



NORTHERN ARIZONA UNIVERSITY

PETITION TO CHANGE RESIDENCY STATUS – Graduate Students

GRADUATE COLLEGE RESIDENCY CLASSIFICATION OFFICE

PO BOX 4125

FLAGSTAFF, ARIZONA 86011-4125

(928) 523-4348 FAX (928) 523-8950

The PETITION TO CHANGE RESIDENCY STATUS is designated for independent students. A different criterion is used for students applying for residency as a *dependent of parents living in Arizona*.

First Day to Submit AZ Domicile Affidavit

Monday – October 19, 2009

Deadline to Submit AZ Domicile Affidavit

Friday – January 29, 2010

Deadline to File Reclassification Appeal

Friday – February 26, 2010

- **Failure to file a complete petition within the prescribed time period is considered a waiver of the right to file for this semester.**
- Normal processing time for completed petitions is **fifteen (15)** business days. If additional information is needed, the process may be delayed.
- **No extensions of payment deadlines are granted on the basis of unresolved residency status.** A refund of fees will be issued if necessary upon approval of residency.
- Denied students may appeal the decision to the Residency Appeals Committee (see above deadline).
- **The burden of proof rests with the student.**
- **Clear and convincing evidence** must be submitted to support all responses given in this petition.

INSTRUCTIONS

1. ALL THREE CRITERIA FOR RESIDENCY MUST BE MET.
2. Respond to all questions and statements.
3. Attach all requested documentation. Failure to do so may be interpreted as evidence of non-residency.
4. Notarize required documents (student and parents).
5. Use the "Final Checklist" to make sure you have included all necessary documentation.
6. Submit this petition and attachments to the Residency Classification Office. **Do not fax petitions.**

All statements, requested information, and evidence provided with your petition packet must be consistent with those presented on other University/official documents and is subject to verification. Inconsistencies will jeopardize your case for residency. In addition, you may be subject to disciplinary action, dismissal/suspension from the University, repayment of tuition fraudulently waived, repayment of financial aid, or all of these.

GENERAL STATEMENTS

- A. The State of Arizona funds Arizona institutions of higher education. Since non-resident students (and their families) generally have not contributed to the source of this funding of public education in Arizona, they are required to pay fees that more closely represent the actual cost of their education.
- B. The rules and regulations for establishing residency for tuition purposes are defined by the Arizona Board of Regents, which is authorized by the Arizona Legislature and the state statutes (section A. R. S., 15-1801 through 1807) to provide classification for a tuition differential between resident and non-resident students.
- C. An individual must establish residency in Arizona before he or she is entitled to pay resident tuition rates. **The requirements to establish residency for tuition purposes are independent from those of other types of residency, such as voting or holding public office.** A resident for tuition purposes is someone who meets the requirements set forth in the Arizona Board of Regents Policy for Determining Tuition Status.
- D. These regulations for residency apply to all public universities in the State of Arizona. **Tuition classification as a resident at an Arizona community college does not mean that a student will be classified as a resident when transferring to a state-funded Arizona university.**

DEFINITIONS

- A. **Domicile:** A person's true, fixed, and permanent home, not just his/her location while attending a college or university. A person can be domiciled in only one state at a time. It is possible not to be domiciled in any state for tuition and fee purposes. Domicile is proven by a combination of physical presence, intent to establish a domicile, and financial independence.
- B. **Domicile Year:** A continuous period of 12 months of physical presence in the state of Arizona following the demonstration of intent to become a permanent resident. For residency classification purposes, **only the 12 months immediately preceding the semester in question apply.**
- C. **Parent(s)/Legal Guardian:** A person's natural mother and father, or a person's legal guardian or adoptive parents. If parents are divorced and the child is under 18, "parent" is determined by the parent with legal custody. If parents are divorced and the child is 18 or over, "parent" means the parent who is eligible to claim the child as a tax dependent. **A legal guardian cannot be considered a parent if natural or adoptive parents are living and the primary purpose of the guardianship is to confer the residency status.**

