

Residency Decision Appeal Upload

Appeal Policy and Procedure

To appeal a residency decision, your appeal must be submitted within twenty-one calendar days from the date of your denial letter to our office using this online process or verbally. If the twenty-first day falls on a weekend day or University holiday, the appeal must be submitted on or before the next University business day. Because this deadline is set by law, a statement of appeal received after this deadline will not be accepted.

Your statement of appeal, a statement by the Residence Classification Office, and the complete original file will be forwarded to the Residence Classification Review Committee (RCRC) for review. The RCRC will issue its decision within twenty calendar days and you will be notified of their decision by the University Registrar via email.

In compliance with the Family Educational Rights and Privacy Act (FERPA), we are only able to communicate with you about your appeal or the process unless you submit a specific FERPA release in writing directing us:

- Specifically, to whom we may speak or communicate with
- About what we may speak or communicate

For more information about FERPA and FERPA release requirements, follow these links:

[FERPA Information for Students](#) | [FERPA Release of Information Form](#)

How to submit your appeal

Please read the following information carefully and check the acknowledgment boxes below to affirm that you have read this information before submitting your appeal.

- Read your determination letter carefully and be sure that you understand the reasons your application was denied. Determination letters often list both major factors and smaller issues. If your appeal cannot address all factors that led to the denial of your application, your appeal is unlikely to be approved.
- Prepare your statement of appeal and any supporting documents. Save them in one of our accepted document formats (PDF, PNG, JPG).
- The Residence Classification Office will send your appeal along with your entire residency application/file for the current quarter to the RCRC. You do not need to include another upload of the documents that were already submitted and considered in the review of your Residency Application.
- If you have any questions about the appeal process, contact the residency office (resquest@uw.edu or schedule an appointment) before submitting your appeal.
- Submit your appeal through the Appeals Portal linked in your determination letter. On this form, it is in the following section.
- Do not email your appeal to our office or any of our staff. The only exception to this is if you are having technical difficulties and will otherwise miss the deadline. If this happens, you may email your appeal to your campus:
 - UW Seattle: Email your appeal to resquest@uw.edu AND make an appointment with our office to troubleshoot your upload. We do need the files in our appeals portal for tracking and retention purposes.
 - UW Bothell: Email your appeal to uwbreg@uw.edu AND make an appointment with our office to troubleshoot your upload. We do need the files in our appeals portal for tracking and retention purposes.
 - UW Tacoma: Email your appeal to reguwt@uw.edu.

Frequently Asked Questions

Is there a template for appeals?

No. Your appeal should be a statement, in your own words, about why the determination was not correct.

Can someone help me with my appeal?

Yes. You can receive help from relatives, friends, advisors, etc., however, the statement of appeal must be written/signed by you, the student. If you are including a letter from another individual as your statement of appeal, you must also provide a statement from you saying that you want to use the other person's letter as your appeal.

What makes a successful appeal?

The Residence Classification Office cannot advise on what will make any individual appeal successful. However, please carefully review your determination letter. In your appeal, you need to present information to address any primary reasons and secondary reasons for denial. Presenting information only on the secondary reasons will not be sufficient.

Who is on the Residence Classification Review Committee (RCRC)?

The RCRC is comprised of individuals appointed by the Vice Provost for Academic and Student Affairs. They are UW school officials familiar with the residency for tuition purposes requirements who are not on the Office of the University Registrar Residency Team which made the initial decision.

Can I present my appeal to the Residence Classification Review Committee orally/in person?

No. The review of the files by the RCRC does not take place in a meeting/hearing situation. Please submit all appeal materials in written format to the appeals portal.

What is the timing of the appeals process?

- Students have 21 calendar days from the date of their determination letter to file their appeal through the appeals portal.
- The RCRC has 20 calendar days to make a determination and return a decision to the student. RCRC decisions are the University's final determination on the issue.
- Any further appeals are made through the King County Superior Court. We are unable to advise on this process.
- Calendar days include all weekdays, weekend days, and holidays. If the last day falls on a weekend or University holiday, the deadline is the next day that is not a weekend or University holiday. Materials must be submitted by 11:59 p.m. on the deadline day.

Application Information

Submitting as: Kirsch, Nicholas I, kirschn@uw.edu

All communication from our office about your residency appeal status will be sent by email to your UW email address. You should make sure you are set up to receive emails through your UW email and make sure you check your inbox and spam/junk folder if you have your UW email forwarded to a personal account.

Student Number :*

Please confirm your student number (7-digits)

Campus :*

Quarter of Denial/Appeal :*

Winter 2024 Spring 2024

Date of Denial :*

Please enter the printed date from the official letter of denial you received.

Documents

All applications and documents submitted to the Residence Classification Office are stored in a secure, FERPA-compliant, file system.

Statement of Appeal Upload :*

No file chosen

Upload a PDF copy of your statement of appeal.

I am uploading Supporting Documentation :*

Yes No

* The file submitted through this form is my official notice of appeal of the initial residency decision. I represent that the information and documentation submitted is true and correct. I understand that my appeal submission will be included with my original residency file for the RCRC's review.

* I AFFIRM THAT MY SUBMISSION CONTAINS ALL MATERIALS FOR MY APPEAL. I UNDERSTAND THAT NO ADDITIONAL INFORMATION WILL BE REQUESTED OR ACCEPTED.

SUBMIT

