



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

Office use only:

Term:

By:

Date:

For the Fall 2024 term, a completed application and supporting documentation must be received by September 03, 2024. Submissions received after September 03, 2024, will not be considered for Fall 2024. 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 July 19, 2024. **Please email the form and documentation to reg-rco@arizona.edu.** More information can be found on our website: <https://www.registrar.arizona.edu/residency>.

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: <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 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 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

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	_____	_____
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