



**SUBJECT TO
CHANGE WITHOUT
NOTICE**

**UNIVERSITY REGISTRAR'S OFFICE
RESIDENCY CLASSIFICATION
PO Box 870312
Tempe, AZ 85287-0312
Phone: (480) 965-7712
Fax: (480) 727-6630**

**MILITARY
Residency Classification Information and Petition Packet**

The term "Arizona resident" for tuition purposes may differ from other definitions of Arizona residency. A person who has an Arizona driver license, or who is an Arizona resident for tax, voting, or other purposes may not necessarily be considered a resident for tuition purposes. To be classified as a resident for tuition purposes, a student must meet the requirements for residency as defined by the Arizona Board of Regents (ABOR), which reflect Arizona state law.

The forms contained in this packet are designed to help document that a student has met the ABOR requirements to be classified as an Arizona resident for tuition purposes. Under no circumstances are ABOR requirements waived. The ABOR requirements for Arizona resident tuition classification may be found online using the link at the bottom of our website.

Calendar for Residency Classification – Winter 2007 and Spring 2008

Winter Session 2007 Petitions Accepted

Nov. 2, 2007 – Dec. 21, 2007

Spring 2008 Petitions Accepted

Nov. 2, 2007 – Jan. 18, 2008

Processing Deadlines: The deadline dates listed above are firm. Per ABOR requirements, failure to submit a notarized petition by the deadline date constitutes a waiver of the right to petition for that semester. Petitions received after the deadline will not be evaluated. Processing time for a completed petition is 4 -6 weeks. For petitioners wanting a residency decision prior to the fee payment deadline, it is suggested that the completed petition, with all required documents, be submitted at least 4 weeks prior to the deadline. Due to the high volume of petitions that are received, processing may take significantly longer during peak times. A petition will not be considered complete until all requested documents have been submitted to the Residency Classification Office.

Full payment of tuition is due by the fee payment deadline (Nov. 30 for Winter session, Dec 17 for Spring). Unpaid accounts will be assessed a nonrefundable fee of \$75 and placed on a Tuition Installment Plan. No extensions of payment deadlines are granted on the basis of unresolved residency.

If a residency application is in process at the time of fee payment deadline, the student will be responsible for paying out-of-state fees. However, an appropriate refund will be issued if residency is granted.

Instructions: It is expected that students have researched, read, and thoroughly understand the residency requirements. It is the responsibility of the student to be in compliance with all residency requirements, including the applicable state laws. Lack of knowledge of the applicable state laws will not excuse the requisite compliance. It is also advised that students review these requirements to ensure they can be objectively documented prior to submitting a petition. The burden of providing proof that all requirements for residency reclassification have been met rests with the student. Clear and convincing evidence must be submitted to support all responses given in a petition. Respond to all questions and statements and provide copies of all documentation requested. Failure to do so may result in the denial of the petition. No application for residency reclassification will be considered unless the appropriate forms are completely filled out and properly signed, dated, and notarized. The necessary supporting documents are listed on page 2 of the petition. If a student is unable to provide the requested documents a written statement must be included. If there is anything that a student feels must be explained, please attach a written statement.

Students are expected to be forthcoming with all information presented in connection with the petition process, and by submitting a notarized petition, attest that all information is true and complete. Petitioners who have omitted, falsified, or misrepresented any information will be referred to Student Life for disciplinary action.

Appeal Process: If a petition is not approved, the situation may be discussed with a Residency Specialist. If a student decides to appeal the decision, a notarized request must be submitted to the Residency Classification Office by close of business on Jan. 25, 2008 for Winter Session, and Feb. 22, 2008 for Spring 2008.

APPLICATION
ACCEPTED ONLY
Winter: 11/2/07-12/21/07
Spring: 11/2/07-1/18/08

Petition for Change of Residency Classification
Winter 2007 / Spring 2008
Military

As the applicant, are you: the military person the spouse, or the dependent of a military person?

I am applying for the following term: Winter 2007 Spring 2008

I am applying as: Military stationed in AZ, AZ Home of Record, AZ Guard or Reserve, or Change state of legal residence

Applicant Information

Name	ASU ID No.	ASU Campus (Tempe, Poly, West, Downtown)
Address (*)	Telephone Number (include area code)	
City, State, Zip	Date Present Stay in Arizona Began	
Where Did You Live Before Your Present Stay in Arizona?	How Long Did You Live There? (Give Dates)	

Military Person Information

Home of Record/State of Legal Residence	Date Entered Service
Current Duty Station (if applicable)	Date of Discharge (if applicable)

Complete the following ONLY if your **Home of Record** or **State of Legal Residence** is Arizona.

