Step by Step Process

a. Go to [UAccess Student Center](https://uaccess.arizona.edu)
b. Click on [Personal](https://uaccess.arizona.edu/Personal)
c. Select [Personal Summary](https://uaccess.arizona.edu/Personal) from the dropdown

d. On the [Personal Summary](https://uaccess.arizona.edu/Personal) page, click on the [Lawful Presence](https://uaccess.arizona.edu/Personal/LawfulPresence) box

e. On the [Lawful Presence Page](https://uaccess.arizona.edu/Personal/LawfulPresence), select [Complete now and attach documents](https://uaccess.arizona.edu/Personal/LawfulPresence/Complete)

You have not completed Verification of Lawful Presence (VLP) which is required in order to receive resident tuition rates or state-funded scholarships and financial aid.

Your VLP status can be verified by uploading a scanned copy of your acceptable documentation below or in person by making a copy of your Arizona driver’s license or other acceptable documentation (Click for list of acceptable documents) and submitting it to the Registration and Transcripts Office located in the Administration Building.

Failure to provide VLP documentation will mean:
1. your scholarships and financial aid awards may not be released, and/or
2. you will be charged non-resident tuition visit [http://registration.arizona.edu/students/personal-information/prop-307/](http://registration.arizona.edu/students/personal-information/prop-307/) for more information.

e. Select one of the below VLP options
   - Complete now and attach documents
   - Complete Later
   - Decline to Complete

f. Go to [Option 2 – Select Secondary Document A](https://uaccess.arizona.edu/Personal/SecondaryDocumentA) and select [Spring 2021 INTL Attestation](https://uaccess.arizona.edu/Personal/SecondaryDocumentA/Spring2021)

g. Use the [Attach Secondary Document A](https://uaccess.arizona.edu/Personal/SecondaryDocumentA/Attach) link to attach your Attestation form [AND](https://uaccess.arizona.edu/Personal/SecondaryDocumentA/Attach) the document referenced [IN](https://uaccess.arizona.edu/Personal/SecondaryDocumentA/Attach) the Attestation form

The document attached will show up at the bottom of the page
h. Go to Option 2 — Select Secondary Document B and select Other Legal Presence Doc from the dropdown

i. Use the Attach Secondary Document B link to attach the additional document that demonstrates your lawful presence

j. After attaching the document for verification, click on Submit Documents

k. Once submitted, the confirmation page will appear. Click on the ▶ to see documents submitted

l. After submission, the Office of the Registrar will review your documents and process your request for Lawful Presence