

Instructions: Military/Qualifying Federal Service Petition



Use this guide to learn more about the requirements for this petition.

When you are ready to submit your petition:

- Step One:** [Submit](#) your petition online prior to the petition deadline
- Step Two:** [Upload](#) your documents prior to the document deadline
- Deadlines:** Don't miss your [deadlines!](#)

Web Links

- **Residency Navigator:** <https://registrar.asu.edu/residency>
- **Contact Residency:** <https://registrar.asu.edu/residency-classification-contact-us>
- **Residency Petition:** <https://go.oasis.asu.edu/residencypetition/>
- **Deadlines:** <https://registrar.asu.edu/residency-deadlines>

Requirements for the Qualifying Federal Service/Military Petition

Students can be classified as a resident for tuition purposes by meeting any of the following requirements:

Qualifying Federal Service; stationed in Arizona: The student is a member of a Qualifying Federal Service¹ who is on active duty² for a period of more than 30 days and whose domicile or permanent duty station is in Arizona or is the spouse or dependent child of a Member of a Qualifying Federal Service, **OR**

Active Duty; stationed elsewhere: The student is a member of the Armed Forces of the United States stationed outside of Arizona pursuant to military orders and claimed Arizona as the service member's legal residence for at least twelve consecutive months, **OR**

Active Duty; stationed elsewhere - spouse/dependent child: The student is the *spouse or dependent child* of a member of the Armed Forces of the United States stationed outside of Arizona pursuant to military orders and the service member claimed Arizona as the service member's legal residence for at least twelve consecutive months, **OR**

Active Duty; Choice Act/Transferred Benefits: The student is using post/911 G.I. bill (Chapter 33) benefits during a time in which the transferor is a member of the uniformed services serving on active duty and the student can provide objective evidence of intent to be a resident of Arizona.

A complete description of these requirements can be found in [ABOR 4-203-C](#).

¹ **Qualifying Federal Service** is defined as a member of the U.S. Armed Forces who is on active duty for a period of more than 30 days (as defined in 10 U.S.C. § 101); a member of the Foreign Service (as defined in 22 U.S.C. § 3903) who is on active duty for a period of more than 30 days; or, an officer or employee of an element of (as defined in 50 U.S.C. § 303) who serves in a position of employment in such element for a period of more than 30 days. The term "Intelligence Community" is further defined in [ABOR 4-203-C](#).

² **Active Duty** means full-time duty in the active military service of the United States; which includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. This does not include full-time National Guard duty.

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Definitions and Other Information

- "Domicile" or "Domiciled" means 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.
- "Objective Evidence" means documentation or information other than an individual's own statement(s) of intent.
- Your state of legal residence is indicated on your Leave and Earnings Statement (LES) and is not necessarily your home of record. There are specific requirements provided on form DD-2058 for individuals who wish to change their state of legal residence.
- Objective evidence of intent to be an Arizona resident includes at least one of the following:
 - Registration to vote in Arizona.
 - An Arizona driver license.
 - Arizona motor vehicle registration.
 - Employment history in Arizona.
 - Transfer of major banking services to Arizona.
 - Change of permanent address on all pertinent records.
 - Other materials of whatever kind or source relevant to domicile or residency status.
- Students who are qualifying under the Choice Act must demonstrate that they are using transferred benefits.
- [State law requires](#) that you obtain an Arizona vehicle registration and driver license, immediately if you are registered to vote in Arizona, you pay school tuition fees at the same rate as an Arizona resident or you place children in school without paying the tuition rate of a nonresident.
- Your documentation must be uploaded to your petition (we can't accept documents in-person or via email). This page has lots of helpful information about submitting documents:
<https://registrar.asu.edu/residency-petition-documentation>
- Missing or incomplete documentation will cause your petition to be denied or delayed. If there is something you can't provide, submit a short note of explanation instead.
- We will communicate with you via your @asu email address. It is your responsibility to check your email and respond in a timely manner.
- Any student found to have made a false or misleading statement concerning domicile or tuition status shall 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.

