendance for each school year.

*Name of CA School	School type	City	*From Date	*To Date	*Total Number of Credits/Hours
1					

1 row

+ -

Submit

Step 5: Accept the Declaration of the AB540 affidavit

After clicking submit above, a window will pop-out to show the **Declaration** page, check the box to accept and click submit again.

Declaration
×

AFFIDAVIT:

By signing this document below, I hereby state that if I am a non-citizen without a current or valid immigration status, I have filed an application to legalize my immigration status or will file an application as soon as I am eligible to do so.

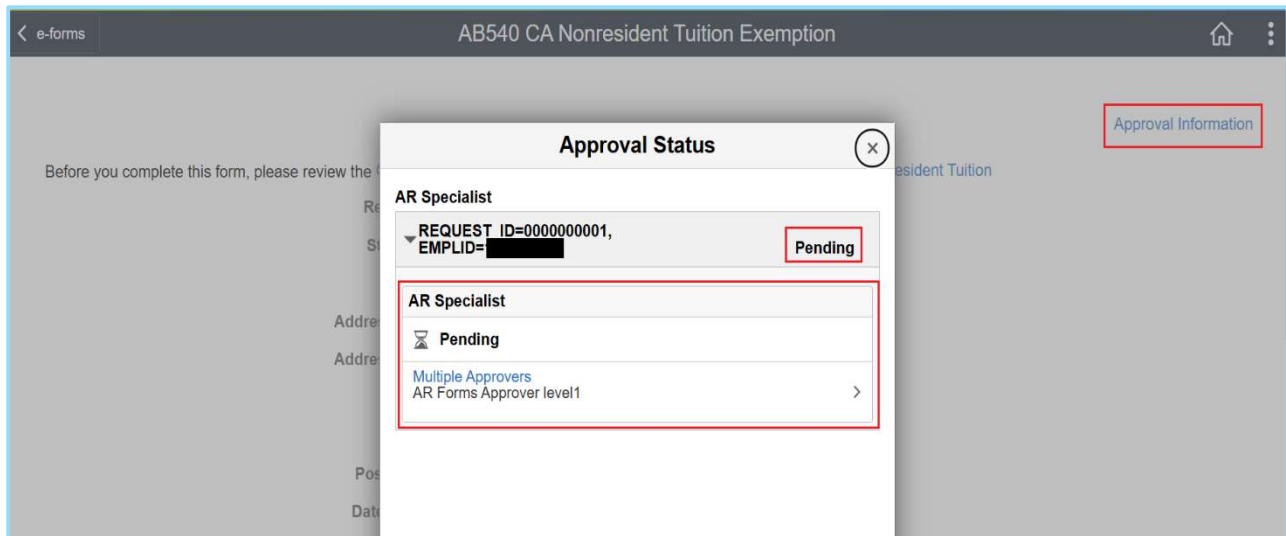
DECLARATION OF TRUE AND ACCURATE INFORMATION:

I, the undersigned, declare under penalty of perjury that the information I have provided on this form is true and accurate. I understand that this information will be used to determine my eligibility for the California Nonresident Tuition Exemption. I further understand that if any of the above information is found to be false, I will be liable for payment of all nonresident tuition charges from which I was exempted and may be subject to disciplinary action by the College or University.

☒ **I Accept**

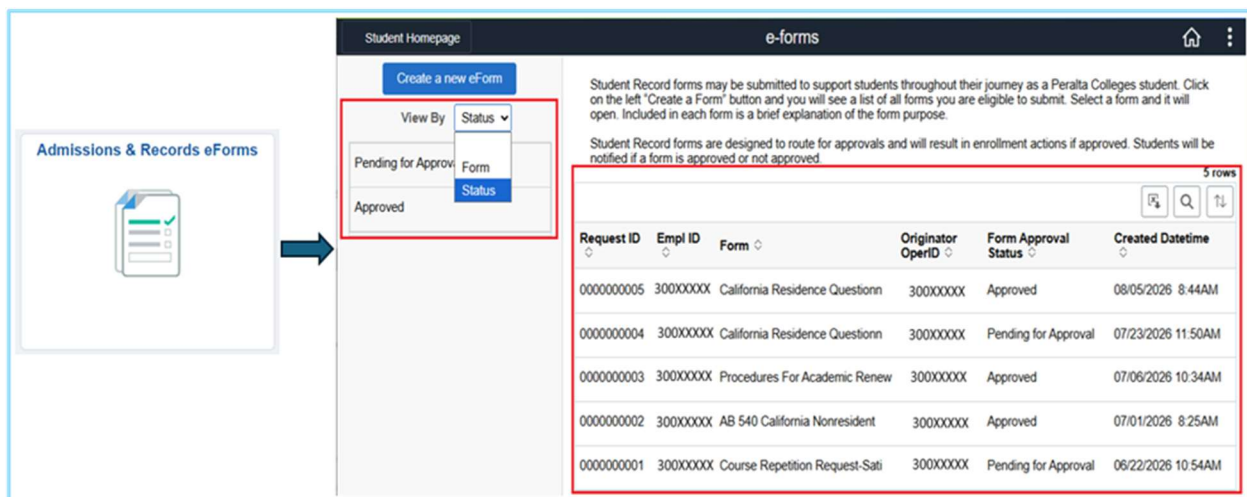
Step 6: View the eForm submission status and the approver's information

After submission, the **Approval Information** section will appear in the upper-right corner of the form. This section enables you to check the status of your eForm and view the approver's information.



If you have submitted more than one eform and would like to check the status of your eform submission, you can also go back to the Admissions and Records eForms tile on your CS account to view it.

You can view all forms in the main area, or you can view by category using the the drop-down menu on the upper left, it will allow you to view by status or form type.



Step 7: Email notifications

You will receive an email notification to your PCCD student email once your eForm has been approved or denied. See the screenshot below for examples of the message you will receive.

Dear _____,

Approved notification

Your AB540 California Nonresident Tuition Exemption has been approved effective 2026 Fall. It may take up to 24 hours for an update in the system to recalculate your tuition.

Thanks.

(This email is auto-generated. Please do not reply to this email.)

Dear _____,

Denied notification

Your AB540 California Nonresident Tuition Exemption was not approved. See comments below. If you have additional details to provide, please submit a new form for further review.

Information for the denial reason will display here

(This email is auto-generated. Please do not reply to this email.)