

Transferred Employee



You qualify as a transferred employee if:

- You (or your spouse) were transferred to Arizona for employment purposes within the last 12 months, and
- You can document that your moving and relocation expenses were paid by your employer.

Step One: complete your electronic residency petition – start here: asu.edu/go/residency petition

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

Name: _____

ASU ID: _____

When did you complete your residency petition? _____

Semester: _____

Who is the transferred employee? Student Spouse

Required Documents

Provided Not Provided

Receipt for \$50 petition fee – payable in person at Student Account & Cashiering Services <i>The Residency Classification Office cannot accept or process fee payments.</i>	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Arizona driver's license, learner's permit, or state ID	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Permanent Resident card or eligible visa (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
STUDENT: Current lease agreement or warranty deed	<input type="checkbox"/>	<input type="checkbox"/>

Required if spouse was the transferred employee

STUDENT/SPOUSE: Marriage Certificate (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
SPOUSE: Arizona driver's license, learner's permit, or state ID	<input type="checkbox"/>	<input type="checkbox"/>
SPOUSE: Permanent Resident card or eligible visa (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Required from transferred employee

TRANSFERRED EMPLOYEE: Most recent pay stub	<input type="checkbox"/>	<input type="checkbox"/>
TRANSFERRED EMPLOYEE: Copy of bill/receipt for moving expenses	<input type="checkbox"/>	<input type="checkbox"/>
TRANSFERRED EMPLOYEE: Documentation confirming moving expenses were paid by employer	<input type="checkbox"/>	<input type="checkbox"/>
TRANSFERRED EMPLOYEE: Documentation confirming effective date of transfer to Arizona	<input type="checkbox"/>	<input type="checkbox"/>

Missing Documents – please provide an explanation for anything not provided

(attach a separate page if additional space is needed)

Your documentation and this form can be sent to residencydocs@asu.edu or submitted to 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?

You will be asked to provide evidence that you (and your spouse, if your spouse was the transferred employee) are domiciled in Arizona; the transfer to Arizona was for employment purposes; and, that your moving expenses were paid by your employer.

- If the transfer occurred more than 12 months ago, this exception is not applicable. You should consider petitioning as an independent student or as the spouse of an Arizona resident instead.
- Your transfer must be for employment purposes and not simply an accommodation to help you with school.
- This exception does not apply if you are self-employed or employed in a family business that did not previously operate in Arizona.
- If your parent was transferred to Arizona, you should petition as a dependent student.
- Delaying (or not obtaining) the legal and customary indicators of intent to be an Arizona resident, e.g. an Arizona driver's license, may result in your request being denied (state law requires residents to do these things immediately).
- Personal circumstances not pertaining to residency policy, such as academic merit or financial hardship, are not considered in evaluating whether or not you qualify for residency.
- 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 (Tempe campus)
Monday – Friday, 8:00 a.m. – 5:00 p.m.

Email questions to: residency@asu.edu

Email documents to: residencydocs@asu.edu