RESIDENCY POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FINAL CHECKLIST - PROVIDE THE FOLLOWING DOCUMENTATION

NOTARIZED DOCUMENTS	
Affidavit of Declarations	
Parent's Affidavit - Support of Financial Independence (students 24 years old or younger)	
CRITERIA #1 FOR RESIDENCY – PHYSICAL PRESENCE	
Proof of Employment - Pay stubs for 12 months	
Proof of School Attendance - Academic Transcripts (other than NAU)	
Proof of Permanent Address - Rent receipts, Lease agreement	
CRITERIA #2 FOR RESIDENCY – INTENT TO ESTABLISH DOMICILE	
Arizona Driver's License	
Arizona Motor Vehicle Registration	
Arizona Voter's Registration	
Major Banking Services in Arizona	
Arizona State Income Taxes	
Employment History	
Military Records (If Applicable)	
Letter stating any information you would like to be considered with the petition.	
Explanation of why you came to Arizona, why you wish to remain, and plans for the future.	
CRITERIA #3 FOR RESIDENCY – FINANCIAL INDEPENDENCE	
Pay Stubs or W-2 forms	
Tuition Costs for Out of State Schools (If Applicable)	
Documentation of Financial Aid	
Veterans' or Social Security Benefits	
Accident/Insurance Benefits	
Documented Inheritance	
Federal and State Income Taxes for 2 previous tax years.	
Parents' Federal Income Taxes (If Applicable)	

PERSONAL DATA

NAU ID # _____ Graduate Student _____ Undergraduate Student _____

Full Legal Name _____

Complete Mailing Address _____
Street City State Zip

Telephone Number () _____ E-Mail Address _____ Age _____ Date of Birth _____

Place of Birth _____ Date of High School Graduation _____

Are you a U.S. citizen? Yes ___ No ___ If no, are you a resident alien? Yes ___ No ___

Resident Alien # _____ Date card was issued: _____

ATTACH COPY OF BOTH SIDES OF RESIDENT ALIEN CARD.

SPOUSE INFORMATION

Spouse Name: _____ Telephone Number: _____ Date of Marriage: _____

Permanent Address: _____ Employer Name _____

PARENT INFORMATION

(PROVIDE THE INFORMATION BELOW IF YOU ARE CURRENTLY AGE 24 OR YOUNGER)

FATHER'S INFORMATION:

Name: _____ Home Telephone: () _____

Permanent Address: _____

Employer Name & Address: _____

MOTHER'S INFORMATION:

Name: _____ Home Telephone: () _____

Permanent Address: _____

Employer Name & Address: _____

PARENT/LEGAL GUARDIAN TAX INFORMATION:

Are you eligible to be claimed as a tax exemption by your parents/legal guardian? Yes ___ No ___

What are the two most recent years you were claimed as a tax exemption? _____

By who were you claimed? Father ___ Mother ___ Both ___ Legal Guardian ___

CRITERIA #1 FOR RESIDENCY - PHYSICAL PRESENCE (Instructions)

A person is not eligible for classification as a resident for tuition purposes unless that person can provide clear and convincing evidence that he/she has maintained **continuous physical presence** in Arizona with the intent to establish a domicile for the 12 months preceding the semester in question. If you have not met this physical presence requirement when the petition is reviewed, the decision will not be finalized until the 12 months have been documented.

How can I show that I have maintained CONTINUOUS PHYSICAL PRESENCE in Arizona for twelve months?

1. Proof of Maintenance of Permanent Address in Arizona:

Rent receipts, escrow statements (if purchasing a home), leases, or cancelled checks for rent or house payments covering the entire 12-month domicile year can be offered as evidence of physical presence. Documents that do not clearly show your name, the address, and the appropriate inclusive dates are **not** considered clear and convincing evidence. Where receipts, checks, etc., do not provide this information, a letter from a landlord or rental agent can be submitted. Such letters should include your name, the address of the dwelling, and the inclusive dates of occupancy. Letters should be on company letterhead, signed and dated.

2. Proof of Employment in Arizona:

Pay slips or letters from employers can be submitted as evidence of continuous physical presence. All months employed should be accounted for. Pay slips that do not clearly show your name, employer's name, and the appropriate inclusive dates are **not** considered clear and convincing evidence. If pay slips do not provide this information, a letter from the employer can be submitted. Such a letter should include your name, the address of the employer, the inclusive dates of employment, and the total amount earned during the domicile year.