Supporting Documentation

Your petition must be supported by objective and appropriate documentation. A list of required documents will be given to you after you have submitted your petition. Your list will be unique to your situation and based on how you answer specific questions. **Documents that may be requested include the following:**

- Objective evidence that you are a member of a Qualifying Federal Service who has been on active duty for a period of more than 30 days
- Objective evidence that your domicile or permanent duty station is in Arizona
- Enlistment or Transfer documentation
- Military member's U.S. Military ID card
- Certification Document for Military Personnel
- Driver's License, instructional permit, state ID
- Federal tax return for most recent tax year (Form 1040)
- Arizona state tax return for most recent tax year (Form 140)
- W2s from the last 2 tax years
- Most recent Leave and Earnings Statement (LES)
- DD Form 2058 showing change of legal residence (if applicable)
- Objective evidence of intent to be a resident of Arizona
- Current Certificate of Eligibility (certifying transferred benefits at ASU)

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10 U.S.C. § 101

4. The term “[armed forces](#)” means the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard.
5. The term “[uniformed services](#)” means—
 - (A) the [armed forces](#);
 - (B) the commissioned corps of the National Oceanic and Atmospheric Administration; and
 - (C) the commissioned corps of the Public Health Service.
- (d) Duty Status.—The following definitions relating to duty status apply in this title:
 - (1) The term “[active duty](#)” means full-time duty in the active military service of the [United States](#). Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military [department](#) concerned. Such term does not include [full-time National Guard duty](#).
 - (2) The term “[active duty for a period of more than 30 days](#)” means [active duty](#) under a call or order that does not specify a period of 30 days or less.
 - (3) The term “[active service](#)” means service on [active duty](#) or [full-time National Guard duty](#).
 - (4) The term “[active status](#)” means the status of a member of a [reserve](#) component who is not in the inactive [Army National Guard](#) or inactive [Air National Guard](#), on an inactive status list, or in the Retired [Reserve](#).

22 U.S.C. § 3903

The following are the members of the [Service](#):

- (1) Chiefs of mission, appointed under [section 3942\(a\)\(1\) of this title](#) or assigned under [section 3982\(c\) of this title](#).
- (2) Ambassadors at large, appointed under [section 3942\(a\)\(1\) of this title](#).
- (3) Members of the Senior [Foreign Service](#), appointed under section [3942\(a\)\(1\)](#) or [3943](#) of this title, who are the corps of leaders and experts for the management of the [Service](#) and the performance of its [functions](#).
- (4) [Foreign Service](#) officers, appointed under [section 3942\(a\)\(1\) of this title](#), who have general responsibility for carrying out the [functions](#) of the [Service](#).
- (5) [Foreign Service](#) personnel, United States citizens appointed under [section 3943 of this title](#), who provide skills and [services](#) required for effective performance by the [Service](#).
- (6) Foreign national employees, foreign nationals appointed under [section 3943 of this title](#), who provide clerical, administrative, technical, fiscal, and other support at [Foreign Service](#) posts [abroad](#).
- (7) Consular agents, appointed under [section 3943 of this title](#) by the [Secretary](#) of State, who provide consular and related [services](#) as authorized by the [Secretary](#) of State at specified locations [abroad](#) where no [Foreign Service](#) posts are situated.

50 U.S.C. § 303

The term “intelligence community” includes the following:

- The office of the director of national intelligence
- The Central Intelligence Agency
- The National Security Agency
- The Defense Intelligence Agency
- The National Geospatial INtelligence Agency
- The National Reconnaissance Office
- Other offices within the department of defense for the collection of specialized national intelligence through reconnaissance programs
- The intelligence elements of the Army, the Navy, the Air Force, the Marine Corps, the Space Force, the Coast Guard, the FBI, the DEA and the Department of Energy
- The Bureau of INtelligence and the Research Department of the State
- The Office of Intelligence and Analysis of the Department of the Treasury
- The Office of Intelligence and Analysis of the Department of Homeland Security
- Such other elements of any department or agency as may be designated by the President, or designated jointly by the Director or National INtelligence and the Head of the Department or Agency concerned, as an element of the Intelligence Community