

University of California, Office of the General Counsel

Instructions for Application to Appeal a Nonresident Classification

Appeals of a non-resident classification determination by a campus Residence Deputy are strictly limited and will be accepted for review **only** if they fully meet the requirements described below. Rejection of an appeal for review based on failure to meet these requirements, or denial of an appeal following its full consideration, constitutes final University action on the residency classification for that term. No further University appeals processes are available.

Bases for Appeal

An appeal will be accepted for consideration **only** if it is based upon one or more of the following alleged circumstances, and it is fully supported by relevant evidence and documents (if any) supporting the bases for appeal.

1. The decision to classify you as a nonresident for purposes of tuition was based on:

- a significant error of fact,
- a significant procedural error, or
- an incorrect application of policy;

which, if corrected, would require that you be reclassified as a resident.

2. Significant new information became available after the date of the campus decision classifying you as a nonresident which; despite the exercise of reasonable diligence (care and attention), was not previously known or available to you; and, based on the new information your classification as a nonresident is incorrect.

No appeals based solely upon disagreement with the campus decision will be accepted. Appeals that fail to provide a clear explanation, fully supported by **relevant evidence and documents** (if any), supporting the bases for appeal, will be rejected for consideration. The complete appeal containing required information will be accepted only if it meets the original 30 day time limit for submission of appeals. If your appeal is accepted for review, the Residency Analyst will obtain your residence file from the campus.

Application to Appeal Form

Attached is an Application to Appeal form. Please complete it, attach a copy of your campus residence determination, supporting evidence, and submit it to the Office of the General Counsel (OGC) at one of the addresses indicated on the form. Your appeal must be received at OGC within thirty (30) days following the date of the campus decision classifying you as a nonresident. An OGC Residency Analyst will determine whether you have stated appropriate grounds for an appeal and will respond to your appeal via email. Only staff members in the OGC are authorized to explain or provide information regarding UC Residence Policy pertaining to appeals.

The decision on your appeal is final. You may not file any further appeals of nonresident classification for the term for which you have been declared a nonresident. You must contact the campus Residence Deputy to discuss the proper steps to file a petition for a resident reclassification for a future term within campus deadlines.

Information Disclosure Authorization

Privacy laws limit the ability of the University to disclose personal information concerning students, including information concerning a student's residency status and this appeal process, without the written consent of the student. This limitation is often found frustrating by parents or other representatives of a student who are interested in these matters. If you wish to authorize the University of California to release any information deemed necessary in connection with your campus residence and appeal file to others, you may do so on the attached Application to Appeal form.

University Of California, Office of the General Counsel
Application to Appeal a Nonresident Classification

First Name	Address
Middle	City State Zip Code
Last Name	Phone Number ☐ Undergraduate
Student ID Number: <i>(required)</i>	E-Mail ☐ Graduate
UC campus:	Date of Birth
Term for which I am appealing:	FALL Year:

The decision to classify me as a nonresident for purposes of tuition was based on (check all that apply):

- ☐ a significant error of fact
☐ a significant procedural error
☐ an incorrect application of policy

Please explain below:

Which, if corrected, would require that I be reclassified as a resident. Please explain:

- ☐ **Significant new information became available after the date of the campus decision classifying me as a nonresident, which, despite the exercise of reasonable diligence (care and attention), was not previously known or available to me; and, based on the new information my classification as a nonresident is incorrect.**

New Information. Please explain and attach supporting material:

Why the new information was not known or available to me before the date of the campus decision. Please explain:

Why, based on the new evidence, my classification as a nonresident is incorrect. Please explain:

I authorize the University of California to disclose information regarding my residence file to: _____

- ☐ **Enclosed is the campus Residence Deputy's decision classifying me as a nonresident for purposes of tuition.**

Signed _____

Date _____

Send your completed Application to Appeal and copy of your nonresident decision by EMAIL: residency.appeal@ucop.edu; FAX: 510-987-9757, Attention: Residency Analyst; or MAIL: Residency Analyst, UC Office of the General Counsel, 1111 Franklin St., 8th Fl., Oakland, CA 94607-5200.