This Military Personnel Petition to Change Residency is designated for students and whose spouse/parents who are on active military duty and domiciled in Arizona. *Domicile (station, orders to report, Home of Record is Arizona)* and discharged to the state of Arizona.

**Students who are Honorably Discharge please contact Military and Veteran Student Center at (928) 523-8387**

<table>
<thead>
<tr>
<th>NEW OR TRANSFER STUDENT (NEWLY ADMITTED)</th>
<th>CONTINUING UNDERGRADUATE STUDENT (CURRENTLY ENROLLED)</th>
<th>GRADUATE STUDENT</th>
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<tbody>
<tr>
<td><strong>FALL 2016 term</strong></td>
<td><strong>FALL 2016 term</strong></td>
<td><strong>FALL 2016 term</strong></td>
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<tr>
<td>Submit this petition by the deadline to:</td>
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<td>Submit this petition by the deadline to:</td>
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<tr>
<td>Office of Undergraduate Admissions</td>
<td>Office of the Registrar</td>
<td>Office of the Graduate College</td>
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<tr>
<td>Sechrist Resource Center</td>
<td>Gammage Building 01, Room 112</td>
<td>Ashurst/Old Main Building 11, Room 107</td>
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<tr>
<td>P.O. Box 4084</td>
<td>P.O. Box 4103</td>
<td>624 S. Knoles Dr.</td>
</tr>
<tr>
<td>Flagstaff, AZ 86011-4084</td>
<td>Flagstaff, AZ 86011-4103</td>
<td>Flagstaff, AZ 86011-4125</td>
</tr>
<tr>
<td>Phone: (928) 523-5511</td>
<td>Phone: (928) 523-5359</td>
<td>Phone: (928) 523-4348</td>
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*First Day to Submit Residency Document: (Graduate Students may submit petition prior to this date)*

- 16-week and First 8-week courses: Monday – July 5, 2016
- All other session courses: 8 weeks prior to the start of the course

*Deadline to Submit Residency Document:*

- 16-week and First 8-week courses: Friday – September 9, 2016
- All other session courses: one calendar day after the course Add/Drop date

*Deadline to File Reclassification Appeal*

- 16-week and First 8-week courses: Friday – October 7, 2016
- All other session courses: 2 weeks after the deadline to submit petition

**Instructions:**

Respond to *all* questions and statements and provide copies of all documentation requested. Failure to do so will be interpreted as evidence of non-residency. Per Arizona Board of Regents policy, the *burden of proof* that all requirements for residency reclassification have been met rests with the student. You must submit evidence to support all responses given in your packet. *Students may only apply for residency and appeal any decisions once during a term.*

Use the ”Supporting Documents” page to make sure you have included all necessary documentation. Submit this form and supporting documents to the Residency Classification Section. Retain copies for your personal files. Any section left blank may jeopardize your case for residency.

**Processing Deadlines:**

*Failure to file a petition within the prescribed time period above is considered a waiver of the right to file for this term.* Normal processing time for completed petitions is *fifteen (15)* working days. If additional information is needed, the decision may be delayed. If a decision regarding your residency has not been reached by the fee payment deadline, it will be necessary to pay non-resident tuition in order to retain your classes. **No extensions of payment deadlines are granted on the basis of unresolved residency.** If you are later determined to be a resident, you will be issued a refund for the appropriate amount. You will be notified in writing of the decision regarding your residency status.
As the applicant, are you: ☐ the military active duty individual ☐ the spouse, or ☐ the dependent of a military active duty individual?
Please check one: ☐ Undergraduate New/Transfer ☐ Undergraduate ☐ Graduate

### Applicant Information

<table>
<thead>
<tr>
<th>Name (Last, First, MI)</th>
<th>NAU ID #</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Telephone Number (include area code)</th>
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<table>
<thead>
<tr>
<th>City, State, Zip</th>
<th>Date Present Stay in Arizona Began</th>
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<table>
<thead>
<tr>
<th>Where Did You Live Before Your Present Stay in Arizona?</th>
<th>How Long Did You Live There? (Give Dates)</th>
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### Military Individual Information

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<tr>
<th>Name:</th>
<th>Telephone Number (include area code)</th>
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<table>
<thead>
<tr>
<th>Home of Record</th>
<th>Date Entered Service</th>
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<tr>
<th>Current Duty Station (if applicable)</th>
<th>Date of Discharge (if applicable)</th>
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Did you file an Arizona Resident Income Tax Return for 2015?

☐ Yes, ☐ No, What state? _______________

Are you a registered voter?

