



Document Information	
Title	Tracking Residency for Applicants
Module	Admission
Subcategory	
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REVISION CONTROL

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Business Process Overview

Use the Residency Pages to track residency data for a prospect, applicant, or student at your institution. For instance, you can track the official and self-reported residency of individuals at your institution, as well as residency appeals.

Use the Official Residency 1 and 2 pages to record residency information that your institution has verified, including the individual's in- or out-of-state residency for a specific term. You can enter unofficial, self-reported residency information on the Residency Self-Report page. When an individual appeals residency information, you can enter on the Residency Appeal page, the date of, status of, and comments about the appeal.

Process Prerequisites/Assumptions

Prerequisite/Assumption	Detail
Search / Match	Search / Match process for the applicant has been performed to verify that the applicant is currently in the PeopleSoft system.

1.0 Tracking Residency for a Applicant

The following pages are used to accomplish the process outlined in Box 1.

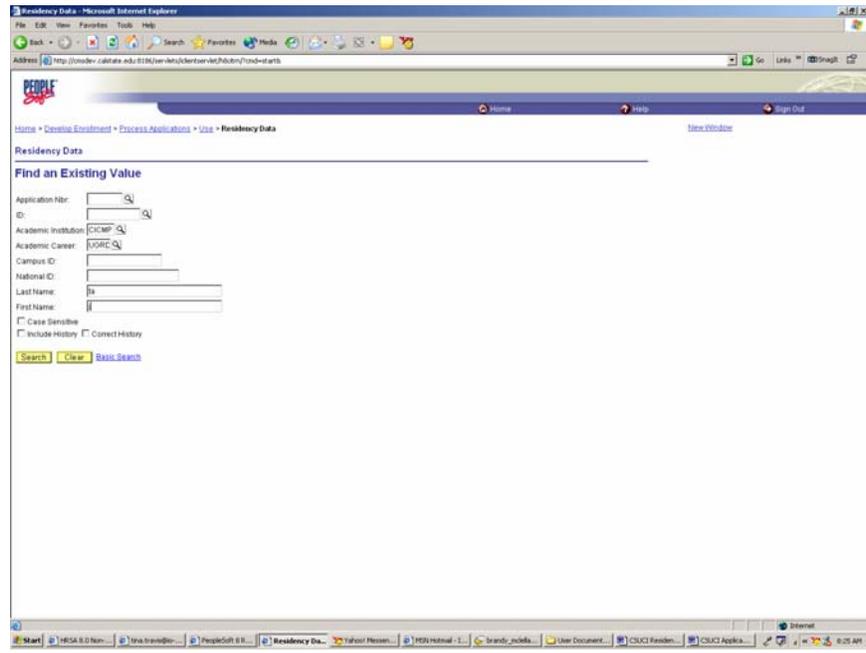
- Residency Official 1 Page
- Residency Official 2 Page
- Residency Appeal Page
- Residency Self-Report Page

1.1 Test Results Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Residency Data > Find an Existing Value

Page Description

Find an Existing Value – Residency Data	
	<p>Required Fields:</p> <ul style="list-style-type: none">IDAcademic InstitutionAcademic Career <p>Optional Fields:</p> <ul style="list-style-type: none">Campus IDNational IDLast NameFirst Name

Steps for Processing Data

1. Complete the required fields by typing in the applicant's ID, academic institution, and academic career. If you do not have the ID for the applicant, you can conduct a last name and first name search here.
2. Click the "Search" button to bring up the Residency Official 1 Page.

Page Field Definition Summary

Field	Field Definition	Valid Values
ID	This is the system assigned ID of the individual	
Academic Institution	The institution's ID	CICMP
Academic Career	Grouping of all academic work for a student	Click on the "Magnifying or Look-up button" for valid values.

1.2 Residency Official 1 Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Residency Data > Residency Official 1

Page Description

Use the Residency Official 1 page to enter official residency codes for an individual.

	<p>Required Fields: Effective Term Residency</p> <p>Optional Fields: Those not required.</p>
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Steps for Processing Data

1. Select the term for which this residency data is effective for this individual.
2. Key in the date that the individual established or reported this residency.
3. The system will default in the same value (as indicated in the "Residency" field) in the additional residency data fields for admission, financial aid federal residency, financial aid state residency, and tuition.
4. If the type of residency required for admission is different from what is indicated in the "Residency" field, then select the appropriate residency status for admission and indicate an

exception reason. An example is if you are accepting out of state applicants and admitting them using the California admission requirements.