3. Proof of School Attendance in Arizona:

If you were enrolled in an Arizona school, college, or university during the domicile year, your physical presence during regularly scheduled classes can be documented by providing school records such as grade slips or transcripts. **(In the case of attendance at NAU, you need not copy transcripts or grade reports; your records will be consulted to verify attendance.)** You must account for all non-class breaks, vacation periods, and summer.

4. Absences:

All gaps in your continuous physical presence not documented by school attendance, permanent address, and/or employment must be explained in writing in a letter signed by you. Please include dates and reasons of all absence(s). Extended periods may require verifying documentation.

CRITERIA #1 FOR RESIDENCY - PHYSICAL PRESENCE (Worksheet)

Please fill in the following worksheet to show your physical presence in Arizona.

My continuous stay in Arizona began on _____, _____.

DATE	PERMANENT ADDRESS (Physical Residence)	EMPLOYMENT (Employer/City)	SCHOOL ATTENDANCE (School/Location)	ABSENCES (List dates & Location)
June 2009				
July 2009				
Aug. 2009				
Sept. 2009				
Oct. 2009				
Nov. 2009				
Dec. 2009				
Jan. 2010				
Feb. 2010				
Mar. 2010				
April 2010				
May 2010				

(ATTACH TO THIS FORM ALL DOCUMENTS SUPPORTING PHYSICAL PRESENCE)

CRITERIA #2 FOR RESIDENCY – INTENT TO ESTABLISH DOMICILE (Instructions)

Residency will not be granted until all of the following documents have been in place for one full year. A student must prove intent to establish a domicile in Arizona with the following documents:

- A. Arizona driver's license:** If you hold a license in another state, failure to obtain an Arizona license is clear and convincing evidence of your intention to remain a non-resident of Arizona. In essence, you are maintaining your affiliation with the other state.
- B. Arizona motor vehicle registration and license plates:** Under Arizona law, any vehicle not properly registered and licensed in the state (including motorcycles and motor scooters) is considered to be the property of a non-resident. Failure to properly register and license a motor vehicle that is operated in Arizona, whether or not it is registered in your name, is clear and convincing evidence your intention is to remain a non-resident of Arizona.
- C. Filing of Arizona State income taxes:** Filing an Arizona State tax return as a resident for all 12 months included in your domicile year is evidence of your intent to be considered a resident of Arizona. Payment of state income tax as a resident of any other state for any month of your domicile year is evidence of your intention to be considered a non-resident. An Arizona address should be listed on your tax returns. **Lack of sufficient income to file state taxes will not affect your intent to become a resident but may weaken your case for financial independence.**
- D. Filing of Federal Income Tax forms as an Arizona resident:** The address used on your federal tax return forms for your domicile year will be considered an indication of your permanent place/state of residence. Using an Arizona address on federal forms is evidence of your intent to be considered a resident of Arizona; using an address in another state is evidence of your non-residency. **If federal taxes were not filed due to lack of sufficient income, your case for financial independence may be weakened.**
- E. Voter registration in Arizona:** Registering to vote and voting is, of course, optional in our country. Registration to vote and voting in Arizona during your domicile year, however, is considered evidence of your intent to be considered a resident of the state. Voter registration and/or voting in another state during your domicile year are evidence of non-residency.
- F. Submit a short letter to include information you would like to be considered in the review of your petition.**

CRITERIA #2 FOR RESIDENCY – INTENT TO ESTABLISH DOMICILE (Worksheet)

A. DRIVER'S LICENSE (Attach photocopy, both sides)

State _____ Number _____ Date current license issued _____

Is your current license a renewal of an AZ license? Yes ____ No ____

If yes, indicate initial date of issue (provide DMV documentation)

Arizona ID card - Date issued _____ Number _____

B. MOTOR VEHICLE REGISTRATION (Attach photocopies of titles verifying all dates)

Do you own a motor vehicle in Arizona? Yes __ No __ Do you operate a motor vehicle in Arizona? Yes __ No __