Filed Arizona Resident Income Tax Return for 2006? <input type="checkbox"/> Yes, <input type="checkbox"/> No, What state? _____	Registered Voter <input type="checkbox"/> Yes, Where _____ <input type="checkbox"/> No
Do You Have An Arizona Driver's License? <input type="checkbox"/> Yes, Date Issued _____ <input type="checkbox"/> No, State _____ Date Issued _____	Arizona Vehicle Registration <input type="checkbox"/> Yes, Date Issued _____ <input type="checkbox"/> No, State _____ Date Issued _____

I certify that all statements, information, and evidence presented are true and complete. I understand that if I provide false information, make a material misrepresentation or omission in connection with my petition for change of residency, or, if I make any effort to fraudulently claim resident status under one of the military exception categories, it will jeopardize my case for residency and subject me to disciplinary action, dismissal from the University, repayment of tuition fraudulently waived, and/or repayment of financial aid fraudulently obtained, and it may result in civil and criminal liability. I hereby grant permission for ASU representatives to verify any supporting evidence submitted with this petition.

Signature of Applicant (Sign in the presence of a Notary)

Subscribed and sworn to before me this _____ day of _____, 200____.
State of _____ County of _____

(Notary Seal)

Notary Signature

*All correspondence will be mailed to the mailing address currently on file with Arizona State University. Students must ensure their address is current and correct.

Supporting Documentation

Provide copies of the documents listed under the applicable heading.

AZ Home of Record / Dependents / Spouse

- DD214 , if discharged
- 2006 state income taxes & W2's
- Certification Document
- Current LES
- Military ID card (applicant's)
- AZ Driver's License
- AZ vehicle registration

AZ Stationed / Dependents / Spouse

- Orders to AZ
- Military ID card
- Certification Document

Arizona National Guard or Reserves / Dependent / Spouse

- Enlistment Papers or transfer papers
- Military ID card
- Certification Document

Change of Legal Residence

- DD2058 showing change of legal of residence
- 2006 state taxes & W2's
- Certification Document
- Current LES
- Military ID (if still active)
- DD214 showing date of Honorable Discharge (if applicable)
- Proof of continuous physical presence
- Arizona Driver's License
- Arizona Motor Vehicle Registration
- Any Other Materials Relevant to Domicile or Residency Status.

Military Dependents*

- For additional verification purposes, students who are military dependents must also submit (in addition to their military identification card) one of the following: social security card, birth certificate, Arizona driver's license, or US passport.



CERTIFICATION DOCUMENT FOR MILITARY PERSONNEL

Residency Classification Office Arizona State University
P O Box 870312 Tempe AZ 85287-0312
Phone: (480) 965-7712 Fax: (480) 727-6630

Student Name: _____ Student ID #: _____

The Arizona Board of Regents policy provides in-state status for a student not meeting the domicile requirements if s/he is a military person, spouse, or dependent child. Recently transferred military personnel must be stationed on an Arizona base prior to the published last day of registration for credit for the semester in question.

Directions: Military person must complete section II. If your spouse or dependent is the ASU student, you must complete both section I and II. Your Commanding Officer will need to complete section III.

Certification of Dependent / Spouse Relationship

Please complete this section if in-state status is requested for your spouse or dependent.

I, _____, certify that the above named student is my dependent for Federal Income Tax purposes and is also my military dependent.

Certification of Eligibility

I, _____, certify that I am a member of the Armed Forces of the United States presently stationed at _____. I anticipate no change in my military status or duty station prior to the first day of classes for the semester which this application is filed. I request in-state status for:

Self Spouse Dependent for Winter session 2007 Spring 2008

Date: _____

Signature: _____

Print Name: _____

Address: _____

Certification of Commanding Officer or Designee:

I certify that the above information concerning military status, duty station and relationship is, to the best of my knowledge and belief, true and correct.

Date: _____

Signature: _____

Print Name: _____

Work Phone: _____

Rank and Title: _____