5. If the type of residency required for financial aid from the federal government is different from what is indicated in the “Residency” field, then select the appropriate residency status for federal financial aid and indicate an exception reason.
6. If the type of residency required for financial aid from the state is different from what is indicated in the “Residency” field, then select the appropriate residency status for state financial aid and indicate an exception reason.
7. If the type of residency required for tuition assistance is different from what is indicated in the “Residency” field, then select the appropriate residency status for tuition assistance and indicate an exception reason.
8. Click to the next page to track additional residency information.

Page Field Definition Summary

Field	Field Definition	Valid Values
Effective Term	The term for which this residency data is effective for this individual.	Click on the drop down arrow for valid values.
Residency	The residency status of this individual.	Another State or US Possession, Foreign Country, Resident Status Undetermined, and Resident of California
Residency Date	The date that the individual established or reported this residency.	MM/DD/YYYY format
<i>Additional Residency Data:</i>		
Admissions	The type of residency required for admission to the specified institution.	Another State or US Possession, Foreign Country, Resident Status Undetermined, and Resident of California
Fin Aid Federal Residency	The type of residency required for financial aid from the federal government.	Another State or US Possession, Foreign Country, Resident Status Undetermined, and Resident of California
Fin Aid State Residency	The type of residency required for financial aid from the state.	Another State or US Possession, Foreign Country, Resident Status Undetermined, and Resident of California
Tuition	The type of residency required for tuition assistance.	Another State or US Possession, Foreign Country, Resident Status Undetermined, and Resident of California
Exception	The exception (if any) that applies to the individual for the specified residency rule.	Faculty/Staff, Military, Other, Teacher

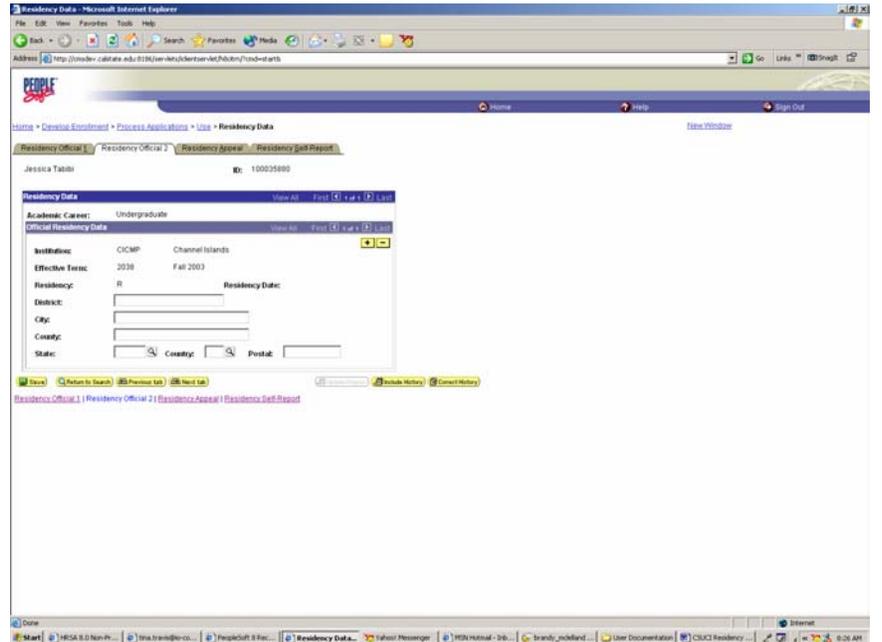
1.3 Residency Official 2 Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Residency Data > Residency Official 2

Page Description

Use the Residency Official 2 page to enter additional official residency data for an individual.

	<p>Required Fields:</p> <p>Optional Fields:</p> <p>All fields on this page are optional.</p>
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Steps for Processing Data

9. This page is optional to complete.
10. Enter any additional location details of the residency data for this individual.
11. Click onto the next page to track any residency appeals.

