

# Military Exception



**U.S. Military members (and their spouses or dependents) qualify for the military exception if:**

- A. They provide proof that the military member is currently stationed in Arizona, **or**
- B. They provide proof that the military member’s state of legal residence is Arizona and has been for at least 1 year, **or**
- C. They provide proof that the student has demonstrated objective evidence of intent to be a resident of Arizona and is using transferred post-911 G.I. Bill benefits during a time in which the member of the uniformed services is serving on active duty (Choice Act).

**Step One:** complete your electronic residency petition – start here: [asu.edu/go/residency petition](http://asu.edu/go/residency petition)

**Step Two:** submit your supporting documentation *after* completing your petition.

Student’s Name: \_\_\_\_\_

ASU ID: \_\_\_\_\_

When did you complete your residency petition? \_\_\_\_\_

Semester: \_\_\_\_\_

Which exception from the above list is applicable to your situation?  A  B  C

**Required Documents**

	Provided	Not Provided
<b>A. Active Duty; I am stationed in Arizona</b>		
MILITARY MEMBER: Military member’s orders to Arizona OR Enlistment or Transfer documentation into the Arizona National Guard or Arizona Reserves	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: Military member’s U.S. Military ID card	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: Certification Document for Military Personnel (provided below)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional required documents if student is a military dependent</b>		
STUDENT: Dependent Military ID Card	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Driver’s License, instructional permit, state ID or U.S. Passport	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Active Duty; Arizona is my state of legal residence</b>		
MILITARY MEMBER: Military member’s U.S. Military ID card	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: Federal tax return for most recent tax year (Form 1040)	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: Arizona state tax return for most recent tax year (Form 140)	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: W2s from the last 2 tax years	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: Most recent Leave and Earnings Statement (LES)	<input type="checkbox"/>	<input type="checkbox"/>
MILITARY MEMBER: DD Form 2058 showing change of legal residence, <i>if applicable</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Additional required documents if student is a military dependent</b>		
STUDENT: Dependent Military ID Card	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Driver’s License, instructional permit, state ID or U.S. Passport	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Choice Act: I am a spouse/dependent with transferred benefits from a member on active duty</b>		
STUDENT: Objective evidence of intent to be a resident of Arizona <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Current Certificate of Eligibility (certifying transferred benefits at ASU)	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup>Objective evidence of intent to be a resident of Arizona includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

**Missing Documents** – please provide an explanation for anything not provided – attach a separate page, if needed

Submit your documentation and this form via [residencydocs@asu.edu](mailto:residencydocs@asu.edu) or in person at any University Registrar Services location.

**Downtown Phoenix**  
University Center  
411 N. Central, Suite 130  
Phoenix, AZ 85004-2142

**Tempe**  
Student Services Building  
Suite 140  
Tempe, AZ 85287

**Polytechnic**  
Administration Building  
5990 S. Sterling Mall  
Mesa, AZ 85212

**West**  
University Center Building  
Suite 120  
Phoenix, AZ 85069

## **What else do I need to know?**

- The military exception applies only to active duty military members of the U.S. Armed Forces and the Arizona National Guard or Reserves (and their spouses or dependents, if applicable).
- Your state of legal residence is not necessarily your home of record and there are specific requirements are provided on form DD-2058 for individuals who wish to change their state of legal residence. Your state of legal residence is indicated on your Leave and Earnings Statement (LES).
- The Choice Act exception requires you to show demonstrated intent to be an Arizona resident. State law requires that you obtain an Arizona vehicle registration and driver license, immediately if any of the following apply:
  - You are registered to vote in Arizona.
  - You obtain a state license or pay school tuition fees at the same rate as an Arizona resident.
  - You place children in school without paying the tuition rate of a nonresident.
- All documentation is subject to review by the residency office and the evaluator will determine the weight given to each document. The Residency Office will be sole judge of the authenticity or truthfulness of any material or statements submitted and may do additional research regarding any supporting documents.
- Additional documentation may be requested by the residency office after an initial review of your petition by the Residency Office.
- The term “resident for tuition purposes” differs from other definitions of Arizona residency. For example, a person who is an Arizona resident for voting or tax purposes may not be a resident for tuition purposes.
- Students that are classified as residents are required to verify citizenship, lawful status or eligible visa types. Non-U.S. citizens must possess a visa type that does not prohibit them from establishing a permanent home in Arizona. Students on F-1/J-1 visas are not eligible for residency.

## **How do I contact you?**

### **University Registrar Services**

Residency Classification

PO Box 870312

Tempe, AZ 85287-0312

Phone: 480-965-7712

Student Services Bldg, Rm 140

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Email questions to: [residency@asu.edu](mailto:residency@asu.edu)

Email documents to: [residencydocs@asu.edu](mailto:residencydocs@asu.edu)

# Military Exception: Certification Document



## Certification Document for Military Personnel

- To be completed by military member claiming the exception.
- Effective date of assignment to Arizona base must be prior to the published residency petition deadline.
- Exception is application to military member, their spouse or their dependent.

Student's Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

### Directions:

- Section I: to be completed and signed by military member.
- Section II: to be completed and signed if ASU student is the military member's spouse or dependent
- Section III: to be completed and signed by military member's Commanding Officer, or designee

### Section I: Certification of Eligibility

Military Member: \_\_\_\_\_ Assigned stationed: \_\_\_\_\_

Requesting in state status for:  Self  Spouse  Dependent Effective date of assignment: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

*By signing below, you certify that you are a member of the Armed Forces of the United States presently stationed in Arizona and that you do not anticipate any changes to your military status or duty station prior to the first day of classes for the semester which this request is filed.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section II: Certification of Dependent / Spouse Relationship

*By signing below, you certify that the above named student is your military dependent and dependent for Federal Income Tax purposes.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section III: Certification of Commanding Officer or Designee:

Commanding Officer/Designee: \_\_\_\_\_ Rank/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

*By signing below, you certify that the above information concerning military status, duty station and relationship is, to the best of your knowledge and belief, true and correct.*

\_\_\_\_\_  
Commanding Officer Signature

\_\_\_\_\_  
Date

Certification document can be emailed to [residencydocs@asu.edu](mailto:residencydocs@asu.edu) or submitted to any University Registrar Services location.

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