Name of registered owner _____

State of residence _____

Relationship to you _____

AZ license plate number _____

Date purchased by you _____

Date of current AZ registration _____

Date of original AZ registration _____

C. TAX INFORMATION Attach photocopies of your Federal and State Tax Forms with W-2 Forms for the last two years. For the current year, attach your most recent pay stubs showing earnings and Arizona withholding. **IF YOU DID NOT FILE STATE AND/OR FEDERAL TAXES DURING THE PAST TWO YEARS, ATTACH A COMPLETE EXPLANATION.**

D. VOTER REGISTRATION (Attach photocopy of registration card)

Date Registered _____ Precinct/City/State _____

Date most recently voted _____ State most recently voted _____

___ I am currently not registered to vote in any state. ___ I have not voted in any state within the last 12 months.

E. SUBMIT A SHORT LETTER AS TO WHY YOU (THE APPLICANT) CAME TO ARIZONA AND YOUR PLANS FOR THE FUTURE

F. BANK ACCOUNTS IN ARIZONA Dates established: _____ (Attach Letter of Verification from bank)

G. MILITARY RECORDS (If Applicable) Attach documentation showing Arizona as home of record & Leave and Earnings Statement showing Arizona State taxes withheld on earnings. Dates of service _____

H. FINANCIAL AID APPLICATION (FAFSA) (If Applicable)

I. ASSURED FUTURE EMPLOYMENT IN ARIZONA (If Applicable) Attach supporting document.

CRITERIA #3 FOR RESIDENCY - FINANCIAL INDEPENDENCE (Instructions)

Page 10 of the petition (Financial Independence – worksheet) is used to determine how the person has supported him/herself for the two year period. A person applying for classification as a resident must prove that he/she was financially independent two tax years immediately preceding the request for residency classification. A person is considered to be financially independent if he/she meets the following criteria:

1. The applicant was **self-supporting** for the two years immediately preceding the request for residency classification. Provide clear and convincing evidence that you were financially independent on the following worksheet.
2. The applicant **was not claimed as a tax dependent** by out-of-state parents for the two tax years immediately preceding the request for residency classification.
3. The applicant did not receive any **financial support** from parent(s), guardians, or others for the same two years.
4. The applicant was not dependent on the parents for **housing costs or insurance** for the same two years.

For page 10, please fill in each category for each time period. The following definitions are listed for your assistance:

EMPLOYMENT: List earnings generated from the student's employment. Documentation of such earnings can be shown with a W-2, end year tax forms, or pay stubs.

SPOUSE: List any financial support received from the spouse. Include supporting documents.

FINANCIAL AID: List financial aid received for the appropriate semester. Attach documentation of the awards. PLUS loans will automatically disqualify a student from being considered independent.

SCHOLARSHIPS: List any scholarships received for the appropriate semester. Attach documentation of the award.

TRUST FUNDS: List the amount of withdrawals from the trust fund used to support the person during the appropriate time period. Please **DO NOT** list the value of the trust. See page 11 of the petition for further information regarding trust funds. Provide requested documentation.

OTHER: List any other source of income used to support the student during the appropriate time period. Provide clear and convincing documentation that the student was the source of the income.

TOTAL INCOME: Total the above income sources in this box.

TUITION COSTS: For the given semesters, indicate the tuition cost paid for all institutions attended. If the student was not enrolled at any institution, indicate tuition cost were zero (0) dollars.

TOTAL EXPENSES: Add the above tuition cost for the given time periods plus living expenses. It is assumed that any one person would need at least \$8,000 to pay housing, food, heat, clothes, etc. for one year.

NOTE: Personal loans, PLUS loans, credit cards, gifts and cash earnings are **NOT** accepted as earnings of self support. Health and auto insurance policies must be separate from parents.

MILITARY VETERANS: Attach a copy of your certificate of release or discharge from active duty (DD214)

CRITERIA #3 FOR RESIDENCY - FINANCIAL INDEPENDENCE (Worksheet)

- **YOU MUST ATTACH DOCUMENTATION FOR EACH ENTRY - ALL STUDENTS MUST COMPLETE THIS FORM**
- Please fill in the dollar amount for each category of earnings for each time period. TOTAL.

