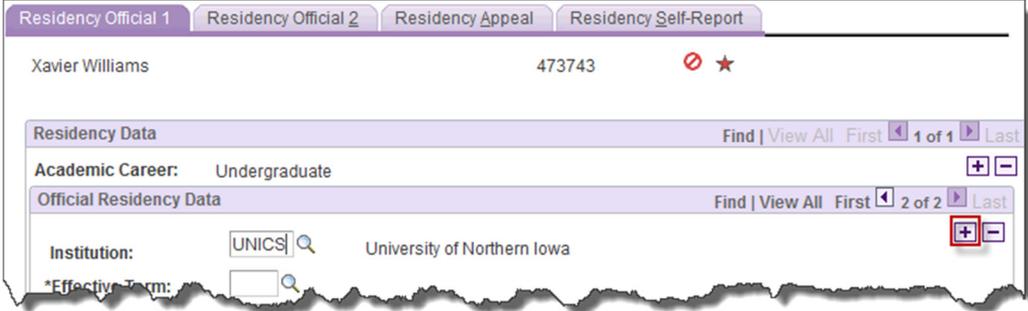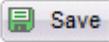# Add/Update Residency

Residency can be entered and tracked via the Residency page. **Students must have residency in order to be term activated.** You may only have one effective row for a given term.

Step	Action
1.	Navigate to the **Residency** page. **Main Menu › Campus Community › Personal Information › Identification › Residency Data.** **Result:** The Residency Data search page displays. **Residency Data** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** Maximum number of rows to return (up to 300): 300 ID: begins with ▼ [ ] Campus ID: begins with ▼ [ ] National ID: begins with ▼ [ ] Last Name: begins with ▼ [ ] First Name: begins with ▼ [ ] ☐ Include History ☐ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search 💾 Save Search Criteria
2.	Enter search criteria. Click the **Search** button. **Result:** The **Residency Official 1** tab displays. This is the only tab used at this time. Residency Official 1 | Residency Official 2 | Residency Appeal | Residency Self-Report Xavier Williams 473743 ⊘ ★ **Residency Data** Find | View All First ◄ 1 of 1 ► Last Academic Career: Undergraduate ⊞ ⊟ **Official Residency Data** Find | View All First ◄ 1 of 1 ► Last ⊞ ⊟ Institution: UNICS 🔍 University of Northern Iowa *Effective Term: 2101 🔍 SUMMER 2010 Residency: Non-Resident ▼ Residency Date: 05/09/2010 📅 **Additional Residency Data** Admissions: Non-Resident ▼ Admission Residency Exception: [▼] Fin Aid Federal Residency: Non-Resident ▼ Fin Aid Fed Residency Excpt: [▼] Fin Aid State Residency: Non-Resident ▼ Fin Aid State Residency Excpt: [▼] Tuition: Non-Resident ▼ Tuition Residency Exception: [▼] 💾 Save 🔍 Return to Search 📧 Notify 📄 Update/Display 📄 Include History ✏ Correct History

Step	Action
3.	If a row for the given term already exists, update the row, otherwise click the **Add Row** button ⊞ (the lower one) to add a new row for the term.
3.	Complete the following information: • ***Effective Term** – Use the **Look Up** 🔍 button to select the appropriate term • **Residency** – Select the appropriate value (Non-Resident, Resident, Not Determined). *Note:* The *Additional Residency Data* section populates based on the selection made in the **Residency** field: <table><tr><th>If Official Residency is…</th><th>Then the Additional Residency Data…</th></tr><tr><td>*Resident*</td><td>will display *Resident* for all four fields</td></tr><tr><td>*Non-Resident*</td><td>will display *Non-Resident* for all four fields</td></tr></table> • **Residency Date** – Use the Choose a Date button to select the appropriate date or enter the date (format = ddmmyyyy) - CS will add date format. • **Additional Residency Data** – Enter any Residency Exceptions. See Additional Residency Data on page 3 for more details.
4.	Click the **Save** 💾 Save button.

Add a Comment: Because residency changes within a term are not effective dated, you may want to add a comment for the student to track when and why residency changed.

Residency Exceptions: There are specific procedures to follow in the event of an exception. For example, the student is a non-resident, however we want to charge "resident" tuition rates, as an exception, because of military service, spouse of faculty, etc.

