

**RESIDENCY RECLASSIFICATION DEPENDENT CHILD  
ARIZONA DOMICILE AFFIDAVIT**

**All students must submit this *original hard copy* completed affidavit by the deadline:**

**In-person:**

Northern Arizona University  
Gammage (Building 1)  
Office of the Registrar  
601 S. Knoles Drive  
Flagstaff, AZ 86011

**Via USPS Priority, FedEx or UPS:**

Northern Arizona University  
Residency Classification  
PO Box #4103  
Flagstaff, AZ 86011-4103

In Arizona, as in all other states, tuition at the State's publicly-supported universities is lower for in-state resident students than for out-of-state non-resident students. This reflects the fact that state universities are supported financially by the state's taxpayers. The universities' rules for determining classification or reclassification as a resident or non-resident for tuition purposes reflect Arizona law and Arizona Board of Regents ("ABOR") policy. At the time of their admission, Northern Arizona University classifies all students as either a resident or non-resident. Students must be admitted and properly registered for classes using the tuition classification initially determined by the University prior to petitioning for residency reclassification for that term.

Additional residency information and forms are available at <https://in.nau.edu/student-service-center/arizona-residency/>.

❖ **This Affidavit is for Dependent Students.** A Dependent student is an individual who is domiciled in Arizona and:

- The Domicile of one or both individual parents (or legal guardian) is in Arizona; and
- One or both individual's parents (or legal guardian) are entitled to claim the individual as a dependent child for federal income tax purposes (whether or not either parent or legal guardian claims the individual as a dependent child).

Domicile: an individual's true, fixed, and permanent home and place of habitation. It is the place where the individual lives, intends to remain, and to which the individual intends to return when leaving without intending to establish a new Domicile elsewhere.

In accordance with Arizona law (A.R.S. §15-1803) and ABOR Policy 4-102, aliens who meet the requirements of [A.R.S. §15-1803](#) are eligible for in-state tuition.

**Deadlines** – Term-specific deadlines can be found at <https://in.nau.edu/student-service-center/arizona-residency/forms-deadlines/>

- The deadline to request reclassification is the Last Day of Registration. Students who fail to submit an affidavit within the allowable timeframe waive their right to gain reclassification as an in-state resident for that semester, term, or session.
- Processing time for affidavits is twenty (20) business days. If additional information is needed the process may be delayed.
- No extensions of payment deadlines are granted on the basis of unresolved residency status or pending affidavits. A refund of fees will be issued, if necessary, upon approval of resident status.

Last Day of Registration: the final day of regular registration for credit for a semester, term, or session (as applicable) as published by the Office of the Registrar.

**Appealing a Denial**

In accordance with ABOR Policy 4-205 and as outlined in the Residency Reclassification Procedure, if an individual believes they have met the requirements to be classified as an in-state resident for tuition purposes and has been denied such classification, they may appeal their non-resident classification by submitting a Non-Resident Classification Notice of Appeal to the Student Service Center by the relevant deadlines published on its website. In no event will the University accept residency classification appeals later than thirty-five (35) calendar days from the applicable Last Day of Registration. Failure to file a completed and signed notice of appeal within the allowable timeframe shall constitute a waiver of the individual's right to appeal their residency classification for that term.

**Student Athletes**

If you are a Student Athlete, currently classified as Non-Resident or WUE, and receiving any scholarship funds from the Athletics Department, you must speak with the Athletics Compliance Officer before submitting this affidavit. Becoming a Resident for tuition purposes could negatively impact your Athletics Scholarship.



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### Instructions

Respond to **all** questions and statements and provide copies (no originals, these documents will not be returned to you) of **all** documentation required. Failure to do so will delay the processing of this affidavit and may be interpreted as evidence of non-residency.

**Falsification:** Any student found to have intentionally made a false or misleading statement or to have deliberately submitted false or misleading information or materials concerning an affidavit for residency classification for tuition purposes with the intent to deceive is subject to dismissal from the University and will be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement.

### Student/Applicant Information

NAU ID # \_\_\_\_\_  Undergraduate  Graduate  
 Fall  Spring Year \_\_\_\_\_ (Residency does not affect tuition for Summer or Winter terms)

Full Legal Name \_\_\_\_\_ E-mail Address \_\_\_\_\_ Phone # \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_  
Street City State Zip

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Date/Location of HS Graduation \_\_\_\_\_

Are you a US Citizen?	If no, do you have a current visa?	If yes, what type of visa?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
<input type="checkbox"/> No	<input type="checkbox"/> No	

When did the parent/guardian's continuous stay in Arizona begin? (Month/Day/Year) \_\_\_/\_\_\_/\_\_\_

How long has parent/guardian been living in Arizona? \_\_\_\_\_

City/State parent/guardian lived in before moving to Arizona? \_\_\_\_\_

Has the parent/guardian cut all ties with your previous state? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain the remaining ties to the parent/guardian's state: \_\_\_\_\_



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Information and Definitions

Information on parent(s) living in Arizona is mandatory along with supporting documentation. Legal guardians must be court-appointed for purposes other than gaining in-state tuition and proof of legal guardianship must be submitted.

