Student Records
Changing/Updating Student Residency

Overview

- The student may petition to have their residency status changed. If the petition is accepted the residency status will be changed.
- If a student’s residency status is incorrectly classified, the information must be corrected in the system.

Steps

Changing/Updating Student Residency

1. Navigation: Campus Community > Personal Information (Student) > Identification (Student) > Residency Data.
2. Enter the student’s ID.
3. Click Search.
4. If your search returned multiple Search Results, select the appropriate student from the list and click on the link to display the Residency Official 1 page.

5. Verify the student Name and ID.
6. Click + under the Official Residency Data navigation bar to insert a new row.
7. Enter **Institution** code.
8. Enter the **Effective Term**. This is a required field.
9. Select **Residency** from the drop-down list. Once selected, the **Admissions**, **Fin Aid** and **Tuition** fields will automatically be populated in the **Additional Residency Data** section of the page.
10. The current (system) date will be inserted as the **Residency Date**. If you need to change this date, click and select the appropriate date from the calendar. The value entered in this field can be either a date prior to the beginning of the term or the current (system) date. This should be the decision date. This is a required field.
11. The fields in the **Additional Residency Data** section will automatically be populated when you select the **Residency**. If you need to adjust residency information due to a reciprocity agreement, you will need to make a change to information in this box. Click to select a different **Tuition**. Then select **Reciprocity Agreement** from the **Tuition Residency Exception** drop-down box.
   - For example, an admissions residency exception might be made if the student lives in a Kentucky County where reciprocity is granted. See below for an example.
12. Click .

*Example of page after reciprocity status has been determined.*

**NOTE:** The **Residency Official 2** and **Residency Self-Report** tabs are not used at IU.
Residency Appeal

1. Click the Residency Appeal tab to move to the Residency Appeal page. This page is used to enter information when a student petitions to have their residency status changed.

2. Enter the current date as the **Effective Date**. If you need to change this date, click **calendar** and select the appropriate date from the calendar. This is a required field.

3. Select the appropriate **Appeal Status** (Accepted, Denied, In Progress, None or Suspended) from the drop-down list. This is a required field.

4. The **Comment** field is used only by the Residency Administrator for personal comments and notes.

5. Click **Save**.

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