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 Dependents 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 the MyUofC portal.

2. After logging into the MyUofC portal, select the My Service Request and then select Create New Request.
3. Select **Enrolment Services** and then select **Next**.

4. Select **My Student Record** and then select **Next**.
5. Select **Submit Residency Status Change** and then select **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
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.**