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.

Submitting a Transferred Employee Petition

1. **Start** at the Residency Petition Dashboard: [https://go.oasis.asu.edu/residencypetition/](https://go.oasis.asu.edu/residencypetition/)
2. **Initiate** your petition by completing the online questionnaire prior to the deadline.
3. **Complete** your petition by submitting all requested documentation prior to the deadline.

Required Documents

Your required documents will be dependent on your situation and how you answer the questions on the petition. There is not a single list that applies to everyone, but the list below includes the most common documents requested. You may be asked to provide something that is not listed below and you will have an opportunity to provide anything you think is relevant or helpful to your situation.

- Arizona driver’s license, learner’s permit, or state ID
- Permanent Resident card or eligible visa
- Current lease agreement or warranty deed
- Marriage Certificate
- Most recent pay stub
- Copy of bill/receipt for moving expenses
- Documentation confirming moving expenses were paid by employer
- Documentation confirming effective date of transfer to Arizona
- Complete bank statements documenting day-to-day transactions since arriving in Arizona

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.