Residency Classification Petition: Independent Student

Residency classification at Arizona State University is a function of the University Registrar’s Office. Determinations are based on guidelines provided by the Arizona Board of Regents (ABOR), which reflect current Arizona state law. Information about residency classification at ASU can be found at: https://students.asu.edu/residency

The forms contained herein are intended to help document compliance with ABOR requirements. Under no circumstances are ABOR requirements waived. Residency for tuition purposes is not granted due to merit, hardship, or special circumstances. Residency classification is not a scholarship or waiver. Residency is granted upon documented compliance with all applicable policies, guidelines and laws.

Students submitting residency petitions are required to:

1. Respond to all questions and provide all requested documentation.
2. Include written explanation for any requested documentation that cannot be provided.
3. Provide clear and convincing evidence. The burden of proof rests with the student.
4. Submit your signed, dated, and notarized petition with your $50.00 petition fee prior to the petition deadline.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Priority Evaluation Deadline</th>
<th>Petition Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2013</td>
<td>April 19, 2013</td>
<td>May 21, 2013</td>
</tr>
<tr>
<td>Fall 2013</td>
<td>June 28, 2013</td>
<td>August 28, 2013</td>
</tr>
</tbody>
</table>

1 Petitions submitted (and fully completed) before the priority deadline will be evaluated prior to the first day of classes. Petitions submitted after this date will be reviewed in the order in which they are received, but may not be evaluated until after classes begin.

2 Summer petitions are only evaluated for students registered for summer classes.

**Per ABOR requirements, failure to submit a notarized petition by the deadline date constitutes a waiver of the right to petition for that term. There is no appeal process for petitions submitted after the deadline.**

Processing time for completed petitions is approximately 6-8 weeks, but may be longer during peak periods. Petitions are reviewed in the order that they are received, and petitions submitted at or near the deadline may take significantly longer to process. Petitioners wanting a residency decision prior to the first day of classes are advised to submit their completed petitions, including their $50.00 petition fee, by the priority evaluation date listed above.

Please also note the following:

- Until notified otherwise, you are a non-resident for tuition purposes and are responsible for paying your tuition in accordance with all established policies and deadlines. Full payment of tuition is expected and extensions of payment are not granted on the basis of unresolved residency. If approved, an appropriate refund on tuition paid will be issued.
- Changes to residency classification can affect your financial aid. Certain aid may be reduced and any institutional scholarships may be adjusted or cancelled. Contact your financial aid counselor if you have questions.
- Your petition may be denied. It is your responsibility to document compliance with all residency requirements. Lack of knowledge of the applicable state laws will not excuse the requisite compliance.
- Petitioners who have omitted, falsified, or misrepresented any information will be referred to Student Rights and Responsibilities for disciplinary action.
- Residency petitions are only accepted from students who have been admitted to ASU.

**Appeals:** If your petition is denied, per ABOR policy you have the right to appeal your decision. Information about the appeal process, including the evaluator’s justification of your decision, will be provided with your denial letter. Additional information is available at: https://students.asu.edu/residencyappeals. All students are encouraged to speak with a residency classification specialist before submitting an appeal. **Appeals for petitions submitted after the petition deadline will not be considered.**

**Appeal Deadlines:** Summer 2013--June 25, 2013; Fall 2013--October 2, 2013.
You are petitioning as an independent student. Independent students must couple their physical presence within Arizona for 12 months with clear and convincing objective evidence of intent to make Arizona his or her permanent home. Actions used to indicate intent must be accomplished at the beginning of, and maintained throughout, the domicile year. Any delay may be considered as evidence of the lack of such intent. Students must clearly and convincingly demonstrate that they meet the requirements set by ABOR policy and applicable state laws in order to be reclassified as an Arizona resident for tuition purposes. ABOR policy presumes that a non-resident student’s presence in Arizona is primarily for the purpose of education and not to establish domicile, and that the decisions of an individual as to the intent to establish domicile are generally made after the completion of an education and not before. Per ABOR policy, an independent student is eligible to be classified as a resident for tuition purposes if he/she has provided clear and convincing evidence of the following:

- Student has established a domicile in Arizona on or before May 21, 2012 for the Summer 2013 semester or August 29, 2012 for the Fall 2013 semester, and
- Student has been physically present in Arizona for the last twelve continuous months, and
- Student has demonstrated intent to be an Arizona resident for twelve months, and
- Student has demonstrated financial independence for the previous two tax years.

