

TRANSFERRED EMPLOYEE EXCEPTION



Residency Classification Office
Administration Building Room 210
P.O. Box 210066, Tucson, AZ 85721-0066
Phone: 520-621-3113
Email: reg-rco@arizona.edu

To receive a decision for this exception request prior to the first day of classes, you must submit this form and all appropriate documentation by the deadline as notated on our website. Additional information about exception deadlines can be found by navigating to the Forms and Exceptions webpage at: <https://www.registrar.arizona.edu/residency>. Please email the form and documentation to reg-rco@arizona.edu

Student name: _____ Date: _____

Student ID number: _____

University of Arizona email: _____

Check one: New student Continuing student

Semester Spring Summer Fall 20_____

Tuition Policy for Transferred Employee Exception

Tuition and residency classification policy for Arizona's three state universities (The University of Arizona, Arizona State University and Northern Arizona University) is set by the Arizona Board of Regents as authorized by the Arizona State Legislature. The general rule for resident classification for tuition purposes includes evidence of 12 months continued physical presence with concurrent permanent intent to be a resident of Arizona. The Arizona Board of Regents Policy on Residency can be found at: <https://www.azregents.edu/policy-manual>.

If, however, a student is a transferred employee (a student who was transferred by his/her employer fewer than 12 months prior to the semester in question, is **NOT** self-employed or employed in a family-owned business not previously operating in Arizona), and can demonstrate **all of the following conditions** they may be eligible for an Arizona residency classification for tuition purposes without meeting the one-year durational requirement:

1. The student is domiciled in Arizona, AND
2. Employed by an employer which transferred the student to Arizona for employment purposes, OR the spouse of such an employee, AND
3. The employee was transferred at the direction of, and for the benefit of their employer.

Attach the following documentation in support of your claim to the transferred employee exception:

- Transfer of household goods (moving bill or truck rental)
- Proof of reimbursement for moving expenses
- Proof of company transfer (letter from company's personnel office on letterhead)
- Proof of employment – first pay-stub received as Arizona employee and last pay-stub from previous state Arizona
- Driver's license(s) (for both applicant and spouse)
- Arizona voter registration (if applicable)
- Arizona vehicle registration(s) (for both applicant and spouse)
- Verification of transfer of banking services to Arizona
- Real property deed/lease agreement
- Last federal tax returns
- Marriage certificate
- Name, address and phone number of former employer
- Visa or Resident Alien card (if applicable)
- Any other material that may provide clear and convincing evidence

Transferred Employee's Personal History

The transferred employee is Student Spouse of Student

If spouse of student, full name of spouse: _____

Age: _____ Date of birth: _____ State of birth: _____ Country of birth: _____

Home address: _____ City: _____ State: _____

ZIP code: _____ Phone: _____

Present address: _____ City: _____ State: _____

ZIP code: _____ Phone: _____

U.S. Citizen Yes No

If no, in what country do you hold citizenship: _____ Visa type/number: _____

Permanent resident alien Yes No Refugee/asylee Yes No

Date of issuance of permanent resident alien status: _____

Date your present stay (i.e. current stay) in Arizona began: _____

Transferred Employee's Employment History

Chronological record of employment since high school or past 24 months. **Start with most recent employer and leave no significant gaps unexplained.**

Inclusive Dates Month/Year	Name of Employer/Company Name	City/State	Hours Per Week

Student's Educational History

Chronological record of employment since high school or past 24 months. **Start with most recent institution.**

Inclusive Dates Month/Year	Name of College/University	City/State	Resident/Non-Resident

Student and/or Transferred Employee's Personal Data

State of voter registration:

Student: _____ Spouse (if spouse is transferred employee): _____

City and State or Country of residence prior to present stay in Arizona – Include inclusive dates of residence:

Student city: _____ State: _____ Country: _____ Date: _____

Spouse city: _____ State: _____ Country: _____ Date: _____

State of vehicle registration

Date of vehicle registration

Student state: _____ Student date: _____ New Renewal

Spouse state: _____ Spouse date: _____ New Renewal

State of driver's license or ID card

Date of driver's license or ID card:

Student state: _____ Student date: _____ New Renewal

Spouse state: _____ Spouse date: _____ New Renewal

Student's present sources of support: _____

If student is entirely self-reporting, for how long: _____ Students last year claimed as a tax dependent by parent(s): _____

The information provided in this petition is true. I understand that if I am found to have made a false or misleading statement in this petition, I may be subject to discipline including dismissal from the University of Arizona.

Student signature: _____ Date: _____