

RESIDENCY RECLASSIFICATION TRANSFERRED EMPLOYEE ARIZONA DOMICILE AFFIDAVIT

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

In-person:

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

Via USPS Priority, FedEx or UPS:

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

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 students or spouses of students whose employer has transferred them to a location in Arizona.**

- The student is Domiciled in Arizona and employed by an employer that transferred the individual to Arizona for employment purposes (as used here, "transferred" means the individual was reassigned by their employer to a location in Arizona fewer than 12 months prior to the applicable Last Day of Registration, is not self-employed or employed in a family-owned business not previously operating in Arizona and can provide proof of payment or reimbursement of moving expenses by the employer);
- OR The spouse of such an employee

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 or as determined by the Director of the Student Service Center.

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.

REQUIRED DOCUMENTATION	PROVIDED	NOT PROVIDED
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. Please check the appropriate box, Provided or Not Provided, for all items.		
Evidence that student (and spouse, if married) established domicile in Arizona		
<ul style="list-style-type: none"> Arizona driver's license OR learner's permit OR ID card for student (and spouse, if married and they are the transferred employee) 		
<ul style="list-style-type: none"> Arizona voter registration card OR permanent resident card OR eligible visa for student (and spouse, if married and they are the transferred employee) 		
<ul style="list-style-type: none"> Arizona vehicle registrations for all vehicles operated in Arizona for student (and spouse, if married and they are the transferred employee) 		
<ul style="list-style-type: none"> Current lease agreement or mortgage or warranty deed for transferred employee 		
Evidence that the student (or spouse) was transferred to Arizona by an employer for employment purposes		
<ul style="list-style-type: none"> Documentation from the employer confirming the effective date of transfer to Arizona 		
<ul style="list-style-type: none"> Documentation confirming moving expenses paid for by an employer 		
<ul style="list-style-type: none"> Most recent paystub showing year-to-date earnings and withholdings from employer 		
<ul style="list-style-type: none"> Government issued Marriage Certificate (if married & spouse is the transferred employee) 		

Missing Documentation Explanation
 Explain in the space below why you are missing any required documentation. Attach a separate page if needed.

Additional Information
 Explain in the space below any additional information that would support your affidavit. Attach a separate page if needed.

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Student/Applicant Information

Are you, the student, the transferred employee? Yes / No _____

If no, is your spouse the transferred employee? Yes / No _____

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 _____

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"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Student/Applicant Certification

I/We certify that all statements, information, and evidence presented are true and complete. I/We understand that if I am found to have made a false or misleading statement concerning domicile or tuition status, the student 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 4-208.B). I/We hereby grant permission for NAU representatives to verify any supporting evidence submitted with this affidavit.

Signature (sign in the presence of Notary Public) _____
 Applicant signature

Signature of Spouse (if married) _____

Subscribed and sworn before me on this _____ day of _____, 20_____.

State of _____ County of _____

Notary Name (print) _____

(Notary Seal)

Notary Signature _____ my commission expires: _____