Your petition must include the following:

- Completed, signed and notarized petition form
- Non-refundable petition fee of $50, check or money order payable to “Arizona State University”
- Evidence of physical presence for 12 consecutive months:
  - Most recent, complete bank statements for 12 consecutive months – transaction locations help determine presence in Arizona, or
  - Most recent pay stubs for 12 consecutive months – employment in Arizona helps determine presence in Arizona
- Evidence of intent to establish Arizona as the permanent home:
  - Arizona driver’s license and, if license is a duplicate and it was issued less than 12 months ago, an MVD report showing original issue date – shows compliance with applicable laws for legal residents of Arizona
  - Arizona vehicle registrations for all vehicles operated in Arizona during the last 12 months – shows compliance with applicable laws for legal residents of Arizona
  - 2011 Arizona tax return (if applicable) and 2012 Arizona tax return (if applicable) – shows compliance with applicable laws for legal residents of Arizona
  - If applicable - Permanent resident alien card or an eligible visa – shows ability to make Arizona the permanent home
- Evidence of financial independence:
  - Most recent pay stub - documents year to date income for 2013
  - Federal tax returns for 2011 and 2012 - verifies income for those years. If taxes were not filed, please include W-2s or 1099s for both years
  - Tuition costs for all institutions attended since January 2011 – helps determine expenses
  - Financial aid received for all institutions attended since January 2011 – helps determine offset of expenses
  - If applicable - Parents’ affidavit and parents’ federal tax returns for 2011 and 2012—demonstrates parents did not claim petitioner as a tax dependent and did not provide support
  - If applicable – Statements from student’s trust account, including yearly beginning balances, withdrawals, deposits, and ending balances of the trust account(s) for 2011, 2012 and 2013—verifies account ownership and control of funds

Please include written explanation for any requested documentation that cannot be provided.

Applications and accompanying documentation will be retained by Arizona State University in accordance with university approved requirements. All information will be kept confidential as required by law and university policies. Please submit legible copies of your documentation. Originals are NOT required to be submitted. Failure to submit all requested documents may result in the denial of your petition.

Updated: 22 March 2013
Residency Classification Petition: Independent Student

Summer 2013 Deadline: May 21, 2013
Fall 2013 Deadline: August 28, 2013

I am applying for the following year and term:  ☐ Summer - 2013  ☐ Fall - 2013

1. Mr./Ms./Mrs.: _____________________________________________ ASU ID: □□□□□□□□□□
   First                  Middle                  Last

2. Telephone: (Daytime) ____________________________ (Evening) ____________________________

3. Age: __________, Date of Birth: ________________ Place of Birth: __________________________

4. Your residency decision will be sent to your ASU e-mail. Do you also wish to be notified by postal mail? ☐ Yes ☐ No
   All correspondence from the Residency Classification Office will be sent to the mailing address and/or ASU e-mail address currently on file with Arizona State University. It is the student’s responsibility to ensure his/her address is current on MyASU.

5. Are you a current ASU student? ☐ Yes ☐ No
   ☐ Law Student  ☐ Graduate Student  ☐ Undergraduate  Campus: __________________________

6. What was (or will be) your first semester enrolled at ASU? __________________________

7. Have you previously submitted a petition for residency? ☐ Yes ☐ No – If yes, for which semester? __________________________

8. Are you married? ☐ Yes ☐ No – If yes, date of marriage: __________________________ Spouse’s name: __________________________

9. Are you a US Citizen? ☐ Yes ☐ No – If no, are you a: ☐ Visa holder-visa classification_______ Issued _______________
   ☐ Permanent Resident: Issued ______ Expires: ______________
   Resident Alien: Number ______ Expires: ______________

10. What high school did you attend? __________________________ State: ______ Date of HS Graduation: __________

11. What was your reason for coming to Arizona? __________________________________________________________

12. What was your previous non-Arizona address? __________________________________________________________

13. Have you, your spouse (if married), or parents (if dependent) been in the military in last 12 months? ☐ Yes ☐ No
   If yes, which branch: __________________________ Last duty station? __________________________
   State of legal residence: __________________________
   a. Did the military person change his/her state of legal residency with the military during the last 12 months?
      ☐ Yes ☐ No if yes, date changed: ________________ Date of discharge: ________________

