

**RESIDENCY RECLASSIFICATION
ARMED FORCES / ACTIVE DUTY / GUARD / RESERVE
AFFIDAVIT**

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

In person:

Northern Arizona University
Student Service Center
1100 S. Beaver St
Room 103

Via USPS Priority, FedEx or USPS:

Northern Arizona University
Student Service Center
PO Box 4050
Flagstaff, AZ 86011-4050

NAU's *Residency for Tuition Purposes* policy is available at nau.edu/university-policy-library/residency/

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 Active Duty Military Members OR National Guard OR Reservists OR their spouses or dependent children that:**

- are stationed in Arizona pursuant to military orders
- OR are stationed outside of Arizona pursuant to military orders *and* the Active Duty Military Member claimed Arizona as their legal residence for at least twelve (12) consecutive months.

Honorably Discharged Veterans, Retired Military Members, Military Active Duty Members or Veterans using or transferring Chapter 33 (Post 9/11) benefits to Dependent- **DO NOT** complete this form.

Please contact the Veteran Success Center for further information:

Phone: (928) 523-8387 **Email:** vets@nau.edu **Website:** <https://in.nau.edu/veteran-and-military-services/>

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 request reclassification is the Last Day of Registration. Students who fail to submit a petition or 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 petitions 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 petitions. 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 or as determined by the Director of the Student Service Center.

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 petition. Becoming a Resident for tuition purposes could negatively impact your Athletics Scholarship.



Enrollment and Student Services

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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 processing of this petition 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 a petition 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.

Applicant and Military Member/Sponsor Information

Term and Year Fall Spring Year _____ (Residency does not affect tuition for Summer or Winter terms)

Check All That Apply

Military active duty/Guard/Reserve, OR Spouse, OR Dependent child

Undergraduate, OR Graduate

Applicant Information

Name (Last, First, MI)		NAU ID #
Address	Telephone Number (include area code)	
City, State, Zip	Date Present Stay in Arizona Began	
Where Did You Live Before Your Present Stay in Arizona?	From Mo/Yr to Mo/Yr	

Military Member/Sponsor Information

Name:	Telephone Number (include area code)
Current Address	City, State, Zip
Current Duty Station	From Mo/Yr to Mo/Yr
State of Legal Residence	From Mo/Yr to Mo/Yr

Student/Applicant Certification

I certify that all statements, information, and evidence presented are true and complete. I understand that if am found to have made a false or misleading statement concerning domicile or tuition status, I will be subject to dismissal from the university and be held responsible for the payment of any tuition amounts that would have been charged but for the false or misleading statement (ABOR 4-208B). I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this waiver, petition, or affidavit.

Applicant signature

Date

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In-state tuition is a legal military-benefit related matter, therefore, an authorized reason to photocopy the DOD ID card. NAU policy regarding the requirement to be provided a photocopy of a DOD ID is not in conflict with DOD policy.

REQUIRED DOCUMENTATION		
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. Select one of the two categories below and check the appropriate box, Provided or Not Provided, for all items in that section	PROVIDED	NOT PROVIDED
<input type="checkbox"/> Active duty military OR National Guard OR Reservist stationed in Arizona		
• Armed Forces member's orders to Arizona OR Enlistment or transfer papers into the Arizona National guard or Arizona Reserves		
• Armed Forces member's U.S. Military ID card**		
• Certification Document for Military Personnel (page 4)		
Additional documentation needed if student is a military spouse or dependent		
• Spouse/Dependent's U.S. Military ID card**		
• Spouse/Dependent's driver's license OR learner's permit OR state ID OR U.S. passport		
<input type="checkbox"/> Active duty military member claims Arizona as their state of legal residence		
• Military member's U.S. Military ID card**		
• Military member's Arizona state return for the most recent tax year		
• Military member's Federal tax return for most recent tax year		
• Military member's Leave and Earnings Statement's (LES) from the previous 12 months, including most recent		
• Military member's DD Form 2058 showing change of legal residence, if applicable		
Additional documentation needed if student is a military spouse or dependent		
• Spouse/Dependent's U.S. Military ID card**		
• Spouse/Dependent's driver's license OR learner's permit OR state ID OR U.S. passport		
++ United States Code Title 18 Section 701 prohibits photographing or otherwise reproducing or possessing DoD ID cards in an unauthorized manner. DOD Instruction 1000.13 (2)(a) states "authorized photocopying includes photocopying of DoD ID cards photocopying to facilitate medical care processing, check cashing, voting, tax matters, ... or administering other military-related benefits to eligible beneficiaries". This method of obtaining the resident tuition rate in Arizona is a military related benefit, and therefor complies with U.S. Code and DOD Instruction.		
Missing Documentation Explanation		
Explain in the space below why you are missing any documentation that is required. Attach a separate page if needed.		



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Certification Document for Military Personnel
(Active duty military member stationed in Arizona ONLY)

Student Name: Student ID #:

The Arizona Board of Regents policy provides resident status for a student not meeting the domicile requirements if s/he is a military active duty individual, spouse, or dependent child. Recently transferred military personnel must be stationed on an Arizona base prior to the published last day of registration for credit for the term in question.

Directions: Military individual must complete section II. If your spouse or dependent is the NAU student, you must complete both section I and II. Your Commanding Officer will need to complete section III.

I. Certification of Dependent / Spouse Relationship
Complete this section if in-state residency is requested for your spouse or dependent.

I certify that is my () spouse or () dependent for State / Federal Income Tax purposes.

II. Certification of Eligibility

I, , certify that I am a Member of the Armed Forces of the United States, on Active Duty, or Guard, or Reserve status presently stationed at State of: . I anticipate no change in my military status or duty station prior to the first day of classes for the term which this application is filed. I request in-state status for (circle one): [] Self [] Spouse [] Dependent

Date: Signature:
Print Name:
Address:

III. Certification of Commanding Officer

I certify that the above information concerning Military Active Duty status OR National Guard status OR Reservist status, and duty station and relationship is, to the best of my knowledge and belief, true and correct.

Date: Signature:
Print Name:
Address:
City, State and Zip:
Work Phone:
Rank and Title: