

Quick Guide to Reclassification of Residency

Please see the columns below to see if you meet the criteria.

Good Faith Acts

Good Faith Acts must be established 6 months prior to the beginning of the term requested for reclassification.

Below are examples of Good Faith Acts:

State of Arkansas Issued

AR Driver's License - State Issued ID Card - AR Vehicle Registration - AR Voter's Registration - State Tax Return - Assessment of Real Property (Real Estate) - Assessment of Personal Property (i.e., vehicle, boat, etc.) - Establishment of Bank Account/s (Letter from bank stating the date the account was opened and current activity)

Unmarried Student Under Age 23	Married Student	Unmarried Student Age 23 and Over
<p>Student must show financial independence and provide:</p> <ul style="list-style-type: none"> • A copy of the parents' Federal Tax Return showing student was not claimed as a dependent on parents' return for previous year • 4 Good Faith Acts • A copy of the student's Federal Tax return for the previous year • Evidence of current financial support • Student must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide either: <ul style="list-style-type: none"> ❖ A letter from an employer verifying work in state, ❖ A housing agreement (deed, lease, etc.), or ❖ Evidence of continuous on-campus enrollment at the University 	<ul style="list-style-type: none"> • Marriage License/ Certificate • 4 Good Faith Acts from student (or spouse if they have maintained residency for the past 6 months, but student is new to the state) • Student or spouse must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide either: <ul style="list-style-type: none"> ❖ A letter from an employer verifying work in state, ❖ A housing agreement (deed, lease, etc.), or ❖ Evidence of continuous on-campus enrollment at the University 	<p>Student must provide:</p> <ul style="list-style-type: none"> • 4 Good Faith Acts • Student must have evidence of physically residing in the state of Arkansas for at least 6 consecutive months prior to the term requested for reclassification and provide either: <ul style="list-style-type: none"> ❖ A letter from an employer verifying work in state, ❖ A housing agreement (deed, lease, etc.), or ❖ Evidence of continuous on-campus enrollment at the University

If one parent is living in the state: in general 4 Good Faith Acts of parent will demonstrate serious consideration of reclassification OR

If parents were relocated by their employer to Arkansas: in general 4 Good Faith Acts and letter of transfer from employer to parent will demonstrate serious consideration of reclassification and waive the six month requirement.

- An application for reclassification is considered complete when all categories have been addressed.
- All documentation submitted with the application must be in the form of photocopies clearly showing the date of each action.



Reclassification as an Arkansas Resident for Tuition and Fee Purposes

Because the University of Arkansas Board of Trustees Policy governing reclassification states the burden of proof is on the person seeking to be reclassified, all of the required documentation must be submitted and verified by the student for eligibility.

Please keep these guidelines in mind when considering petitioning for reclassification as an Arkansas resident for tuition and fee purposes.

1. **A student who knowingly gives erroneous information in an attempt to evade the payment of "out-of-state" fees may be subject to dismissal from the University.**
2. The application must be received by the Office of the Registrar no later than the fifth day of classes for the term in which you are requesting reduced tuition. For the Summer term the deadline is the second day of class. Applications submitted after the deadline will be considered for the following term.
3. **Allow a minimum of 2 weeks for your application to be evaluated.** The results (approval, denial, or the need for additional information) of the petition will be emailed to you at your UARK email account. If you receive a request for further information you will have to provide the documentation prior to the last day of classes. In the event that you do not supply the requested documentation your petition will be revoked and you will need to reapply for a future term providing all required documentation.
4. Tuition and fee payments are due on the 5th day of the semester. **You are expected to pay your entire bill even if you expect a favorable decision about your status.** If you receive a favorable decision after the tuition due date, the out-of-state fees you have paid will be refunded at that time. There is no deferment of out-of-state tuition while awaiting a decision about your application for reclassification or any appeals resulting from an application unless the Office of the Treasurer grants an explicit written exception. **All fees are to be paid by the published due dates.**
5. You may supply additional information or documents in support of your request to the Campus Classification Review Officer should you receive an unfavorable decision. The Appeal should be directed to the Registrar in writing.



Petition for Reclassification as an Arkansas Resident for Tuition and Fee Purposes

A. STUDENT INFORMATION

Name: University ID:

Address: Phone Number:

City: State: Zip Code: Date of Birth:

Country: Current Age:

I am requesting to be reclassified beginning Year:

B. CITIZENSHIP

I am a Visa Type:

Have you declared your intent to become a US citizen?

C. MARITAL STATUS

I am Name of Spouse:

Is your spouse an Arkansas resident?

D. PARENTAL INFORMATION

Only complete this section if you are single and under the age of 23.

Are you applying for residency based upon your parent(s)?

Father's Name: Mother's Name:

Address: Address:

City: State: Zip Code: City: State: Zip Code:

My parents are

If parents are divorced or separated, what are the custody arrangements?

Petition for Reclassification as an Arkansas Resident for Tuition and Fee Purposes
page 2**E. FINANCIAL INFORMATION**

What is or are your means of income?
Please list ALL sources and what
percentage they constitute overall to
your annual income.

How will your income change as you attend the University?

F. RESIDENCE IN ARKANSAS

From where did you relocate to Arkansas from?

Have you ever previously resided in Arkansas?

I have resided in the State of Arkansas since:

I have lived continuously in Arkansas at the following address(es):

Address: City: Zip Code:

Address: City: Zip Code:

Address: City: Zip Code:

G. GOOD FAITH ACTS. Please complete this form and attach copies of all pertaining Good Faith Acts. I am attaching copies of: (choose items)

I am also providing: (Use if item is not listed in the above list.)

If you have any questions about your petition, please contact the Office of the Registrar at (479) 575-5451.
Please allow 2 weeks for your petition to be reviewed. You are expected to pay any fees incurred prior to your decision.
Upon approval of the petition, the difference will be refunded. If further information is needed, you will be notified.

I certify that all statements made in this petition are true.

Signature: _____

Date: _____