

Quick Guide to Reclassification of Residency

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

Good Faith Acts

Good Faith Acts should 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
- AR State Tax Return · Assessment of Real Property (Real Estate)
- Assessment of Personal Property (i.e., vehicle, boat, etc.) · Bank Account/s listing AR address

| Unmarried Student Under Age 24 | Married Student | Unmarried Student Age 24 and Over |
|--|---|--|
| <ul style="list-style-type: none"> • Three Good Faith Acts • A copy of the parents' Federal Tax Return showing student was not claimed as a dependent on parents' return for previous year • Evidence of student income (tax return, W-2, paystub, etc.) other than parental support, loans, or scholarships • 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: <ul style="list-style-type: none"> ○ A housing agreement (deed, lease, etc.) | <ul style="list-style-type: none"> • Marriage License/ Certificate • Three 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: <ul style="list-style-type: none"> ○ A housing agreement (deed, lease, etc.) | <ul style="list-style-type: none"> • Three 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: <ul style="list-style-type: none"> ○ A housing agreement (deed, lease, etc.) |

Reclassifying Under Parents

For Unmarried Students, Under Age 24

- If parent has been living in Arkansas, the parent needs to provide:
 - Three Good Faith Acts
 - Parent 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:
 - A housing agreement (deed, lease, etc.)
- OR, If parent relocated by their employer to Arkansas, the 6 month requirement is waived, the parent needs to provide:
 - Three Good Faith Acts
 - Letter of transfer from employer

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



Office of the Registrar

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 petition 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 resident tuition. For the Summer term the deadline is the second day of classes. Applications submitted after the deadline will be considered for the following term.
3. **Please allow one week for your petition 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 need to provide the documentation as soon as possible. In the event that you do not supply the requested documentation, your petition will be denied and you will need to reapply for a future term providing all required documentation.
4. Tuition and fee payments are due as published by the Office of the Treasurer for 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 non-resident fees you have paid will be refunded at that time. There is no deferment of non-resident tuition while awaiting a decision about your petition for reclassification or any appeals resulting from a petition 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 petition to the Campus Classification Review Officer should you receive an unfavorable decision. The Appeal should be directed to the Registrar in writing.



UNIVERSITY OF
ARKANSAS

Office of the Registrar

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:
Current Age:

I am requesting to be reclassified beginning: Term: 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 24.

Are you applying for residency based upon your parent(s) current Arkansas residency or their relocation to Arkansas?
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.

F. RESIDENCE IN ARKANSAS

From where did you relocate to Arkansas?

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:

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 one week 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: _____