

University of California, Office of the General Counsel

Instructions for Application to Appeal a Nonresident Classification

If You Wish to Appeal

Students do not have an automatic right to appeal every nonresident determination. University of California Residence Policy permits you to appeal your classification as a nonresident ONLY IF:

1. The decision to classify you as a nonresident for purposes of tuition and fees was based on
 - a significant error of fact,
 - a significant procedural error, or
 - an incorrect application of policywhich, 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; despite the exercise of reasonable diligence (care and attention) the information 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.

Attached is an **Application to Appeal** form. Please complete it, attach a copy of your campus residence determination, and submit it to the Office of the General Counsel (OGC) at one of the addresses indicated on the form. Do not submit any other documents. 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. If your appeal is accepted for review, the Residency Analyst will obtain your residence file from the campus and may request documentation from you at that time.

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.

Only staff members in the OGC are authorized to explain or provide information regarding UC Residence Policy pertaining to appeals.

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

Please type or print the following. It must be legible or it will not be accepted.

First Name <input style="width: 90%;" type="text"/>	Address <input style="width: 95%;" type="text"/>
Middle <input style="width: 90%;" type="text"/>	City <input style="width: 40%;" type="text"/> State <input style="width: 10%;" type="text"/> Zip Code <input style="width: 40%;" type="text"/>
Last Name <input style="width: 90%;" type="text"/>	Phone Number <input style="width: 60%;" type="text"/>
Student ID Number: <input style="width: 80%;" type="text"/>	E-Mail <input style="width: 70%;" type="text"/>
UC campus: <input style="width: 80%;" type="text"/>	Term for which you are appealing: <input style="width: 100%;" type="text"/>
	Year: <input style="width: 80%;" type="text"/>

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

- a significant error of fact
- a significant procedural error
- an incorrect application of UC Residence 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; despite the exercise of reasonable diligence, the information 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:

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 information, my classification as a nonresident is incorrect. Please explain:

Please attach the campus Residence Deputy's decision classifying you as a nonresident for purposes of tuition and fees.

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.