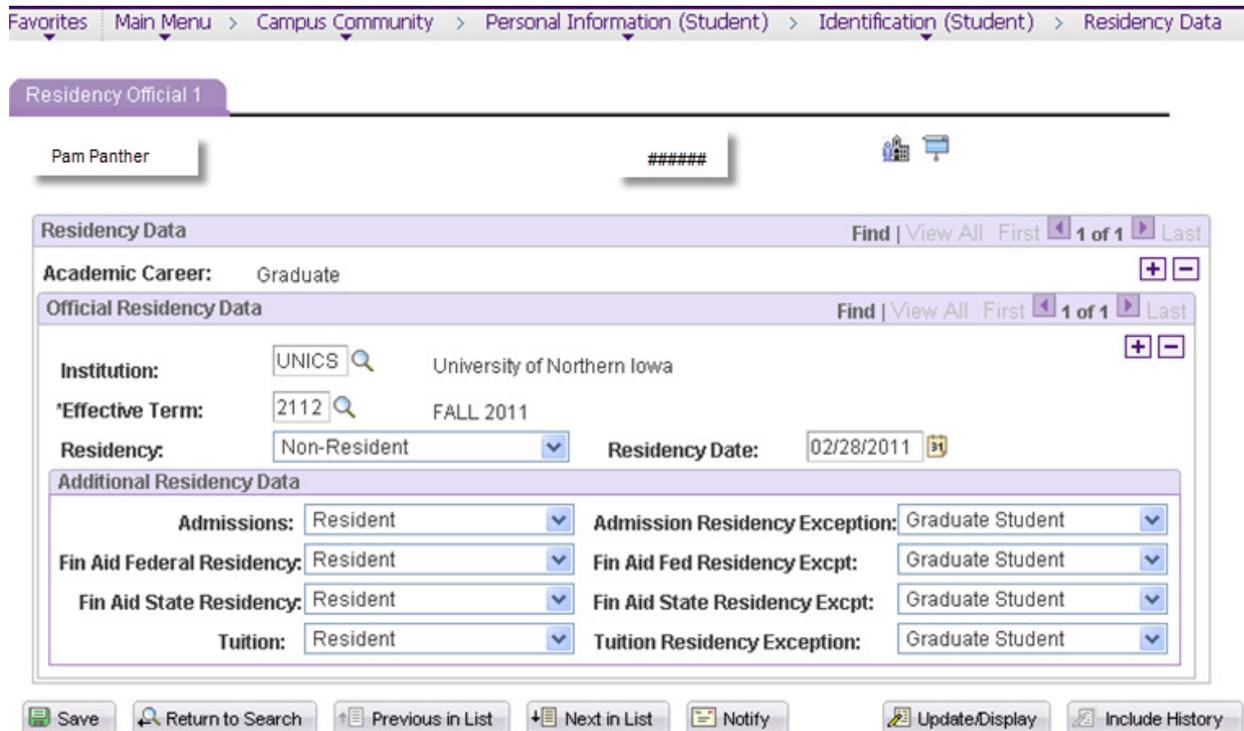*Example:* Non-resident being billed at the resident tuition rate

• Enter *Resident* for the Admissions, Fin Aid Federal Residency, Fin Aid State Residency, and Tuition fields
• Enter an exception reason in all four of the Exception fields

Residency Exception – Graduate Assistant Student Example

In the legacy system the Graduate Assistant Code was used to track the students who were graduate assistants for a given term, and the Billing Residence Code caused these students to be billed at the resident rate. In PeopleSoft/Campus Solutions, the Graduate Assistant student group (RGRA) will be used to track this group of students and Residency should be update with the Graduate Student Exception.

Steps to set up a Graduate Assistant in PeopleSoft/Campus Solutions

1. ***Set up the Residency Exception using the navigation and field values as shown in the screen shot below.***

Note: Unlike many of the items in PS/CS, it is not possible to add more than one effective dated row for a given term in the Residency page. If a row for the term that is being update already exists, that row should be updated. Staff may want to consider adding a comment to document the change made to the residency status.

2. Add the student to the Graduate Assistant student group.

Note: Because student groups in PS/CS are not term based, use the following effective dates to reflect the term as noted, where yyyy is the appropriate calendar year.

