

# THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

## UC Legal, Office of General Counsel



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### Application to Appeal a UC Campus Residency Determination

Please refer to [UC Residence Policy and Guidelines](#) online for all information regarding UC residency requirements.

#### 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. Required documents:

- Completed, signed, and dated Appeal Application
- Campus Nonresident decision notice
- Supporting documentation as described in (1) above.

#### 3. Please Read - Important Information

- **Inquiries:** please contact your campus with questions about the campus decision.
- **Phone Calls/ Appointments:** All appeal applications are processed through email.
- **Parent/ ThirdPartyAuthorization:** Students must provide authorization to disclose to parents or third parties.
- **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:** must be the complete document as-issued by the bank, company, or other entity in PDF format. Print screens, summaries, edited documents, and photos of documents are not accepted at appeal.
- **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 rejected and returned to the Student.***

**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 impose penalties as detailed in the UC Residence Policy and Guidelines.

*A Student must sign, date, and file their appeal application regardless as to age.  
All Student information is subject to federal privacy law (FERPA)*

First:

Address:

Middle:

City:

State:

Zip

LAST NAME:

Ph:

Undergraduate

Student ID# (required):

e-mail:

Graduate

Date of birth:

UC Campus:

Term:

Year:

**GROUND FOR APPEAL:**

- |    |  |                         |                                 |
|----|--|-------------------------|---------------------------------|
| 1. | error of fact  | campus procedural error | incorrect application of policy |
| 2. | New Information which existed but was not known or available at the time of the Statement of Legal Residence (SLR) application |                         |                                 |

**Student FERPA Authorization:** I authorize the University of California to disclose information to (enter names and email addresses):

**SIGNATURE REQUIRED:**

**I certify under penalty of perjury under the laws of the State of California that the statements in this application and any attachments submitted by me in connection with my appeal application, and each of them is, true and correct.**

*Signature*

*Date and place when signed*

*Please send your signed and dated appeal application and supporting documents in PDF format via email to: [residency.appeal@ucop.edu](mailto:residency.appeal@ucop.edu) ; you will receive email confirmation of receipt.*