14. Father’s name: ____________________________________________ 21. Mother’s name: __________________________
   a. Living? ☐ Yes ☐ No

15. Address: __________________________________________________

16. City, State, ZIP __________________________

17. Employer/Address __________________________________________

18. Job Title: __________________________________________________

19. Step-mother (if applicable): __________________________

20. Step-mother’s employer: __________________________

22. Address: __________________________________________

23. City, State, ZIP __________________________

24. Employer/Address __________________________________________

25. Job Title: __________________________________________________

26. Step-father (if applicable): __________________________

27. Step-father’s employer: __________________________
Residency Classification Petition: Independent Student

**Physical Presence**—Students must document that they have been physically present **continuously** in Arizona for the twelve (12) months prior to the semester for which they are requesting residency. This twelve (12) month period is referred to as a domicile year. Previous time spent in Arizona does not count towards physical presence, only the twelve (12) months immediately prior to the semester for which students are requesting residency is relevant.

28. Have you maintained continuous physical presence in Arizona for at least 12 months prior to the semester of application?
   - [ ] Yes  [ ] No  If no, please explain: ________________________________________________________________

29. What date did your current stay in Arizona begin? _____________________________

30. Do you own residential property in Arizona?  [ ] Yes  [ ] No
   a. If yes, is this your primary residence?  [ ] Yes  [ ] No
   b. Are you the sole owner of this property?  [ ] Yes  [ ] No  If no, who is the co-owner? _____________________________

31. Do you own residential property in another state?  [ ] Yes  [ ] No

32. Please list all permanent addresses for the past 12 months:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Complete Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

33. Were you enrolled in a college or university in the last two years?  [ ] Yes  [ ] No - If yes, complete the following:

<table>
<thead>
<tr>
<th>Terms</th>
<th>School(s) Attended</th>
<th>City, State</th>
<th>Hours Enrolled</th>
<th>Tuition Paid</th>
<th>Financial Aid Received*</th>
<th>Were you a WUE(^1) or WICHE student?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2011</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Summer 2011</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Fall 2011</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Spring 2012</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Summer 2012</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Fall 2012</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Spring 2013</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>[ ] Yes  [ ] No</td>
</tr>
</tbody>
</table>

* Include all financial aid received, including loans, grants, scholarships and parent/PLUS loans.

\(^1\)The Western Undergraduate Exchange (WUE) is a program coordinated by the Western Interstate Commission for Higher Education (WICHE). Residents of western states (other than Arizona) may enroll in the ASU WUE program at lowered tuition rates. WUE programs are limited to select majors.
Intent to establish domicile in Arizona— State law requires that legal residents of Arizona who drive obtain a drivers license in addition to registering any vehicle they operate in Arizona immediately. Residents who do not drive are required to obtain an Arizona State ID card. State law does not allow for a grace period. Other indicators of intent to establish Arizona as a permanent home include paying and filing of Arizona state taxes, and the transference of banking and all permanent addresses to Arizona. The ownership of property will not grant residency for tuition purposes.

34. Do you have a valid driver’s license in any state?  Yes No - If yes, state issued: __________ Date Issued: __________

35. Is your current driver’s license a duplicate or reissue? Yes No - If yes, original Date Issued: __________________

36. Do you have a state issued ID card? Yes No - If yes, state issued: __________ Date Issued: __________

37. Are you registered to vote in Arizona? Yes No

38. Do your bank statements reflect an Arizona address? Yes No Name of Bank(s): __________________

39. Have you attended any institution using the WUE or WICHE programs? Yes No
   a. If yes, what is your home state: __________?