08/01/yyyy – Fall term   Examples: For Fall 2011, use 08/01/2011
01/01/yyyy – Spring term   For Spring 2012, use 01/01/2012
05/01/yyyy – Summer term   For Summer 2012, use 05/01/2012

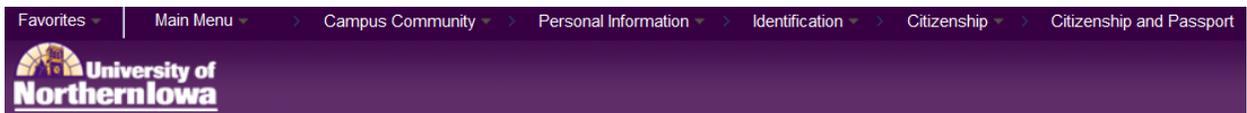## Additional Residency Data

Admissions	Specify the type of residency that qualifies the individual for admission to the specified institution.
Fin Aid Federal Residency (financial aid federal residency)	Specify the type of residency that qualifies the individual to receive financial aid from the federal government.
Fin Aid State Residency (financial aid state residency)	Specify the type of residency that qualifies the individual to receive financial aid from the state.
Tuition	Specify the type of residency that qualifies the individual for tuition assistance.
Admission Residency Exception	Specify the exception from your institution's residency rule for admissions (from the Residency Exception Table page) that applies to the individual.
Fin Aid Fed Residency Exception (financial aid federal residency exception)	Specify the exception from the federal residency rule for financial aid (from the Residency Exception Table page) that applies to the individual.
Fin Aid St Residency Exception (financial aid state residency exception)	Specify the exception from the state residency rule for financial aid (from the Residency Exception Table page) that applies to the individual.
Tuition Residency Exception	Specify the exception from your institution's residency rule for tuition (from the Residency Exception Table page) that applies to the individual.

Permanent Residency Changes that also warrant a change in Citizenship Country

Only one Citizenship Country is tracked for an individual. For this reason, when a permanent residency change is made and a change in Citizenship Country is also warranted, the existing Citizenship Country must be deleted and the new Citizenship Country added.

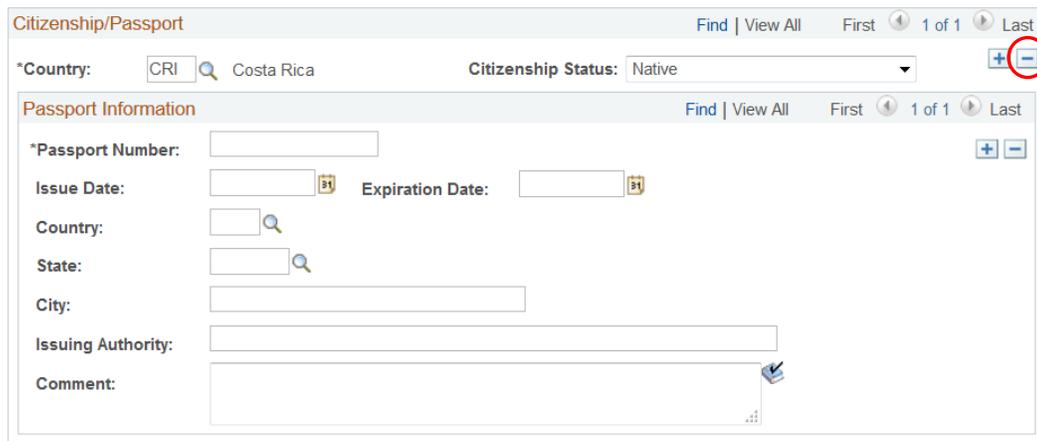**Steps to update Citizenship Country in Campus Solutions**

1. *Navigate to the Citizenship/Passport page and delete the existing Citizenship Country using the minus button in the upper right corner and then Save – see screen shot below.*

2. *On the same page, add the new Citizenship Country and Citizenship Status and Save – see screen shot below.*

Favorites ▾ | Main Menu ▾ > Campus Community ▾ > Personal Information ▾ > Identification ▾ > Citizenship ▾ > Citizenship and Passport

University of Northern Iowa

Citizenship/Passport

Ana Celia Fix   276584

Citizenship/Passport   Find | View All   First ◀ 1 of 1 ▶ Last   ➕ ➖

*Country: [USA] 🔍 United States   Citizenship Status: [Naturalized ▾]

Passport Information   Find | View All   First ◀ 1 of 1 ▶ Last   ➕ ➖

*Passport Number: [   ]

Issue Date: [   ] 📅   Expiration Date: [   ] 📅

Country: [USA] 🔍   United States

State: [   ] 🔍

City: [   ]

Issuing Authority: [   ]

Comment: [   ]

🖫 Save   🔍 Return to Search   📧 Notify