

**THE REGENTS OF THE UNIVERSITY OF CALIFORNIA  
OFFICE OF THE GENERAL COUNSEL**



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**APPLICATION TO APPEAL A NONRESIDENT CLASSIFICATION:  
REQUIREMENTS, INSTRUCTIONS, AND APPLICATION**

Please refer to *UC Residence Policy and Guidelines* online at <https://www.ucop.edu/general-counsel/files/ed-affairs/uc-residence-policy.pdf> for all information regarding UC residency requirements, as established by [Regents Policy 3105](#).

**1. Requirements to Appeal of Nonresident Classification**

A Student may only appeal a campus Nonresident Classification if one or more of the following circumstances applies:

- a. The Nonresident Classification decision was based on an error made by UC, including (a) a significant error of fact, or (b) a significant procedural error, or (c) an incorrect application of UC policy,  
-OR-
- b. The Student received significant new information that (a) became available after the issue date of the campus Nonresident Classification, and (b) despite the exercise of reasonable diligence, the information was not previously known by or available to the Student, which, if corrected, the Nonresident Classification is incorrect. *Failure to respond to the campus or to provide requested information by the campus deadline is not a basis for appeal.*

**2. Appeal Procedure and Required Documents**

The Student must file the appeal within 30 days of the Nonresident notice issue date. Late appeals will be denied for review unless the campus Residence Deputy requests waiver of the 30 day requirement on the Student's behalf. Required documents:

- Completed, signed, and dated [Application to Appeal a Nonresident Classification](#), *and*
- Campus Nonresident Classification notice, *and*
- Supporting documentation as described in (1) above.

Submit the Appeal by email (preferred) to [residency.appeal@ucop.edu](mailto:residency.appeal@ucop.edu) or fax to: 510-987-9757, Attn: Residency Appeals

**3. Please Read - Important Information**

- **Inquiries**: regarding a Nonresident Classification should be directed to the campus prior to filing an appeal.
- **Phone Calls / Appointments**: Appeal applications will not be reviewed or adjudicated by phone or in person. The Student will be contacted for additional information as is necessary. Appeals are processed in the order received; all decisions are final.
- **Parent / Third Party Authorization**: The Student must provide written authorization for the UC Residency Analyst to discuss the appeal with a third party including parents.
- **NRST assessment**: The University will not waive or defer NRST pending the outcome of an appeal.
- **Foreign Language Documents**: all foreign language documents must include translations performed by a certified translation service to include a notarized certification by the translator or legalized by Apostille.
- **Financial Documents**: including banking and loan statements must be the complete official statements as issued by the financial institution in English. Translations, screen prints, account summaries, and spreadsheet downloads are not accepted.
- **File Formats**: appeals filed by email must be in PDF format, documents in the correct viewing orientation, and all document pages in the correct order. Use zip files as necessary; *do not use Google drive links or Google embedded attachments.*  
*Appeals that are incomplete, illegible, in other than PDF format, and with supporting documents in disarray will be returned to the Student for correction and resubmission.*

**PENALTY OF PERJURY**: All statements and documents submitted to the University of California to support a Residency Classification for purposes of UC tuition are submitted under penalty of perjury under the laws of the State of California. The Student, and Parents or Qualifying Individual when applicable, are required to declare under oath, declaration or affidavit, that all statements and supporting documents are true and correct.

Where a Residency Classification is found to be obtained based on concealed facts or untruthful statements, the University may:

*Bill the Student for all Tuition, NRST, and fees that would have been charged; Hold a Student's registration until full payment of amount due is received; Hold release of Student records until full payment of amount due is received; Notify appropriate regulatory agencies; Initiate discipline under Policy on Student Conduct and Discipline ("[PACAOS 100](#)")*; and Pursue civil, criminal, or other remedies that may be appropriate.

*A Student must sign the Appeal Application even if the Student has yet to reach the age of majority; pursuant to State of California law, a Minor may be prosecuted for perjury.*