☐ Yes, What State? ______________________

☐ No

Do you have an Arizona Driver’s License?

☐ Yes, Date Issued ______________________

☐ No, State __________ Date Issued ______

Do you have an Arizona Vehicle Registration?

☐ Yes, Date Issued ______________________

☐ 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 NAU representatives to verify any supporting evidence submitted with this petition.

Signature (sign in the presence of Notary Public) __________________________________________

Applicant signature

Subscribed and sworn before me on this _____ day of ________________, 20____.

State of ______________________ County of ______________________

Notary Name (print) ____________________________________________ (Notary Seal)

Notary Signature _____________________________________________

My commission expires: ______________________
Supporting Documents

You will need to provide copies of the documents listed under the heading that applies to you.

- **AZ Home of Record / Dependents / Spouse**
  - DD214, if discharged within the last 12 months
  - State income taxes & W2’s for most recent tax year
  - *Military ID or DoD card (applicant’s)
  - AZ Driver’s License (student and Military personnel)
  - AZ vehicle registration (student and Military personnel)

- **AZ Stationed / Dependents / Spouse**
  - Orders to AZ
  - Military ID or *DoD card (student and Military personnel)
  - Certification Document (last page of this petition packet)

- **Arizona National Guard or Reserves / Dependent / Spouse**
  - Enlistment Papers or transfer papers
  - Military ID or *DoD card (applicant’s)
  - Certification Document (last page of this petition packet)

- **Change of Legal Residence**
  - DD2058 showing change of legal residence
  - State tax return & W2’s for most recent tax year
  - DD214 showing date of Honorable Discharge (or Military ID if still active)
  - Proof of continuous physical presence
  - One of the following: Arizona Driver’s License, Arizona Motor Vehicle Registration, Employment History in Arizona, Arizona Voter Registration, Transfer of Major Banking Services to Arizona, Change of Permanent Address on All Pertinent Records, or Any Other Materials Relevant to Domicile or Residency Status.

**Honorable Discharge Student:**

Students that have been Honorably Discharged from the United States Armed Forces will need to contact Military and Veteran Education for further information at (928) 523-8387. Email for Flagstaff students: Veteran.Center@nau.edu. Email for Extended Campus students: military@nau.edu. Website: www.nau.edu/Military-Veteran-Education.

* Any person willfully altering, damaging, lending, counterfeiting, or using these cards in any unauthorized manner is subject to fine or imprisonment or both, as prescribed in sections 499, 506, 509, 701, and 1001 of title 18, United States Code (U.S.C.) (Reference (u)). Section 701 of Reference (u) prohibits photographing or otherwise reproducing or possessing DoD ID cards in an unauthorized manner, under penalty of fine or imprisonment or both. Unauthorized or fraudulent use of ID cards would exist if bearers used the card to obtain benefits and privileges to which they are not entitled. Examples of authorized photocopying include photocopying of DoD ID cards to facilitate medical care processing, check cashing, voting, tax matters, compliance with appendix 501 of title 50, U.S.C. (also known as “The Service member’s Civil Relief Act”) (Reference (v)), or administering other military-related benefits to eligible beneficiaries. When possible, the ID card will be electronically authenticated in lieu of photographing the card.

In-state tuition is a legal military-benefit related matter, therefore, an authorized reason to photocopy the DOD ID card. NAU policy regarding the requirement to be provided a photocopy of a DOD ID is not in conflict with DOD policy.

Revised 11/2015
The Arizona Board of Regents policy provides in-state status for a student not meeting the domicile requirements if s/he is a military active duty individual, 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 term in question.

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

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**I. Certification of Dependent / Spouse Relationship**  
*Complete this section if in-state residency is requested for your spouse or dependent.*

I certify that ___________________________________________ is my ( ) spouse or ( ) dependent for State / Federal Income Tax purposes.

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**II. Certification of Eligibility**

I, _______________________________________, certify that I am a member of the Armed Forces of the United States, on active duty presently stationed at _____________________ State of:____________________. I anticipate no change in my military status or duty station prior to the first day of classes for the term which this application is filed. I request in-state status for (circle one):  

- [ ] Self  
- [ ] Spouse  
- [ ] Dependent

Date: _________________________  
Signature: ________________________________________

Print Name: ________________________________

Address: _________________________________________

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**III. Certification of Commanding Officer**

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

Date: _________________________  
Signature: ________________________________________

Print Name: ________________________________

Address: _________________________________________

City, State and Zip: ________________________________

Work Phone: ________________________________

Rank and Title: ________________________________