

INSTRUCTIONS: HOW TO PETITION

When you are ready to submit your petition:

- Step One:** Read everything on this handout first.
- Step Two:** [Start and submit](#) your online questionnaire prior to the petition deadline.
- Step Three:** [Upload and Submit](#) your documents prior to the document deadline.
- Step Four:** [Pay](#) the \$50 nonrefundable petition fee prior to the document deadline (if applicable).

Residency Guidelines: The [Arizona Board of Regents \(ABOR\)](#) defines the process for requesting reclassification (i.e., submitting a petition) in section 4-204 and places the burden of proof on the student. Use this guide to help you navigate this process.

Residency Petition: Your request for reclassification will consist of an online questionnaire and your supporting documentation. You can only [submit a petition](#) if you are a current, active, non-resident student. New or future students are not considered current or active until they have been admitted and term-activated (which means, given access to enrollment). Generally, fall and summer petitions are available the 1st week of February and spring petitions are available the 2nd week of September.

Deadlines: Deadlines are critical. Missing the [petition deadline](#) means you can't submit a petition for that semester.

Requirements: Specific requirements are detailed in guidelines provided by the [Arizona Board of Regents](#) and summarized [here](#). Before you start your petition, we encourage you to understand the requirements for your petition and ask questions when you need help. Successful petitions require a little homework and some time to gather your documentation.

Documentation: The documentation you submit will be as unique as you are. What we request is based on how you answer certain questions on your petition. There is not one list that applies to everyone. Petitions that are lacking sufficient documentation will be denied.

Burden of Proof: The burden of proof is yours – you have to provide evidence that shows you should be classified as a resident for tuition purposes (i.e. you're a non-resident until proven otherwise).

Petition Fee: There is a \$50, non-refundable fee required if you are petitioning as an **independent student, dependent student, spouse or transferred employee**. The petition fee can be paid online after you submit your petition. The Residency Classification Office cannot accept or process any fee payments.

Processing Time: You can expect a decision on your petition in about 4-6 weeks. Often, it is much faster, but also much slower for petitions that are submitted closer to the petition deadline (which is when everyone is submitting a petition). If you need a decision prior to the first day of classes, be sure to submit everything no later than the [priority deadline](#).

Checking your Petition Status: The status of your petition can be viewed from the [residency petition dashboard](#). The lifespan of any given petition varies, but is characterized by different review statuses as follows:

- **In queue:** You've submitted everything and your petition is now ready to be reviewed.
- **Documents needed:** We need additional documents. Check the [residency petition dashboard](#) for details.
- **Contact residency:** Your petition has been reviewed but we have questions about something.
- **Pending:** New information has been added to your petition and is ready for a 2nd review.
- **In review:** We have what we need and a decision will be sent to you in the next 7-10 days.
- **Approved:** Congrats! Your request has been approved.
- **Denied:** Your request has been denied. An explanation will be posted to the [residency petition dashboard](#).
- **Withdrawal Warning:** Your petition is at risk of being withdrawn because you haven't submitted everything.
- **Withdrawn:** Your petition has been withdrawn and a decision will not be rendered.

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Petition Outcome: Decisions are based on the quality of your documentation and the extent to which you have met your burden of proof. ABOR policy defines the circumstances under which a student can be classified as a resident and we have no authority to make exceptions for unusual circumstances or financial hardship.

Committee Review: If your residency petition is denied and you believe this decision is erroneous, you can [request a committee review](#). This is a formal request to have your petition reviewed by the Residency Petition Review Committee. The deadline to request a review will be noted on your denial notification. You can't request a review until after your petition has been denied.

Tuition and Fees: Your tuition and fees are dependent on your residency classification. Until your classification is changed, you are a non-resident for tuition purposes and having a petition pending does not absolve you from your responsibility to pay your tuition and fees in full by the [published deadline](#) per university policy. If your petition is approved, overpayments will be refunded to you; however, late fees and payment plan fees (if applied) are non-refundable.

Integrity: Misrepresentation or falsification of any information related to your residency classification can result in significant penalties. Students who have omitted, falsified, or misrepresented any information in effort to obtain resident status will be referred to [Student Rights and Responsibilities](#) for disciplinary action.

Financial Aid: Financial aid is calculated based partly on cost of attendance. Changes to your residency classification may cause your financial aid to be adjusted accordingly. In some cases, your aid may be reduced or cancelled and you may be required to return funds that have already been disbursed to you. If you have questions, contact [Financial Aid and Scholarship Services](#).

Citizenship and Lawful Immigration Status: State law requires all students who are classified as residents for tuition purposes to provide verification of citizenship, permanent residency, or other lawful immigration status. Students that cannot meet this requirement cannot be classified as residents for tuition purposes. Visit [Citizenship/Status Verification](#) for more information. If required from you, you will see a priority task on your [My ASU](#) page with additional instructions.

Visa Types and Residency for International Students: Students who hold a visa that requires them to maintain a foreign domicile or that otherwise prohibits establishing domicile in Arizona cannot be classified as residents for tuition purposes. Temporary or non-immigrant visas do not allow an individual to obtain a permanent status in Arizona regardless of the length of the visa or the number of times it is renewed. Students who are classified as residents but are then issued a non-eligible visa type will be changed to non-resident. Please see [visa types and residency eligibility list](#) for additional information.

Web pages that might be helpful:

- Arizona Board of Regents Policy Manual: <https://www.azregents.edu/board-committees/policy-manual>
- Arizona Revised Statutes – Title 15 (1801-1807): <http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=15>
- Verification of Citizenship or Lawful Presence: <https://students.asu.edu/statusverification>
- Eligible Visas: <https://students.asu.edu/forms/visa-types-and-residency-eligibility>
- Petition Dashboard: <https://go.oasis.asu.edu/residencypetition/>
- Contact Residency: <https://students.asu.edu/residency-classification-contact-us>
- Financial Aid and Scholarship Services: <https://students.asu.edu/financial-aid/contact>
- Academic Calendar: <https://students.asu.edu/academic-calendar>
- Committee Review: <https://students.asu.edu/residency-petition-committee-review>
- Student Rights and Responsibilities: <https://eoss.asu.edu/dos/srr>
- Student Business Services: <https://students.asu.edu/contact-tuition-billing>