40. In the past 12 months, did you own or operate a vehicle registered in Arizona? Yes No

41. In the past 12 months, did you own or operate a vehicle registered in another state? Yes No

42. Please provide the following information for all vehicles operated in the past 12 months.

<table>
<thead>
<tr>
<th>Vehicle—Year, Make and Model</th>
<th>State Registered</th>
<th>Date Registered</th>
<th>License Plate Number</th>
<th>Name of Owner</th>
<th>Owner’s relationship to you</th>
<th>Date of purchase</th>
<th>State of Prior Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

43. Are you currently employed? Yes No - If yes, name of employer: ________________________________

44. Please list all employment for the past 12 months:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Address (employer/city and state where employed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
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</tr>
</tbody>
</table>

45. Please provide your tax history:

Did you file Federal income taxes for 2011? Yes No If no, state reason for not filing: __________

Did you file Federal income taxes for 2012? Yes No If no, state reason for not filing: __________

Did you file Arizona state income taxes for 2011? Yes No If no, state reason for not filing: __________

Did you file Arizona state income taxes for 2012? Yes No If no, state reason for not filing: __________
Residency Classification Petition: Independent Student

Evidence of Financial Independence—Students must show that during the previous two tax years they have not been claimed as a tax dependent on anyone’s taxes and that they had reasonable self-generated income to meet all their own tuition and living expenses. Reliance upon non-Arizona resources for financial support infers residency in another state and may be a reason to deny a request for Arizona residency. Students are not considered financially independent during the tax years that they are in high school regardless of how taxes are filed. Personal loans, PLUS loans, co-signed loans, gifts and undocumented cash earnings are NOT acceptable as evidence of self-support.

46. Have you been claimed as a tax dependent by any other individual in the last two tax years? □Yes □No

47. Have you been completely self-supporting for the last two tax years, including paying your tuition and living expenses from self-generated funds? □Yes □No If no, please explain: ____________________________________________________________

48. Please use the following to summarize your sources of support:

<table>
<thead>
<tr>
<th>Sources of Support</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name</td>
<td>Amount</td>
<td>Name</td>
</tr>
<tr>
<td>Employment (include all employers and year-end or year-to-date earnings)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Employment of Spouse</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Parental Support</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Student Financial Aid (include loans, grants and scholarships)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Co-signed Financial Aid (include Parent PLUS loans, private loans, etc.)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>All other sources of support (e.g. tips, babysitting, non-taxed income, etc.)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

- List total dollar amounts generated from each source of support and provide all documents requested on the Supporting Documents page. Income that cannot be documented will not be considered.
- A free transcript of Federal tax returns may be obtained from the IRS by calling 1-800-829-0922.
- Arizona state income tax transcripts can be obtained through the Arizona Department of Revenue by calling 602-255-3381.
- For trust accounts, the student must verify that he or she has complete control of the trust, the trust has been in use to support the student, and the trust was not set up for the purpose of meeting the financial independence requirement. Copies of the yearly beginning balances, withdrawals, deposits, and ending balances of the trust account(s) will be required.

49. Please use the following to estimate your total monthly expenses and income:

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent/Mortgage:</td>
<td>From Employment:</td>
</tr>
<tr>
<td>Utilities (Water/Electric/Cable/Gas):</td>
<td>From Parents:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>From Financial Aid:</td>
</tr>
<tr>
<td>Vehicle (car payments, insurance, fuel):</td>
<td>From Savings/Trust funds:</td>
</tr>
<tr>
<td>Food/Groceries:</td>
<td>Other Income:</td>
</tr>
<tr>
<td>Entertainment/Social Activities:</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous expenses and other bills:</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Monthly Expenses</td>
<td>Total Estimated Monthly Income</td>
</tr>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
50. If we need to contact you for additional information or clarification, what is the best way to contact you?

☐ Phone: __________________________  ☐ E-mail: ________________________________

51. Is there any other information that you would like to add to your petition that you feel is relevant to your classification as a resident of Arizona? (use separate sheet, if needed)

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________
___________________________________________________________________________

52. Your petition should include the following documentation. Missing documents increase the likelihood that your petition will be denied. If there is any documentation you cannot provide, please include an explanation in the space provided below.

☐ Arizona driver’s license or Arizona identification card
☐ Arizona vehicle registrations for all vehicles operated in Arizona during the last 12 months
☐ 2011 Arizona tax return and 2012 Arizona tax return
☐ Most recent, complete bank statements for 12 consecutive months or Most recent pay stubs for 12 consecutive months
☐ Most recent pay stub showing year-to-date earnings and withholdings
☐ Federal tax returns for 2011 and 2012
☐ Tuition costs for all institutions attended since January 2011
☐ Financial aid received for all institutions attended since January 2011
☐ If applicable, parents’ affidavit and parents’ federal tax returns for 2011 and 2012
☐ If applicable, statements from trust account(s)
☐ If applicable, permanent resident alien card or an eligible visa

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
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___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Residency Classification Petition: Independent Student

Notarial Certificate
Do not sign this form in advance; sign only in the presence of a Notary Public.

