

Residency Appeal Application Instructions

An appeal will ONLY be accepted from the student and must be submitted through the InfoReady site. Appeals via email, fax, and U.S. mail will not be accepted. A student with a documented disability that prohibits the student from submitting an appeal through the InfoReady site should contact residencyappeals@calstate.edu.

Basis for Appeal

A student, following a final campus decision concerning the student's residence classification or reclassification, may submit an appeal to the Chancellor's Office within 30 calendar days of the issuance of the notification of the final campus decision. The campus decision may be appealed only if at least one of the following applies:

1. The decision was based on:
 - a significant error of fact;
 - a significant procedural error; or
 - an incorrect application of law which, if corrected, would require that the student be reclassified as a resident; and/or,
2. Significant new information, not previously known or available to the student, became available after the date of the campus decision classifying the student as a nonresident and based on the new information, the classification as a nonresident is incorrect.

A student must explain why the appeal meets one or more of the above appeal criteria and provide relevant supporting documentation. For example, a "significant error of fact" could be demonstrated by stating that the campus incorrectly determined that a specific document, such as a driver's license, was untimely and by providing a copy of the document establishing the error. An appeal that only states "a significant error of fact," will be denied.

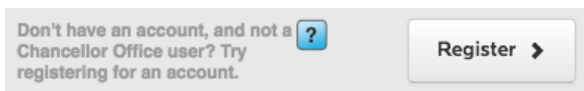
Final Determination

The Chancellor's Office appeal decision is final and there is no right to further appeal within the California State University system. A student who wishes to be reconsidered for residence reclassification for any future term, must contact the campus to discuss the proper steps to request a resident reclassification for a future term within campus deadlines.

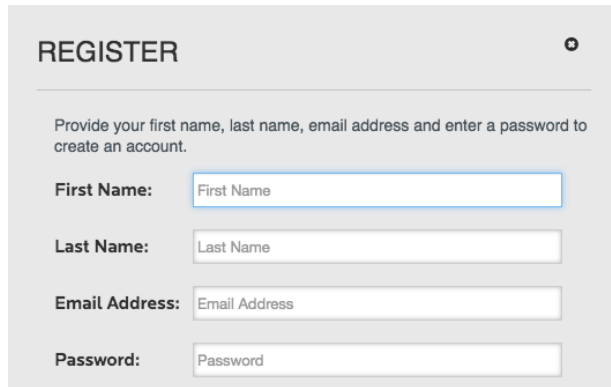
InfoReady link: <https://calstate.infoready4.com/#manageCompetitionsDetail/1760156>

Instructions to submit CSU Residency Appeal Application via InfoReady

1. Click on the **Register** button located at the bottom of the homepage.

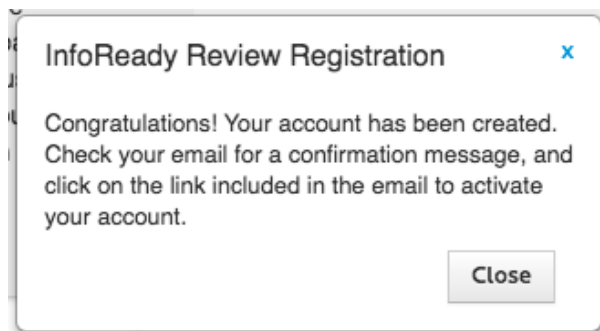


- To create your account, fill out the information requested on the *Register* pop-up window, then click **Create Account**. (Please only use your assigned campus email address.)



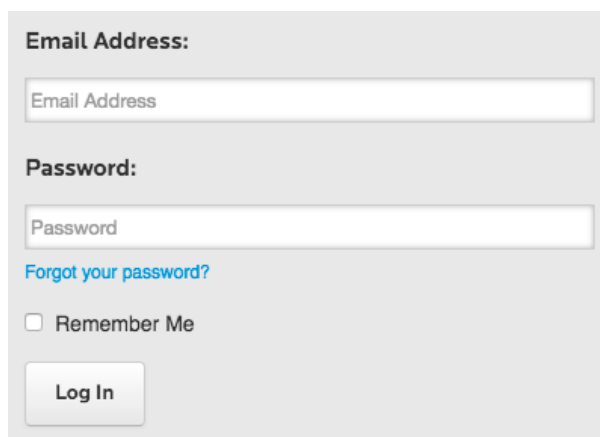
The image shows a 'REGISTER' pop-up window. At the top, it says 'REGISTER' with a close button. Below that, it asks the user to 'Provide your first name, last name, email address and enter a password to create an account.' There are four input fields: 'First Name', 'Last Name', 'Email Address', and 'Password'.

- Verify your registration.** A verification link will be sent to your assigned campus email you provided in the registration window.



The image shows a confirmation message box titled 'InfoReady Review Registration'. It contains the text: 'Congratulations! Your account has been created. Check your email for a confirmation message, and click on the link included in the email to activate your account.' There is a 'Close' button at the bottom right.

- Log in.** After you click the verification link, you will be logged into the InfoReady system.



