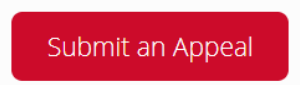
CSU The California State University

Residency Appeal Application Instructions

An appeal will ONLY be accepted from the student and must be submitted through the CSU Residency website. Appeals via email, fax, and U.S. mail will not be accepted.

To submit a residency appeal, please follow the steps below:

1) Go to CalState.edu/Residency
2) Click on Learn About Appeals to get started
3) Once the student meets the criteria for a residency appeal, then the student submits an appeal by clicking on the red button



A student with a documented disability that prohibits the student from submitting an appeal 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.

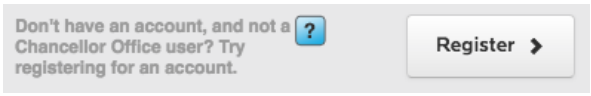
A student must explain why the appeal meets one or more of the above appeal criteria and provide relevant supporting documentation. For example, a "significant error of fact" could be demonstrated by stating that the campus incorrectly determined that a specific document, such as a driver's license, was untimely and by providing a copy of the document establishing the error. An appeal that only states "a significant error of fact," without supporting documentation will be denied.

Final Determination

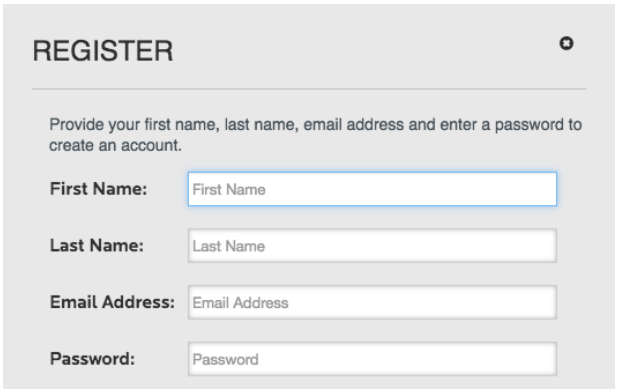
The Chancellor's Office appeal decision is final and there is no right to further appeal within the California State University system. A student who wishes to be reconsidered for residence reclassification for any future term, must contact the campus to discuss the proper steps to request a resident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

Instructions to submit CSU Residency Appeal Application via InfoReady

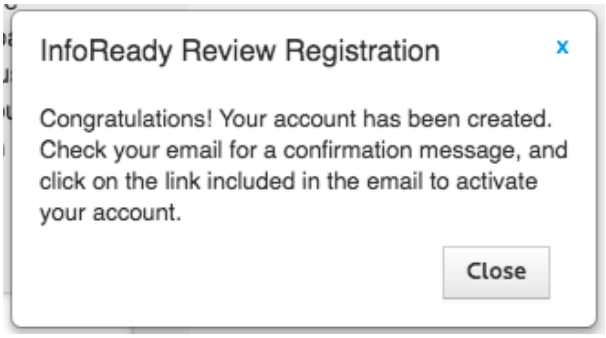
1. Click on the **Register** button located at the bottom of the homepage.



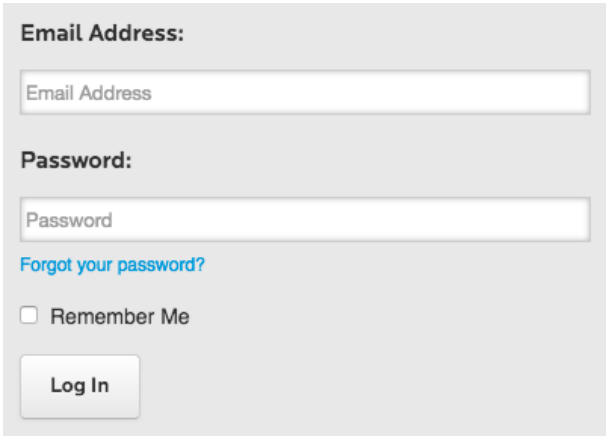
2. To create your account, fill out the information requested on the *Register* pop-up window, then click **Create Account**. (Please only use your assigned campus email address.)



