

# 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 the *University of California Residence Policy and Guidelines* available online at <https://www.ucop.edu/general-counsel/files/ed-affairs/uc-residence-policy.pdf> for all information regarding UC residency requirements and the appeal process.

**All statements and documents submitted to the University of California to support a resident classification for purposes of UC tuition are submitted under penalty of perjury under the laws of the State of California. The student and parent (if applicable) are required to declare under oath, declaration, or affidavit, that all statements and supporting documents are true and correct. If a resident classification is obtained based on concealed facts, untruthful statements, or false or altered documents, the student will be required to pay all tuition and fees that would have otherwise been charged. The student will also be subject to academic discipline at the campus.**

#### **APPEAL REQUIREMENTS:**

Residence appeals for all campuses are processed by the UC Office of the President, Office of General Counsel. Disagreement with UC policy or financial hardship is not a basis to appeal. You may only appeal a nonresident classification if one or more of the following applies:

1. The nonresident classification resulted from an error made by a UC campus based on:
  - a significant error of fact, *or*
  - a significant procedural error, *or*
  - an incorrect application of UC residence policy.

*OR*
2. You received significant new information that:
  - became available after the issuance of the nonresident classification, *and*
  - despite your reasonable care and attention, the information was not known by or available to you

and, based on the new information, your nonresident classification is incorrect.

Your appeal application must include a clear explanation, objective evidence and supporting documents, and be filed within 30 days of the date of your nonresident classification notice. Late and incomplete appeals will be rejected. Please refer all questions about your nonresident notice to the campus residence deputy.

#### **APPEAL APPLICATION INSTRUCTIONS:**

The fillable Application to Appeal on page 2 of this document must be completed, signed and dated, and submitted with your campus nonresident notice and relevant supporting documentation. All documents must be legible, in the correct viewing orientation in PDF format, using zip files as needed. *Unsigned applications, illegible documents and non-PDF format attachments will delay the evaluation of your appeal.* Please send your appeal via email to: [residency.appeal@ucop.edu](mailto:residency.appeal@ucop.edu); you will receive email confirmation of receipt.

#### **INFORMATION DISCLOSURE AUTHORIZATION:**

Under the federal *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99), we are unable to discuss your appeal with a parent or third party without your authorization. If you wish to authorize disclosure, you may do so on the application in the section provided.

#### **GENERAL INFORMATION:**

The appeal decision is final. Please contact the campus residence deputy to discuss applying for residency for a future term; refer to your campus website for contact information and applicable deadlines.