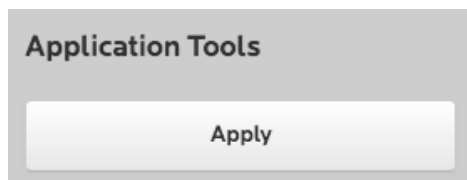
The image shows a login form. It has two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Forgot your password?'. There is a checkbox labeled 'Remember Me' and a 'Log In' button at the bottom.

Please note: If the verification link does not log you automatically into the system, you need to manually log in through the *Login for Registered User* section of the homepage (you need to provide your assigned campus email and the password you used to set up your InfoReady account).

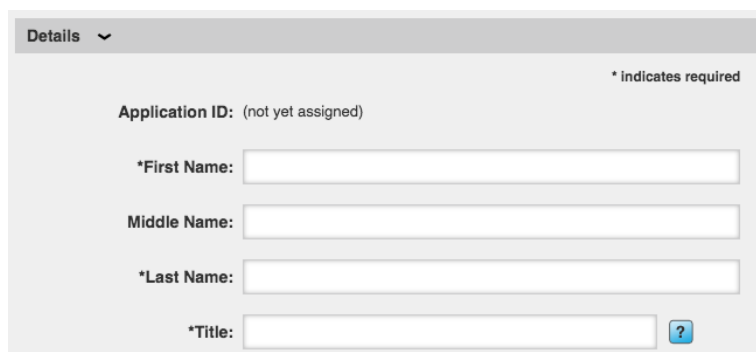
- Click on the **Residence Appeal Form** link at the bottom of the page.

Title	Due Date	Category	Award Cycle
		All	All
Residence Appeal Form	12/31/2017	Application	Academic Year 17-18

- Read the Residence Appeal Form message to ensure that you meet the criteria before submitting an application.
- If you meet the criteria, click on **Apply** under **Application Tools**.

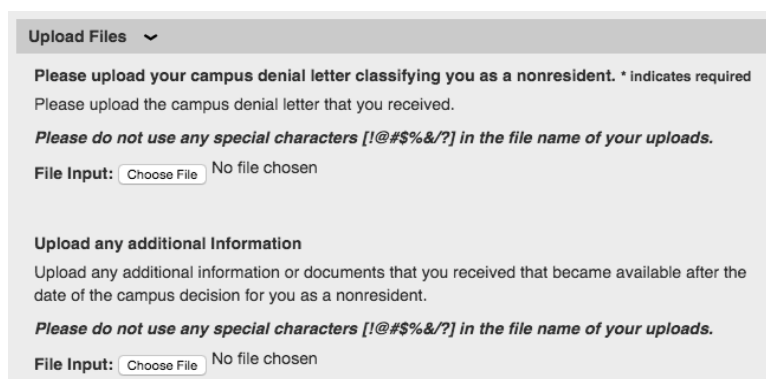


- Fill out **Application Form Details** in its entirety.

A screenshot of a web form titled "Details" with a dropdown arrow. Below the title is a grey bar with the text "* indicates required". The form contains the following fields:

- Application ID: (not yet assigned)
- *First Name: [text input field]
- Middle Name: [text input field]
- *Last Name: [text input field]
- *Title: [text input field] with a blue question mark icon to its right.

- Upload supporting documents (PDF, Word, etc.) and include your campus denial letter. *Please note:* Incomplete applications will not be considered for review. If uploading multiple documents, please combine as one PDF file.

A screenshot of a web form titled "Upload Files" with a dropdown arrow. Below the title is a grey bar with the text "* indicates required". The form contains the following sections:

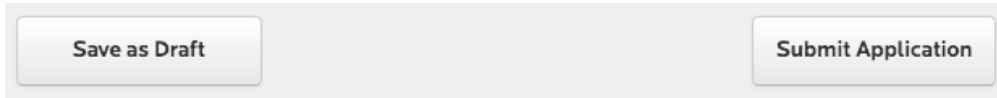
- Please upload your campus denial letter classifying you as a nonresident.** * indicates required
Please upload the campus denial letter that you received.
Please do not use any special characters [!@#\$\$%&/?] in the file name of your uploads.
- File Input: [Choose File] No file chosen
- Upload any additional information**
Upload any additional information or documents that you received that became available after the date of the campus decision for you as a nonresident.
Please do not use any special characters [!@#\$\$%&/?] in the file name of your uploads.
- File Input: [Choose File] No file chosen

- Save** or **Submit**:

Save: You have the option to *save* your application as a draft and revisit at a later time to complete and submit.

Please note: You must **complete and submit** the Residency Appeal Application within 30 days of the date posted on your campus denial letter. If you fail to complete and submit your application within the allotted time, your Residency Appeal Application for reclassification will be automatically denied.

Submit: If you're ready to submit upon completion of your Residency Appeal Application, click the **Submit** button.



11. To revisit your application draft, click on the **Applications** tab and then on the **blue arrow**.



12. Once you're ready to submit your completed application, click on the **Submit Application** button.