I, ________________________________, have researched, read, and thoroughly understand the residency requirements under which I am petitioning. I also understand that under no circumstances are residency requirements waived. I further certify that I can objectively document that all requirements have been met.

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.

All statements, information, and evidence presented in this petition for residency reclassification are true and complete. I understand that if I willfully 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 Arizona as my state of legal domicile, it will jeopardize my case for residency. I may also be subjected to disciplinary action, dismissal from the University, repayment of tuition fraudulently waived, repayment of financial aid fraudulently obtained, and may result in civil and criminal liability. I hereby grant permission for ASU representatives to verify any supporting evidence submitted with this petition.

________________________________                                  ________________
Student Signature – sign only in presence of a notary                  Date

State of _________________________________

County of _________________________________

Subscribed and sworn to before me on this __________ day of, ____________, 20 __________

__________________________________________________________
(Signature of Notary Public)

Commission Expires: _____________________________________________________________________

(Notary Seal)
If you are 26 years of age or older, or you filed joint taxes with your spouse for tax year 2011 and 2012 do not need to have your parents complete this form. This documentation and supporting evidence demonstrates parents did not claim the petitioner as a tax dependent and did not provide financial support.

For all others, your parents must complete the affidavit below and have it notarized. Both parents must submit the first two pages of their federal tax returns for 2011 and 2012, and a letter from their auto and health insurance provider(s) stating coverage.

Student Name: ________________________________________ ASU ID: __________________

1. What is the most recent tax year that you claimed the applicant on your taxes? __________________________

2. Did the applicant live with you in 2011? ❑ Yes ❑ No

3. Did the applicant live with you in 2012? ❑ Yes ❑ No

4. Did the applicant live with you in 2013? ❑ Yes ❑ No

5. Have you provided support, including tuition, living expenses, housing, books, etc., to the applicant in:
   - 2011 ❑ Yes ❑ No if yes, please estimate amount of support $ __________________________
   - 2012 ❑ Yes ❑ No if yes, please estimate amount of support $ __________________________
   - 2013 ❑ Yes ❑ No if yes, please estimate amount of support $ __________________________

6. Did you (or will you) claim the applicant as an exemption for income tax purposes in:
   - 2011 ❑ Yes ❑ No
   - 2012 ❑ Yes ❑ No
   - 2013 ❑ Yes ❑ No

7. Did you provide health insurance coverage for the applicant during:
   - 2011 ❑ Yes ❑ No
   - 2012 ❑ Yes ❑ No
   - 2013 ❑ Yes ❑ No

8. Did you provide auto insurance coverage for the applicant during:
   - 2011 ❑ Yes ❑ No
   - 2012 ❑ Yes ❑ No
   - 2013 ❑ Yes ❑ No

9. Did you cosign on the applicant’s loan(s) or accept a PLUS loan:
   - 2011 ❑ Yes ❑ No
   - 2012 ❑ Yes ❑ No
   - 2013 ❑ Yes ❑ No

All statements, information, and evidence presented are true and complete. I understand that if I provide false information, if I make a material misrepresentation or omission in connection with this petition for change of residency, or if I make any effort to fraudulently obtain Arizona residency for tuition purposes for the above named student, it will jeopardize the student’s case for residency and subject him/her to disciplinary action such as: dismissal from the University, repayment of tuition fraudulently waived, repayment of financial aid fraudulently obtained, and may result in civil and criminal liability. I hereby grant permission for ASU representatives to verify any supporting evidence submitted with this petition.

____________________________________________________
Signature of Father or Step-Father (Sign in the presence of a Notary)

Subscribed and sworn to before me this _____ day of ________, 20____
State of __________________________ County of __________________________

____________________________________________________
Signature of Mother or Step-Mother (Sign in the presence of a Notary)

Commission Expires_______________________________

(Notary Seal)