

Here are some simple steps to help you update/change your Residency status through the Student Centre.

A student's Residency status determines if they are assessed the International or Domestic tuition rates. Additional information on tuition rates can be found in the [Academic Calendar](#). Residency status should be updated if a student receives Permanent Residency or Canadian Citizenship during their studies. Residency updates may also be required for Conventional Refugees and Dependants of Consular officials.

If your Residency status has changed or requires an update, please follow this guide to submit your documentation for review. Documents for a Residency update must be received **on or prior to the End of Term** date to adjust your tuition rate for the current term. Documents submitted after the end of term date will result in a change in your tuition for future terms only.

For example, if you are submitting the service request to update the residency status for Fall term, your service request and correct documents must be submitted before the End of Term date for Fall term. Any documents received after this date will result in changing the residency status for Winter term.

There is no appeal process for consideration when documents are received after the end of term deadline.

1. Log into your UofC Student Portal (my.ucalgary.ca)

Log in

[Continue with your IT account](#)

For current students and staff.

[Continue with your eID](#)

For student applicants, alumni, and guests.

 UNIVERSITY OF CALGARY | **Start something.**

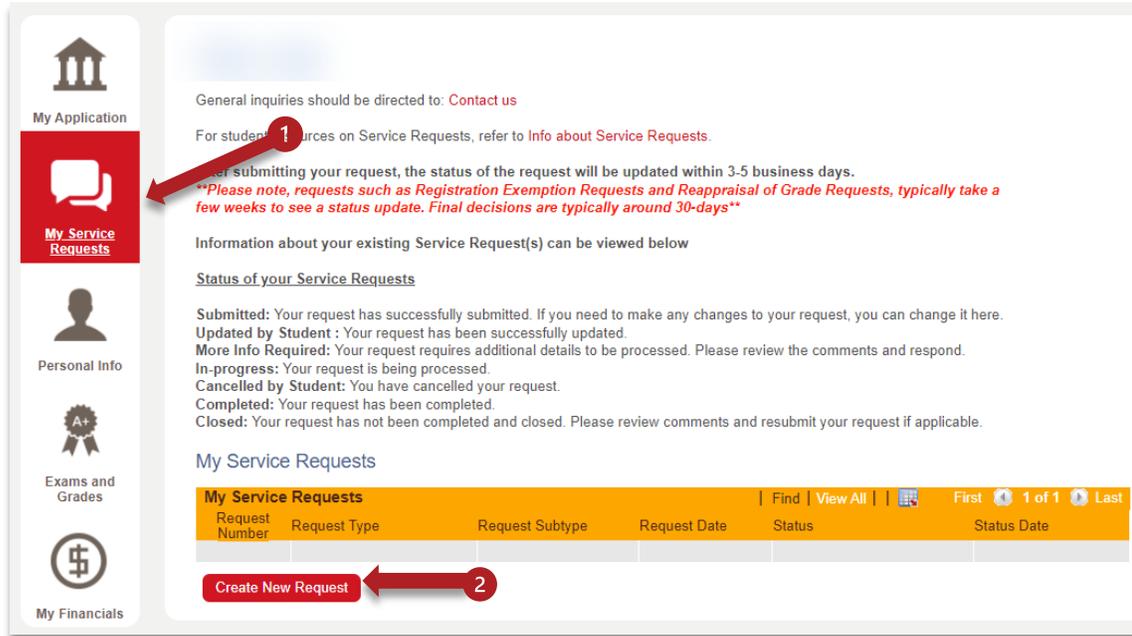
Sign in

[Can't access your account?](#)

[Back](#) [Next](#)

[Register IT Account](#) | [Account FAQs](#) | [Contact UCalgary IT Support](#)

- After logging into the MyUofC portal, select the **My Service Request** and then select **Create New Request**.



General inquiries should be directed to: [Contact us](#)

For student resources on Service Requests, refer to [Info about Service Requests](#).

