



# TRANSFERRED EMPLOYEE EXCEPTION

Residency Classification Office  
Administration Building, Room 210  
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Phone 520-621-3636 | Fax 520-621-3665 | REG-rco@email.arizona.edu

Office use only:	Term:
_____	
By:	Date:

For the Spring 2022 term, a completed application and supporting documentation must be received by January 19, 2022. Please email the form and documentation to [reg-rco@arizona.edu](mailto:reg-rco@arizona.edu). Submissions received after January 19, 2022 will not be considered for Spring 2022. 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/board-committees/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..... 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 ..... State of driver's license or ID card..... Date of driver's license or ID card .....	<b>Student</b> _____ _____ _____ _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal	<b>Spouse</b> (if spouse is transferred employee) _____ _____ _____ _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal
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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*