INCOME	SOURCE OF SUPPORT DURING YEAR	2009	DOLLAR AMOUNT	2010	DOLLAR AMOUNT	
	EMPLOYMENT (Provide a copy of taxes, pay stubs or W-2 forms)		\$		\$	
	SPOUSE (Provide a copy of taxes, pay stubs or W-2 forms)		\$		\$	
	FINANCIAL AID (List by Name)		\$		\$	
	SCHOLARSHIP(S) (List by Name)		\$		\$	
	TRUST FUND (see page #11)		\$		\$	
	OTHER (Please specify)		\$		\$	
	TOTAL INCOME	Total your above income		\$	Total your above income	\$

EXPENSES	TUITION COST	Provide your tuition cost for the Spring & Fall 2009 semesters.	\$	Provide your tuition cost for the Spring & Fall 2010 semester.	\$
	TOTAL EXPENSES	TOTAL EXPENSES FOR 2009 - Total your tuition costs (above) and add \$8,000 for living expenses.	\$8,000 +_____	TOTAL EXPENSES 2010 - Total your tuition costs (above) and add \$8,000 for living expenses.	\$8,000 +_____

TOTAL INCOME MUST EXCEED TOTAL EXPENSES TO BE CONSIDERED FINANCIALLY INDEPENDENT

CRITERIA #3 FOR RESIDENCY - FINANCIAL INDEPENDENCE (Worksheet)

TRUST/INVESTMENTS (If applicable)

PROOF OF TRUST FUNDS.

1. Name and location of financial institution in which trust fund is maintained.
2. Trust agreement or a description of duration of trust (i.e., dates established, length of trust agreement).
3. Description of source of funds such as grandmother's estate, parental savings, etc.
4. Tax forms from the appropriate years-showing interest or dividend income.
5. History of accounts listing deposits and withdrawals during the last two years. **Include evidence that withdrawals were made to meet educational expenses.**
6. If applicable, a statement explaining why the fund is not banked in Arizona.
Account should be in student's name or jointly with parent as custodian or trustee.

Name: _____ ID #: _____

I, _____, as the income beneficiary of my trust/investment account, authorize the administrator of my trust/investment account to release the following information and documentation to NORTHERN ARIZONA UNIVERSITY, Residency Classification Section, concerning the disbursement of funds. I also waive my rights of privacy under the *Family Education Rights and Privacy Act* for the purpose of discussing my file with my trustee.

1. Date trust/investment account was established?
Attach a copy of the original documentation establishing the trust.
2. Name and address of administrator or trustee, if applicable:

Name _____ City _____ State _____ Zip _____

Telephone: () _____

3. Name and location of financial institution in which trust fund is maintained. _____
4. Who is responsible for filing taxes on the trust? _____
5. Who is responsible for paying the taxes on the trust/investments? _____ Beneficiary _____ Trust
Attach copies of the federal and state tax forms for the prior two years.

I certify that the foregoing statements regarding my trust/investment accounts are correct. I understand that providing false or misleading statements concerning domicile shall be cause for dismissal from the University.

Student Signature

Date

AFFIDAVIT OF DECLARATIONS

Applications for residency reclassification will not be considered unless this form is properly signed, dated, and notarized.

- **Sign this form in the presence of a Notary Public.**

I, the undersigned, declare the following:

1. All statements, information, and evidence presented in and with this Petition for Change of Residency Classification are true and to the best of my knowledge consistent with the statements, information, and evidence I have presented elsewhere on NAU documents and other official documents;
2. I renounce all claims to residency in any state other than Arizona, I further declare Arizona to be my state of legal domicile not only for residency status for tuition purposes, but for all other purposes as well;
3. I understand that inconsistencies in statements, information, and evidence that I have presented in my Petition to Change Residency Status and any other effort on my part to fraudulently claim Arizona as my state of legal domicile, will jeopardize my case for residency and subject me to disciplinary action, dismissal/suspension from the University, repayment of tuition fraudulently waived, repayment of financial aid fraudulently obtained, or all of these;
4. I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this petition.

Signature (sign in the presence of a Notary)

STATE OF

COUNTY OF

Signed before me this ____ day

Of _____, _____.

(Signature of Notary Public)

Commission Expiration: _____