



# TRANSFERRED EMPLOYEE EXCEPTION

**Residency Classification Office**  
Modern Languages Building, Room 347  
P.O. Box 210067, Tucson, AZ 85721-0067  
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|                  |       |
|------------------|-------|
| Office use only: | Term: |
| <hr/>            |       |
| By:              | Date: |

**For the Fall 2018 term, a completed application and supporting documentation must be received in the Modern Languages Building, Room 347 no later than 5:00pm, August 27, 2018. Submissions received after this date will not be considered for Fall 2018.**

**Student's name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's 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: <http://www.azregents.edu/policymanual/default.aspx>.

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 provide proof of payment or reimbursement of moving expenses by his/her employer) 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
- 3) the spouse of such an employee.

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

- Bill of lading/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 (for both applicant and spouse)
- Arizona Vehicle registration(s) (for both applicant and spouse)
- Arizona Voter registration (if applicable)
- Verification of transfer of banking services to Arizona
- Real property deed/lease agreement
- Last two 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 RESIDENCY CLASSIFICATION EXCEPTION

## 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 \_\_\_\_\_ Phone \_\_\_\_\_

Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

U.S. citizen  Yes  No    If no, in what country do you hold citizenship \_\_\_\_\_ Type/number of visa \_\_\_\_\_

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 colleges and universities attended. **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

|  | Student   | Spouse<br><small>(if spouse is transferred employee)</small>        |
|--|---|---|
| State of voter registration.....   | _____   | _____   |
| City and state or country of residence prior to present stay in Arizona—include inclusive dates of residence ..... | _____   | _____   |
| State of vehicle registration.....   | _____   | _____   |
| Date of vehicle registration .....   | _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal | _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal |
| State of driver's license or ID card.....  | _____   | _____   |
| Date of driver's license or ID card .....  | _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal | _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal |

Student's present sources of support

If student is entirely self-supporting, for how long \_\_\_\_\_

Student's 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.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Date*