

TO: SGDE graduate students  
FROM: Carl Bauer, Director of Graduate Studies  
RE: In-state residency for tuition  
DATE: 18 June 2020

This memo provides background and information about legal residency in Arizona for UA graduate students, for purposes of tuition. Please tell us if you have any questions or comments. Many thanks to Georgia Weiss-Elliott for help with this memo.

UA charges lower tuition per credit to graduate students who are legal residents of Arizona (“in-state”) and higher tuition to residents of other U.S. states and other countries (“out-of-state”). Graduate students who are employed at .50 FTE or higher as Graduate Assistants/Associates (GAs) have their tuition paid for them and so the question of residency does not matter. Graduate students employed less than .50 FTE are charged tuition at the in-state level, but only 50% of the total tuition is paid by UA, with students usually responsible for the remaining half. (GAs include Graduate Teaching Assistants/Associates, Graduate Research Assistants/Associates, and Graduate Outreach Assistants/Associates.)

Students who are enrolled but not employed as GAs, including students who are doing fieldwork away from Tucson, must pay tuition for some number of credits (the exact number depends on the specific case). SGDE has a pool of funds specifically dedicated to pay for graduate students’ tuition, which is allocated to us annually by the Graduate College and which we allocate to graduate students as needed and while supplies last. (These funds are not equivalent to cash and cannot be used for other purposes.) SGDE uses up these funds more quickly when we have to pay out-of-state tuition. As a result, we encourage all of our graduate students who are eligible to establish residency in Arizona to please do so, if you have not already.

This memo aims to answer the questions of whether and how you may qualify for Arizona residency. The procedures differ somewhat for new and continuing students, but in either case there are a number of steps for you to take as soon as possible. The process to receive in-state status takes some time and effort and you yourself might or might not benefit directly, depending on your specific situation over time at UA. However, your status as an in-state student directly benefits the School and how we can manage funds for tuition.

In short, this memo is applicable to:

- ⇒ Graduate students who do not/will not have a GA position at UA;
- ⇒ This is particularly relevant to students doing fieldwork.

This memo is not applicable to:

- ⇒ International students;
- ⇒ Students with GA positions.

The Arizona Board of Regents (ABOR) has intentionally set rather strict conditions for residency. We quote from different pages on the UA Registrar's website, and we include the links. Please check these links since their information is frequently updated over time.

### **How to view your residency status**

- ⇒ Uaccess.arizona.edu -> UAccess Student center -> Demographic data (bottom left under personal info) -> Scroll to bottom of page
- ⇒ OR follow this link,  
<https://registrar.arizona.edu/sites/registrar.arizona.edu/files/documents/Residency%20and%20Prop%20300%20in%20self-service.pdf>

### **New or continuing students**

UA has different procedures for establishing residency for new vs. continuing graduate students. Here we summarize and quote from <https://registrar.arizona.edu/personal-information/ua-procedures-establishing-residency-status>

**New students** (i.e. students newly admitted to the university or returning after one or more semesters not enrolled):

1. Generally, upon being accepted and registering for classes, new students will have gone through the process of providing information for residency status by completing the Statement of Residency Classification (SORC) found in their Next Steps.
2. If you believe that you have been misclassified by the SORC, you can complete a [Domicile Affidavit](#) (paper form) and submit it to the Residency Classification Office for further review. You will be notified of the decision by email to your official UA email account. This must be done within the first semester.
3. If the Residency Classification Officer decides that you are a non-resident, you may request an appeal with the Residency Review Committee no later than 35 days from the last day of regular registration.

**Continuing students** (i.e. students enrolled the semester immediately preceding the semester applying for resident status):

1. After one year, a continuing student can petition to change their residency status by complete the [Petition to Change Residency](#), and including all requested supporting documentation necessary (see below). Students can apply during any semester, the most common being before the start of classes in the Fall. Deadline for the Fall 2020 term is August 31<sup>st</sup> (deadlines and information on where to submit petitions are stated on the petition form itself).

2. The two most important factors for establishing AZ residency as set by the Arizona Board of Regents (ABOR) are:
  - ⇒ Having two years (24 months) of financial independence (not claimed as a dependent on someone else's taxes) prior to submitting the petition;
  - ⇒ Having spent at least one year (12 months) with continuous physical presence in the state of Arizona, immediately prior to the semester of application.
3. The third factor is providing evidence of "simultaneous acts of intent to make Arizona the student's permanent home and abandonment of the old domicile." These acts must also have occurred at least one year before the petition.

The student's "presence must be coupled with clear and convincing evidence of intent to establish a domicile in Arizona beyond the circumstance of being a student." The student must overcome ABOR's "presumption that a non-resident student's presence in Arizona is primarily for the purposes of education and not to establish domicile."

4. The following documents can be submitted to establish intent to make Arizona a permanent home (those underlined indicate ones that have been unofficially identified as having the greatest success). A combination of two or more documents should be submitted if possible:

- Leases or home ownership
- Arizona driver's license (or Arizona ID card if not a driver)
- Arizona vehicle registration
- Arizona voter registration
- State and Federal Tax Forms for the last two years
- Bank statements for the last 12 months (monthly statements; may be submitted on USB drive)
- Pay stubs for the last physical year
- W2 for previous years
- Resident Alien Card or Visa, if applicable
- Employment Authorization Document card, if applicable
- Approved I-797 Notice of Action form, if applicable
- Any other documents which you feel would support your claim to Arizona residency

5. "Appealing a Decision: A student who believes that he or she was incorrectly classified based on a petition to change residency may request an appeal with the Residency Review Committee no later than 35 days from the last day of regular registration. The [appeal form](#) must be in our office no later than 5:00 pm on the deadline date."
6. "Written notice of the final decision of the Residency Review Committee shall be sent to the student at his or her current address filed with the University. If the student is found to have been incorrectly classified as a non-resident, the University will refund the tuition collected as a non-resident. If the Residency Review Committee determines that the student remain as a non-resident, the notice will advise the student that no further University procedures are available and the time to take any legal action may be short."

All forms can be found here: <https://registrar.arizona.edu/online-forms-available-from-office-of-the-registrar#273>

**Other classifications of residency not covered in this memo:** DACA, Military, Native American, AmeriCorps Vista, and more.

The process of establishing residency is not a black and white process. The Officer takes into consideration a student's entire application, documents, and history provided to make an informed decision.

Residency Classification Office  
Administration Building, Room 210  
P.O. Box 210066  
Tucson, AZ 85721-0066  
[REG-rco@email.arizona.edu](mailto:REG-rco@email.arizona.edu)  
Phone: 520-621-3636  
Fax: 520-621-3665

If you have questions or comments about this memo, please contact Carl Bauer, DGS, [cjbauer@email.arizona.edu](mailto:cjbauer@email.arizona.edu), or Liz Cordova, Program Coordinator, [elizabec@email.arizona.edu](mailto:elizabec@email.arizona.edu). Thank you.