RESIDENCY RE-CLASSIFICATION PETITION
CHANGE OF RESIDENCY STATUS
INDEPENDENT STUDENT

All students must submit this original hard copy completed petition via USPS Priority, FedEx, or UPS by the deadline to:
Student Service Center
Student and Academic Services Building, Room 103
1100 S. Beaver Street, #4050
Flagstaff, AZ 86011-4050
Phone: (928) 523-6464

General Information

STOP if you meet this criteria:
- WUE Student – you are NOT ELIGIBLE. Students currently enrolled in the Western Undergraduate Exchange tuition rate may not submit this Petition. WUE Students must first request to be removed from this tuition rate 12 months prior to your submission of the Change of Residency Status Petition AND pay any tuition during those 12 months at the non-resident rate. Contact the Student Service Center with any questions.

This Petition is designated for Independent Students who meet this criteria:

- Physical Presence in Arizona for 12 consecutive months prior to the start term.
- Student must overcome the Student Presumption (defined below). This means the student’s presence in Arizona must be primarily to establish a domicile. The student’s primary purpose in Arizona cannot be education.
- Financial Independence with evidence of self-generated funds in your control for housing, meals, transportation, and tuition for 12 consecutive months prior to the term.

Regulations

- A student must establish residency in Arizona before they are entitled to pay resident tuition rates.
- Residency classification for tuition purposes is determined by the university in accordance with the Arizona Legislature (ARS15-1801 to 1807) and Board of Regents Policy (ABOR 4.201 to 208).
- 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.
- All requirements for residency as outlined in this waiver, petition, or affidavit must be met to receive residency status for tuition purposes.
- All non-resident tuition and fees are due within stated policy and deadlines until residency status is approved.

Deadlines

Failure to file a complete a waiver, petition or affidavit within the deadlines stated at http://nau.edu/ssc/arizona-residency/ is considered a waiver of the right to file for the current term, and is not the basis for appeal. Students may only submit petitions or affidavits for residency and appeal any decisions once during a term.

- Processing time for petitions is fifteen (15) business days. If additional information is needed the process will 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 resident status.
- The burden of proof rests with the student. Evidence must be submitted to support all responses given in this petition.
- Students with a denied petition or affidavit may appeal the decision to the Residency Appeals Committee within stated deadlines at http://nau.edu/ssc/arizona-residency/. Appeals received after the deadline will not be accepted.

Definitions

- Student Presumption: It is presumed that a non-resident student’s presence in Arizona is primarily for the purpose of education and not to establish domicile. It is the responsibility of the student to overcome this presumption through the submission of objective evidence, including the documents listed below.
- Domicile: A student’s true, fixed, and permanent home and place of habitation. It is the place where the student lives, intends to remain, and to which the student intends to return when leaving Arizona without intending to establish a new domicile elsewhere.
- Domicile Year: Evidence indicating intent must exist at the beginning of and be maintained throughout the 12 month period of continuous presence prior to the last day of registration for the start term. Acts or events occurring less than 12 months before the last day of registration of the term may be considered as evidence of the lack of such intent.
- Parent(s)/Legal Guardian: A student’s parent(s), or the legal guardian of an un-emancipated student, provided there is no evidence indicating that the guardianship was created primarily for the purpose of conferring the classification of resident on the student.
# Residency Re-Classification Petition Change of Residency Status Independent Student

## Instructions

Respond to **all** questions and statements and provide copies of **all** documentation requested. Failure to do so will delay processing of this petition and may be interpreted as evidence of non-residency. Submit hard copies of this petition and supporting documents to the Student Service Center.

## Required Documentation

<table>
<thead>
<tr>
<th>Evidence of Continuous Physical Presence in Arizona for 12 months</th>
<th>PROVIDED</th>
<th>NOT PROVIDED</th>
<th>NOT APPLICABLE (only for select documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete bank statements that show detailed transaction history for 12 consecutive months prior to term. (This must be statements from your primary account, meaning the account on which you make your day-to-day purchases. This can be a checking, savings, or credit account)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence of Overcoming Student Presumption AND Intent to Establish Domicile</th>
<th>PROVIDED</th>
<th>NOT PROVIDED</th>
<th>NOT APPLICABLE (only for select documents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arizona driver’s license OR learner’s permit OR state ID card</td>
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<tr>
<td>Arizona voter registration card OR permanent resident card OR eligible visa</td>
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<tr>
<td>Arizona vehicle registrations for all vehicles operated in Arizona</td>
<td></td>
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</tr>
<tr>
<td>Mortgage deed or lease agreement</td>
<td></td>
<td></td>
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<tr>
<td>Most recent paystub showing year-to-date earnings and withholdings</td>
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<tr>
<td>Most recent filed Arizona tax return (form 140)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Most recent filed federal tax return (form 1040, first 2 pages only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition records for all institutions attended in last 12 months, if applicable</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Financial aid records for all institutions attended in the last 12 months, if applicable</td>
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</tr>
<tr>
<td>Brief written statement as to why you (the student) came to Arizona</td>
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</tr>
</tbody>
</table>