- 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.
Evidence of parent's eligibility to claim the student as an exemption for federal tax purposes: We will review the information you provide to determine if the student meets the eligibility requirements for dependents as defined by the IRS. The five tests are described in the "dependents" section of all IRS Instructions and Schedules (1040, 1040A, etc.)
If the student is currently 24 years old OR will turn 24 years old within the tax year of the semester you are seeking reclassification, the student is not eligible to be classified as a Resident under this policy. The tax year a student turns 24 they are no longer eligible to be claimed as a dependent child for tax purposes and are consequently ineligible to be reclassified as a Resident under this policy. Married students under the age of 24 are also not eligible to be classified as a Resident under this policy.

Domicile Certification

I, \_\_\_\_\_ certify that \_\_\_\_\_
(Parent/Guardian) (Dependent/Student)

is eligible to be claimed as a dependent as defined by the Arizona State Income Tax Code (ARS 43-1001) as of the date of enrollment for which this application is intended. I further certify that the dependent and I (parent/guardian) are currently domiciled in Arizona and that each of the foregoing statements is a true and correct statement of fact.

Signature of Parent/Guardian (sign in the presence of Notary Public) \_\_\_\_\_
\*Guardian court documents must be included Signature

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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**Domicile Worksheet**

Please complete all fields.

	INFORMATION ON: Student	INFORMATION ON: Parent 1 OR Parent 1 w/custody, OR Guardian	INFORMATION ON: Parent 2 OR Parent 2 w/custody, OR Guardian
NAME			
CURRENT ADDRESS			
PERMANENT ADDRESS			
EMPLOYED? (full-time, part-time, retired)			
EMPLOYER'S NAME AND ADDRESS			
YOUR HOME LOCATION (own, lease, rent)			
BANKS (specify where you have checking/savings)			
STATE TAX (state where you filed resident state tax for the past year)			
FEDERAL TAX (address listed on your most recent return).			
VOTER REGISTRATION (date and state of most recent registration)			
ARIZONA DRIVER'S LICENSE (date of issue and DL #)			
ARIZONA VEHICLE REGISTRATION (date of issue and reg. #)			

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<b>REQUIRED DOCUMENTATION</b>		
Documents will be evaluated solely by the University's residency classification officer or Residency Classification Appeal Committee, who may consider any relevant evidence, including but not limited to, the information or material described below. No one factor is determinative. <b>Please check the appropriate box, Provided or Not Provided, for all items.</b>	<b>PROVIDED</b>	<b>NOT PROVIDED</b>
<b>Evidence that the Student has established domicile in Arizona</b>		
• Arizona driver's license OR learner's permit OR state ID card		
• Arizona voter registration card OR permanent resident card OR eligible visa		
• Arizona vehicle registrations for all vehicles operated in Arizona		
<b>Evidence that Parent(s)/Guardian has established domicile in Arizona</b>		
• Parent Affidavit completed/notarized by AZ parent(s)/guardian		
• Arizona driver's license for parent(s)/guardian		
• Arizona vehicle registrations for all vehicles operated in Arizona		
• Arizona voter registration card OR permanent resident card OR eligible visa for parent(s)/guardian		
• Parent's most recent pay or retirement stub		
• Current mortgage OR deed OR lease agreement		
• Complete banking or credit statements that show <i>detailed transaction history</i> since arrival in Arizona (if arrived <12 months ago) OR for 12 consecutive months prior to term (if arrived >1 yr ago) (These must be statements from your <i>primary account</i> , meaning the account on which you make your day-to-day purchases such as groceries, gas, etc. This can be a checking or credit account)		
• Moving bill for relocation to Arizona (if move occurred <2 years ago)		
<b>Evidence that Parent(s)/Guardian is entitled to claim the student as a dependent child for federal and state tax purposes</b>		
• Student's birth certificate		
• Parent(s)/guardian most recent filed federal tax return (form 1040, first 2 pages only)		
• Parent(s)/guardian most recent filed state tax return (form 140 AZ, your state's form if not AZ)		
• Divorce decree, <i>if applicable</i>		
<b>Missing Documentation Explanation</b>		
Explain in the space below why you are missing any required documentation. Attach a separate page if needed.		
<b>Additional Information</b>		
Explain in the space below any additional information that would support your affidavit. Attach a separate page if needed.		