After submitting your request, the status of the request will be updated within 3-5 business days.
****Please note, requests such as Registration Exemption Requests and Reappraisal of Grade Requests, typically take a few weeks to see a status update. Final decisions are typically around 30-days****

Information about your existing Service Request(s) can be viewed below

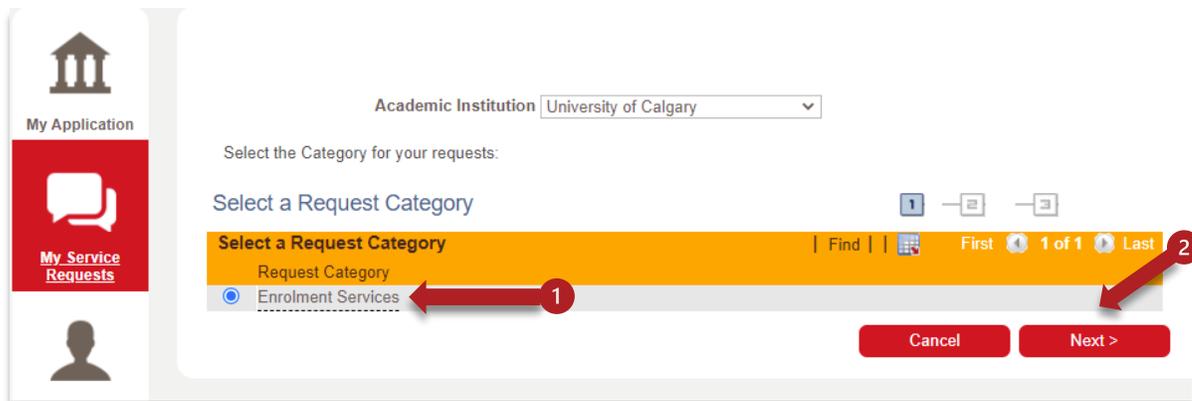
Status of your Service Requests

Submitted: Your request has successfully submitted. If you need to make any changes to your request, you can change it here.
Updated by Student: Your request has been successfully updated.
More Info Required: Your request requires additional details to be processed. Please review the comments and respond.
In-progress: Your request is being processed.
Cancelled by Student: You have cancelled your request.
Completed: Your request has been completed.
Closed: Your request has not been completed and closed. Please review comments and resubmit your request if applicable.

My Service Requests

My Service Requests						Find	View All	First	1 of 1	Last
Request Number	Request Type	Request Subtype	Request Date	Status	Status Date					
Create New Request										

- Select **Enrolment Services** and then select **Next**.



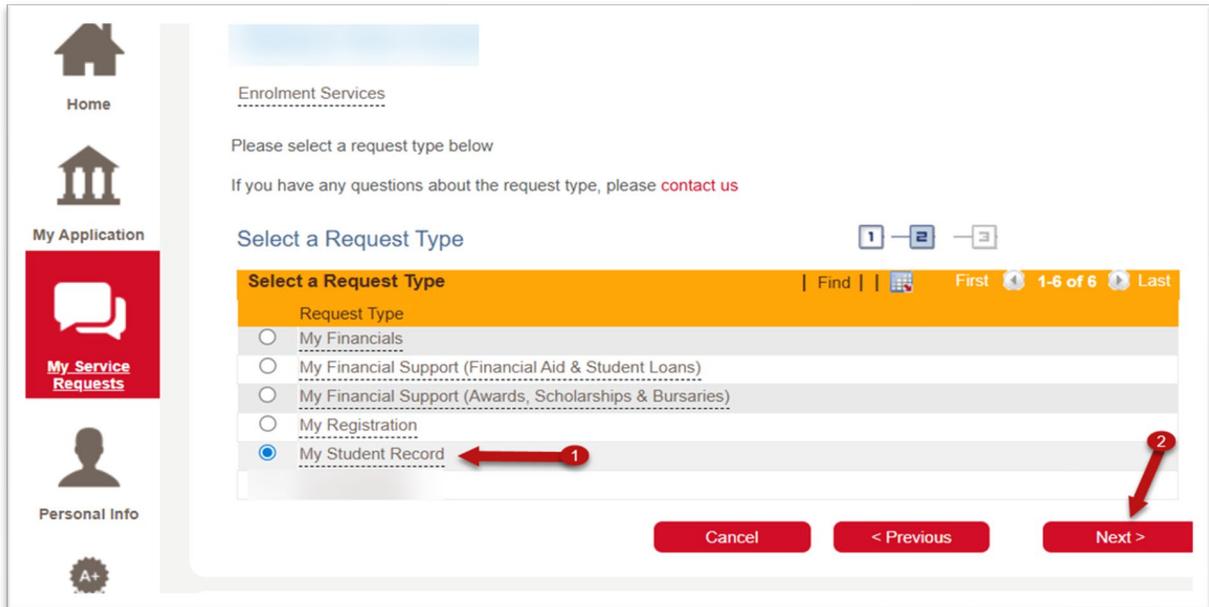
Academic Institution

Select the Category for your requests:

Select a Request Category

Select a Request Category	Find	First	1 of 1	Last
<input checked="" type="radio"/> Enrolment Services				

4. Select **My Student Record** and then select **Next**.



Home

My Application

My Service Requests

Personal Info

A+

Enrolment Services

Please select a request type below

If you have any questions about the request type, please [contact us](#)

Select a Request Type

1 2 3

Find | 1-6 of 6 | First | Last

Select a Request Type

Request Type

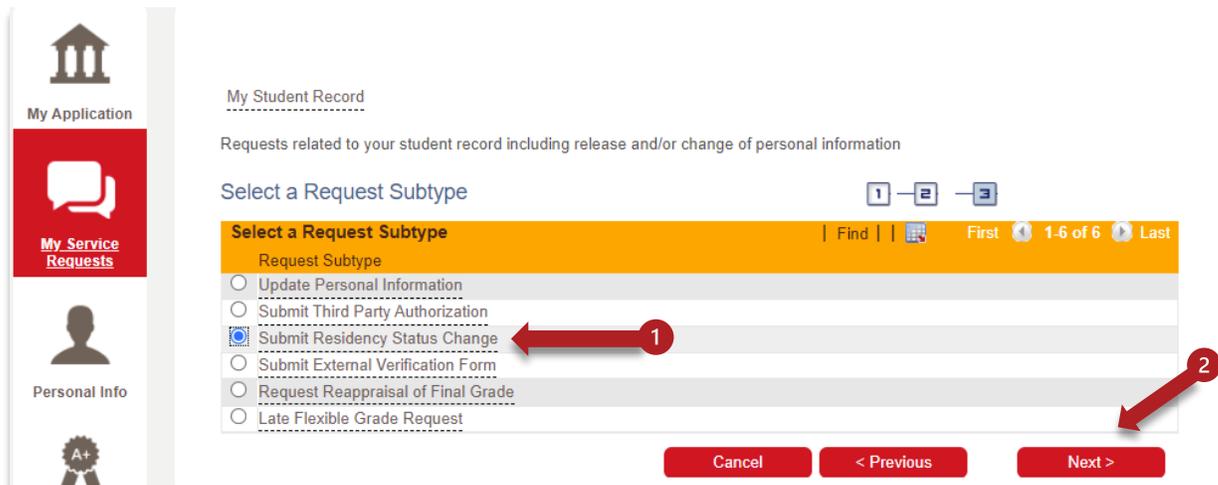
- My Financials
- My Financial Support (Financial Aid & Student Loans)
- My Financial Support (Awards, Scholarships & Bursaries)
- My Registration
- My Student Record

1

2

Cancel < Previous Next >

5. Select **Submit Residency Status Change** and then select **Next**.



My Application

My Service Requests

Personal Info

A+

My Student Record

Requests related to your student record including release and/or change of personal information

Select a Request Subtype

1 2 3

Find | 1-6 of 6 | First | Last

Select a Request Subtype

Request Subtype

- Update Personal Information
- Submit Third Party Authorization
- Submit Residency Status Change
- Submit External Verification Form
- Request Reappraisal of Final Grade
- Late Flexible Grade Request