**Additional documentation needed if student is 25 yrs of age or younger**

- Parent Affidavit notarized
- Parents’ federal tax return for last 2 yrs (form 1040, first 2 pages only)

## Missing Documentation Explanation

If you are not submitting the required documents, please indicate in the space below why the documents are not being provided. Attach a separate page if additional space is needed.

## Additional Information

Please use the space below to provide any additional information you would like to include in support of your petition. Attach a separate page if additional space is needed.
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INDEPENDENT STUDENT

Student Applicant Information

NAU ID # ____________________ ☐ Undergraduate ☐ Graduate
☐ Fall ☐ Spring Year ______

Full Legal Name ______________________________ E-mail Address __________________________

Complete Mailing Address _________________________________________________________________
Street City State Zip

Phone Number ( ___ ) ________________ Date of Birth __________________ Age _________________

Are you a US Citizen? ☐ Yes ☐ No
If No, do you have a current visa? ☐ Yes ☐ No
If Yes, what type of visa?

Are you eligible to be claimed as a tax exemption by your parents, spouse or guardian? ☐ Yes ☐ No

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

By whom, were you claimed? ☐ Parent 1 ☐ Parent 2 ☐ Spouse ☐ Guardian

Student Signature ____________________________________________ Date ________________________

Spouse Information, if applicable

Spouse Name __________________ Phone Number __________________ Date of Marriage ____________

Temporary Address ____________________________________________

Employer Name/Address ____________________________
RESIDENCY RE-CLASSIFICATION PETITION
CHANGE OF RESIDENCY STATUS
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Parent/Guardian(s) Information, if applicable

REQUIRED if you are 25 yrs of age or younger and not married.
REQUIRED if you are 25 yrs of age or younger and married LESS than 2 yrs.

Parent 1 Information:
Name: ___________________________ Home Phone: ( ) _______________________
Permanent Address: __________________________________________________________
Employer Name & Address: ____________________________________________________

Parent 2 Information:
Name: ___________________________ Home Phone: ( ) _______________________
Permanent Address: __________________________________________________________
Employer Name & Address: ____________________________________________________

Student Physical Presence Worksheet

My continuous stay in Arizona began on (month, day, year) ______________________________.

<table>
<thead>
<tr>
<th>CONTINUOUS PRESENCE IN ARIZONA PRIOR TO TERM</th>
<th>PERMANENT ADDRESS (Physical Residence)</th>
<th>EMPLOYMENT (Employer/City)</th>
<th>SCHOOL ATTENDANCE (School/Location)</th>
<th>ABSENCES FROM ARIZONA (List dates &amp; Location)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month/Yr (1)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Month/Yr (2)</td>
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<tr>
<td>Month/Yr (3)</td>
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<tr>
<td>Month/Yr (4)</td>
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<tr>
<td>Month/Yr (5)</td>
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<tr>
<td>Month/Yr (6)</td>
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<td>Month/Yr (7)</td>
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<tr>
<td>Month/Yr (8)</td>
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<tr>
<td>Month/Yr (9)</td>
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<tr>
<td>Month/Yr (10)</td>
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<tr>
<td>Month/Yr (11)</td>
<td></td>
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</tr>
<tr>
<td>Month/Yr (12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Parent/Guardian(s) Affidavit, if applicable

- REQUIRED if you are 25 yrs of age or younger and not married.
- REQUIRED if you are 25 yrs of age or younger and married LESS than 2 yrs.
- If parents are not married, or are divorced, the affidavit must be copied and completed by both parents individually.
- Both parents must submit either jointly filed or individually completed and filed Federal Tax Returns – pages 1 and 2 only of form IRS 1040 or a complete IRS Tax Transcript for the most recent two years.