Page Field Definition Summary

Field	Field Definition	Valid Values
District	District of residency	Free form text box
City	City of residency	Free form text box
County	County of residency	Free form text box
State	State of residency	Click on the "Magnifying" or "Lookup" button for valid values.
Country	Country of residency	Click on the "Magnifying" or "Lookup" button for valid values.
Postal	Zip code of residency	Free form text box

1.4 Residency Appeal Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Residency Data > Residency Appeal

Page Description

Use the Residency Appeal page to record residency appeal information.

Required Fields:
Effective Date
Appeal Status

Optional Fields:
Comment

Steps for Processing Data

12. This page is optional to complete.
13. Complete the effective date of the appeal and the appeal status.
14. Enter any appropriate comments related to the residency appeal.
15. Click on the next page to track the individual's self-report residency information.

Page Field Definition Summary

Field	Field Definition	Valid Values
Effective Date	The effective date of the status of this appeal. The default effective date is the system's current date.	
Appeal Status	The current status of this appeal. Appeal status values are delivered with your system as translate values.	Accepted, Denied, InProgress, None, or Suspended.
Comment	Comments that further describe or identify the nature of this appeal	

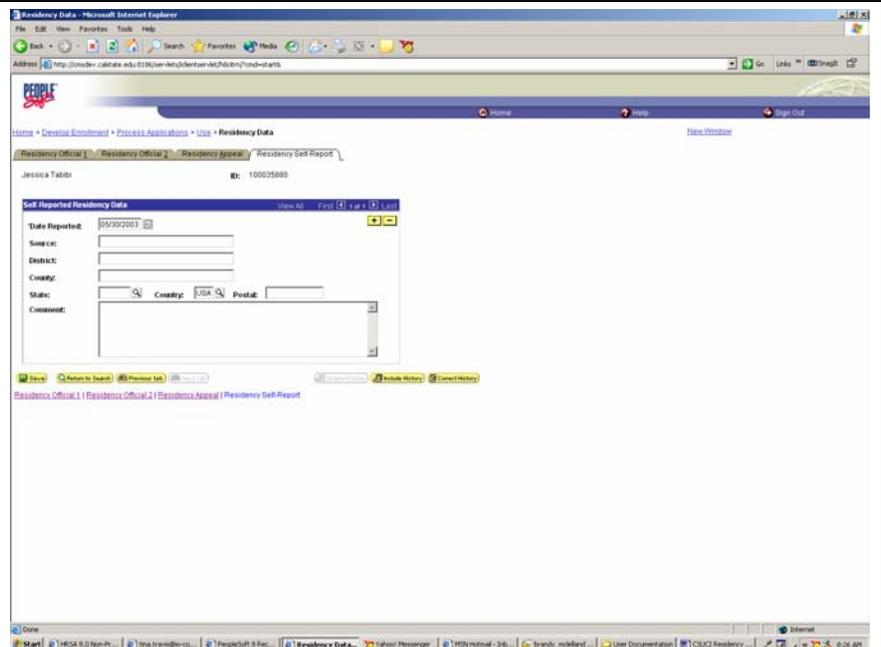
1.5 Residency Self-Report Page

Navigation

Home > Develop Enrollment > Process Applications > Use > Residency Data > Residency Self-Report

Page Description

Use the Residency Self-Report page to enter unofficial, as yet unverified, residency information that an individual reports to your institution.

	<p>Required Fields:</p> <ul style="list-style-type: none"> Date Reported <p>Optional Fields:</p> <ul style="list-style-type: none"> Source District County State Country Postal Comment
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Steps for Processing Data

16. This page is optional to complete.
17. Key in the date when the unverified residency data was reported to the institution.
18. Indicate the source of this residency information.
19. Key in any additional location details of the self-reported residency data for this individual.
20. **SAVE** when you have completed entering all the residency information.

Page Field Definition Summary

Field	Field Definition	Valid Values
Date Reported	The date that this residency information is reported to your institution. The default date is the system's current date.	
Source	The source of this residency information. This can be an individual's name, the method of reporting (letter, email, telephone	

	conversation, and so on), or the title of a document that you have chosen to use.	
District	District of residency	
County	County of residency	
State	State of residency	
Country	Country of residency	
Postal	Zip code of residency	
Comment	Comments to further describe this residency information and further identify the source of the information	