



## MILITARY PERSONNEL CHANGE OF RESIDENCY CLASSIFICATION SPRING 2010

IF YOU ARE A NEW OR TRANSFER STUDENT TO NAU FOR THE SPRING 2010 TERM, SUBMIT THIS PETITION BY THE JANUARY 22, 2010 DEADLINE TO:

OFFICE OF UNDERGRADUATE ADMISSIONS  
SECHRIST RESOURCE CENTER  
SECHRIST HALL BUILDING 42  
PO BOX 4084  
FLAGSTAFF, AZ 86011-4084  
PHONE 928/523-5511 FAX 928/523-6023

IF YOU ARE A CONTINUING NAU STUDENT FOR THE SPRING 2010 TERM, SUBMIT THIS PETITION BY THE JANUARY 22, 2010 DEADLINE TO:

OFFICE OF THE REGISTRAR  
RESIDENCY RECLASSIFICATION OFFICE  
GAMMAGE BUILDING, ROOM 108  
PO BOX 4103  
FLAGSTAFF, ARIZONA 86011-4103  
PHONE 928/523-7683 FAX 928/523-3943

The information sheet and forms contained in this packet are designed to help military personnel apply for a change in residency classification for tuition purposes. *Different criteria and forms are used for non-military students applying for residency.*

**First Day to Submit Residency Document**

**Monday – October 26, 2009**

**Deadline to Submit Residency Document**

**Friday – January 22, 2010**

**Deadline to File Reclassification Appeal**

**Friday – February 26, 2010**

### **Instructions:**

Respond to *all* questions and statements and attach copies of all documentation requested. Failure to do so will be interpreted as evidence of non-residency. Per Arizona Board of Regents policy, the **burden of proof** that all requirements for residency reclassification have been met **rests with the student**. You must submit **clear and convincing evidence** to support all responses given in your packet.

Use the "Supporting Documents" page to make sure you have included all necessary documentation. Submit this form and supporting documents to the Residency Classification Section. Retain copies for your personal files. Any section left blank may jeopardize your case for residency.

### **Processing Deadlines:**

*Failure to file a petition within the prescribed time period above is considered a waiver of the right to file for this term.* Normal processing time for completed petitions is **fifteen (15)** working days. If additional information is needed, the decision may be delayed. If a decision regarding your residency has not been reached by the fee payment deadline, it will be necessary to pay non-resident tuition in order to retain your classes. **No extensions of payment deadlines are granted on the basis of unresolved residency.** If you are later determined to be a resident, you will be issued a refund for the appropriate amount. You will be notified in writing of the decision regarding your residency status.

As the applicant, are you:  the military person  the spouse, or  the dependent of a military person?

**Applicant Information**

Name (Last, First, MI)		NAU ID #
Address	Telephone Number (include area code)	
City, State, Zip	Date Present Stay in Arizona Began	
Where Did You Live Before Your Present Stay in Arizona?	How Long Did You Live There? (Give Dates)	

**Military Person Information**

Home of Record	Date Entered Service
Current Duty Station (if applicable)	Date of Discharge (if applicable)

Complete the following **ONLY** if your **Home of Record** or **State of Legal Residence** is Arizona.

<p>Did you file an Arizona Resident Income Tax Return for 2008?</p> <p><input type="checkbox"/> Yes,</p> <p><input type="checkbox"/> No, What state? _____</p>	<p>Are you a registered voter?</p> <p><input type="checkbox"/> Yes, What State? _____</p> <p><input type="checkbox"/> No</p>
<p>Do you have an Arizona Driver's License?</p> <p><input type="checkbox"/> Yes, Date Issued _____</p> <p><input type="checkbox"/> No, State _____ Date Issued _____</p>	<p>Do you have an Arizona Vehicle Registration?</p> <p><input type="checkbox"/> Yes, Date Issued _____</p> <p><input type="checkbox"/> No, State _____ Date Issued _____</p>

**I certify that all statements, information, and evidence presented are true and complete.** I understand that if I provide false information, make a material misrepresentation or omission in connection with my petition for change of residency, or, if I make any effort to fraudulently claim resident status under one of the military exception categories, it will jeopardize my case for residency and subject me to disciplinary action, dismissal from the University, repayment of tuition fraudulently waived, and/or repayment of financial aid fraudulently obtained, and it may result in civil and criminal liability. I hereby grant permission for NAU representatives to verify any supporting evidence submitted with this petition.

Signature (sign in the presence of Notary Public) \_\_\_\_\_  
 Applicant signature

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

State of \_\_\_\_\_ County of \_\_\_\_\_

Notary Name (print) \_\_\_\_\_ (Notary Seal)

Notary Signature \_\_\_\_\_

My commission expires: \_\_\_\_\_

## Supporting Documents

**You will need to provide copies of the documents listed under the heading that applies to you.**

- AZ Home of Record / Dependents / Spouse
  - DD214 , if discharged within the last 12 months
  - 2008 state income taxes & W2's
  - Military ID card (applicant's)
  - AZ Driver's License
  - AZ vehicle registration
  
- AZ Stationed / Dependents / Spouse
  - Orders to AZ
  - Military ID card (applicant's)
  - Certification Document (last page of this petition packet)
  
- Arizona National Guard or Reserves / Dependent / Spouse
  - Enlistment Papers or transfer papers
  - Military ID card (applicant's)
  - Certification Document (last page of this petition packet)
  
- Change of Legal Residence
  - DD2058 showing change of legal residence
  - 2008 state taxes & W2's
  - DD214 showing date of Honorable Discharge (or Military ID if still active)
  - Proof of continuous physical presence
  - One of the following: Arizona Driver's License, Arizona Motor Vehicle Registration, Employment History in Arizona, Arizona Voter Registration, Transfer of Major Banking Services to Arizona, Change of Permanent Address on All Pertinent Records, or Any Other Materials Relevant to Domicile or Residency Status.

## **Certification Document for Military Personnel**

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

The Arizona Board of Regents policy provides in-state status for a student not meeting the domicile requirements if s/he is a military person, spouse, or dependent child. Recently transferred military personnel must be stationed on an Arizona base prior to the published last day of registration for credit for the term in question.

**Directions:** Military person must complete section II. If your spouse or dependent is the NAU student, you must complete both section I and II. Your Commanding Officer will need to complete section III.

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I. Certification of Dependent / Spouse Relationship

*Complete this section if in-state residency is requested for your spouse or dependent.*

I certify that \_\_\_\_\_ is my ( ) spouse or ( ) dependent for State / Federal Income Tax purposes.

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II. Certification of Eligibility

I, \_\_\_\_\_, certify that I am a member of the Armed Forces of the United States presently stationed at \_\_\_\_\_ AZ. I anticipate no change in my military status or duty station prior to the first day of classes for the term which this application is filed. I request in-state status for (circle one):  **Self**  **Spouse**  **Dependent**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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III. Certification of Commanding Officer

I certify that the above information concerning military status, duty station and relationship is, to the best of my knowledge and belief, true and correct.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Rank and Title: \_\_\_\_\_