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you or will you claim the applicant as an exemption for Federal income tax purposes 2 yrs prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you or will you claim the applicant as an exemption for Federal income tax purposes 1 yr prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide any financial support for the applicant/student 2 yrs prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide any financial support for the applicant/student 1 yr prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide health insurance coverage for the applicant/student 2 yrs prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide health insurance coverage for the applicant/student 1 yr prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide auto insurance coverage for the applicant/student 2 yrs prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Did you provide auto insurance coverage for the applicant/student 1 yr prior to Term of Petition?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We, the Parent/Guardian(s), certify that all statements, information, and evidence presented are true and complete. I/We understand that if am found to have made a false or misleading statement concerning domicile or tuition status, the Student will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I/We hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition, or affidavit.

If parents are divorced, the affidavit must be copied and completed by both parents individually. Must be signed in the witness of a Notary Public.

Parent 1 Name __________________________ Parent 2 Name __________________________

Signature of Parent 1 __________________ Date ___________ Signature of Parent 2 __________________ Date ___________

Subscribed and sworn before me on this ________ day of __________, 20____.

State of ___________________________ County of ___________________________

Notary Name (print) ______________________ (Notary Seal) ______________________

Notary Signature __________________________ my commission expires: ___________

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Student Financial Independence and Definitions
A student is considered to be financially independent if he/she meets the following requirements:

- The student was **self-supporting** for the 12 months immediately preceding the term of petition for residency classification. Provide evidence that you were financially independent on the following worksheet. *Total income must exceed total expenses to be considered financially independent.*
- The student was **not claimed as a tax dependent** by out-of-state parents for the **last tax year** immediately preceding the request for residency classification.
- The student received minimal to no **financial support** from parent(s), guardians, or others for the same 12 months.
- The student was not dependent on the parents for **housing costs and auto insurance** for the same 12 months.
- **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 check stubs.
- **Parents/guardians**: List any financial support received from parents, relatives, or guardians.
- **Spouse**: List any financial support received from the spouse from the point in time you were legally married.
- **Financial aid**: List here financial aid received for the appropriate term. Include documentation of the awards. PLUS LOANS will automatically disqualify a student from being considered independent. NOTE: Parent PLUS loans, co-sign loans, credit cards, and gifts are NOT accepted as earnings of self-support.
- **Scholarships**: List here any scholarships received for the appropriate term. Include documentation of the award.
- **Trust Funds**: List here the amount of withdrawals from the trust fund used to support the student 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 documentation that the student was the source of the income.
- **Tuition costs**: For the given terms, indicate the tuition cost paid. 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 (include tuition/fees, housing, meals, transportation, etc.)

<table>
<thead>
<tr>
<th>SOURCE OF SUPPORT</th>
<th>1 yr Prior to Term of Petition – List Details</th>
<th>DOLLAR AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPLOYMENT</strong> (business name)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>PARENTS/RELATIVES/GUARDIAN</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>SPOUSE (not fiancé)</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>FINANCIAL AID</strong> (List by Name)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>SCHOLARSHIP(S)</strong> (List by Name)</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TRUST FUND</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>OTHER (specify)</strong></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL INCOME PER YR</strong></td>
<td>from all sources</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES PER YEAR</strong></td>
<td>Include tuition, housing, meals, transportation, etc.</td>
<td>$</td>
</tr>
</tbody>
</table>
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Trusts/Investments Information, if applicable
- Name and location of financial institution in which trust fund is maintained.
- Trust Agreement or a description of duration of trust (i.e., dates established, length of trust agreement).
- Description of source of funds such as grandmother's estate, parental savings, etc.
- Tax forms from the appropriate years-showing interest or dividend income.
- History of accounts listing deposits and withdrawals during the last 12 months. Include evidence that withdrawals were made to meet educational expenses.
- 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.

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? ____________________________ Provide a copy of the original documentation establishing the trust.

2. Name, address, and telephone number of administrator or trustee, if applicable:

   Name                                  Address                             City    State    Zip
   Telephone: (_____________) _______________________________

3. Name and address, and telephone number of financial institution in which trust fund is maintained:

   Name                                  Address                             City    State    Zip
   Telephone: (_____________) _______________________________

4. Who is responsible for filing taxes on the trust? ____________________________

5. Who is responsible for paying the taxes on the trust/investments?  
   □ Beneficiary  □ Trust Provide copies of the federal and state tax forms for the prior 24 months.

   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.

   Applicant/Student Signature ___________________________ Date __________
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Student/Applicant Certification

I certify that all statements, information, and evidence presented are true and complete. I understand that if am found to have made a false or misleading statement concerning domicile or tuition status, I will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition, or affidavit.

Signature (sign in the presence of Notary Public) ____________________________________________________________

Applicant signature

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

State of __________________________ Count of __________________________

Notary Name (print) ____________________________ (Notary Seal)

Notary Signature ____________________________ my commission expires: _____________