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

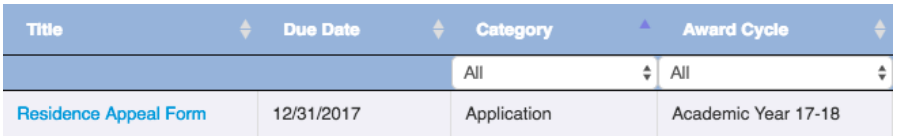


4. **Log in.** After you click the verification link, you will be logged into the InfoReady system.



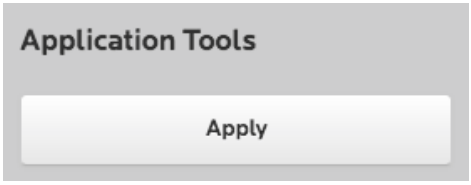
Please note: If the verification link does not log you automatically into the system, you need to manually log in through the *Login for Registered User* section of the homepage (you need to provide your assigned campus email and the password you used to set up your InfoReady account).

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

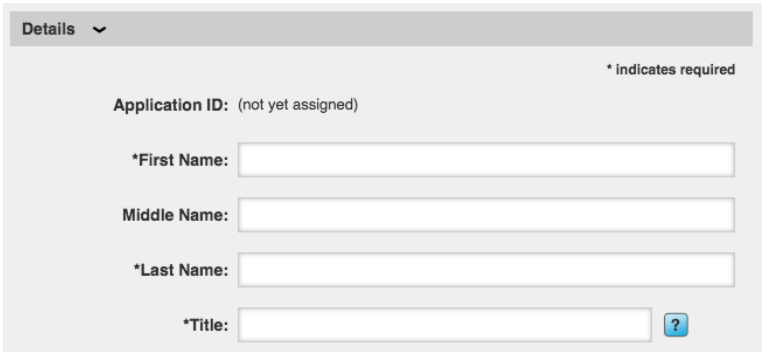


6. Read the Residence Appeal Form message to ensure that you meet the criteria before submitting an application.

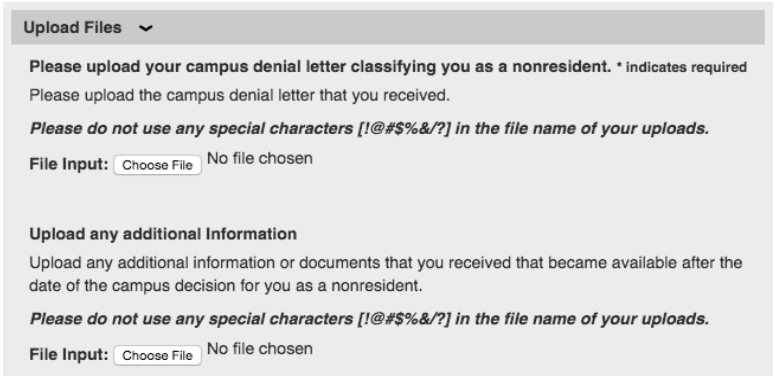
7. If you meet the criteria, click on **Apply** under **Application Tools**.



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



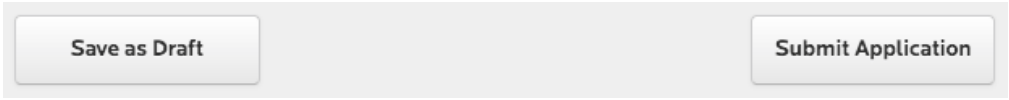
9. Upload supporting documents. Please use only PDF or Word formats. If more than one document is required, each document can be included as a page using only one PDF or Word file.



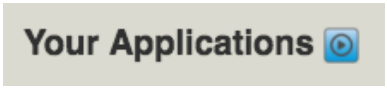
10. **Save** or **Submit**:

    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.