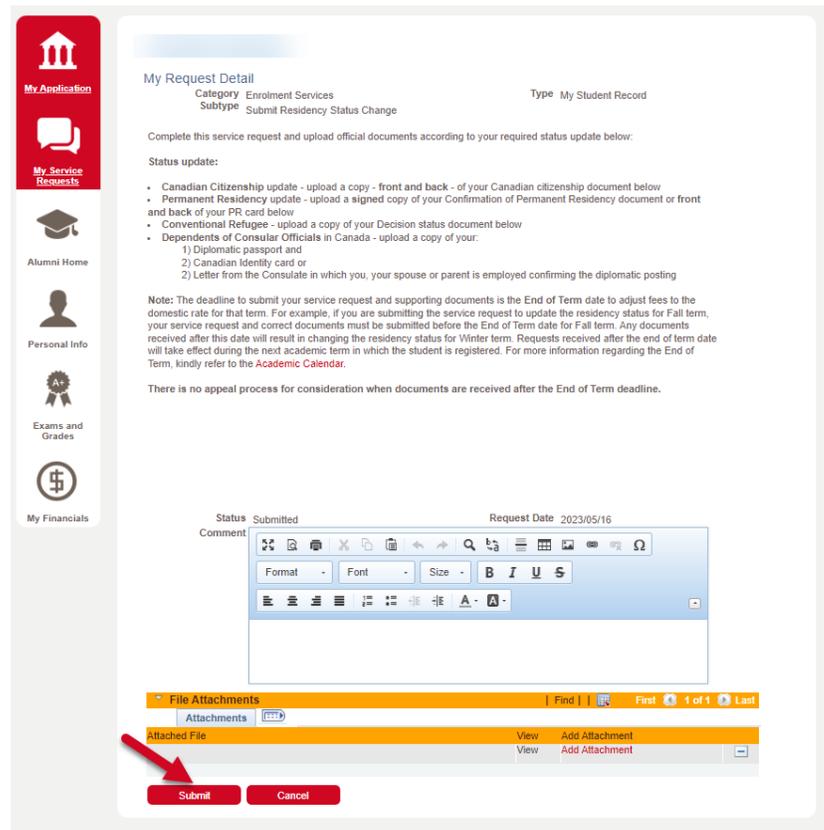
1

2

Cancel < Previous Next >

6. On clicking **Next**, the **My Request Detail** page will show up where you can enter the **comments**, add **attachments** to support your request and select **Submit** to submit your request. To complete your request, you will need to upload a **scanned copy of the original documents** with regards to your residency status change. The following are the examples of supporting documents accepted by Enrolment Services:

- Canadian Passport, Citizenship certificate or card
- Permanent Resident Card, Confirmation of Permanent Residence (COPR) from IRCC
- **Notice of Decision** issued by Immigration and Refugee Board (**Note: As per Alberta Education and Technology (AET) guidelines, International Fee exemptions are *not granted for Refugee Claimants awaiting decision.***)
- Passport with proof of diplomatic status, diplomatic status card, official letter from head of diplomatic station



My Request Detail
 Category: Enrolment Services Type: My Student Record
 Subtype: Submit Residency Status Change

Complete this service request and upload official documents according to your required status update below.

Status update:

- Canadian Citizenship update - upload a copy - front and back - of your Canadian citizenship document below
- Permanent Residency update - upload a signed copy of your Confirmation of Permanent Residency document or front and back of your PR card below
- Conventional Refugee - upload a copy of your Decision status document below
- Dependents of Consular Officials in Canada - upload a copy of your:
 - 1) Diplomatic passport and
 - 2) Canadian Identity card or
 - 2) Letter from the Consulate in which you, your spouse or parent is employed confirming the diplomatic posting

Note: The deadline to submit your service request and supporting documents is the End of Term date to adjust fees to the domestic rate for that term. For example, if you are submitting the service request to update the residency status for Fall term, your service request and correct documents must be submitted before the End of Term date for Fall term. Any documents received after this date will result in changing the residency status for Winter term. Requests received after the end of term date will take effect during the next academic term in which the student is registered. For more information regarding the End of Term, kindly refer to the Academic Calendar.

There is no appeal process for consideration when documents are received after the End of Term deadline.

Status: Submitted Request Date: 2023/05/16

Comment

File Attachments | Find | First 1 of 1 Last

Attached File	View	Add Attachment
	View	Add Attachment

Submit Cancel

For more information on changing your Residency Status, please contact **Enrolment Services** at <https://www.ucalgary.ca/registrar/contact-us>

Note: The deadline to submit your supporting documents is the End of Term date to adjust fees to the domestic rate for that term. Requests received after the end of term date will take effect during the next academic term in which the student is registered as per the **Academic Calendar**.

End of Procedure.