

This quick reference guide (QRG) provides instruction on how to change your residency for a future semester in Workday.


To edit your residency information, complete the following steps.

## CHANGE MY RESIDENCY

From the Workday Home page:

1. Click the **Profile Icon** in the top right-hand corner of the page.
2. Click the **View Profile** button.
3. Click the **Actions** button on the left menu.
4. Hover over the **Residency** link.
5. Click the **Change My Residency** link.

6. Select your institution, in the **Institution field**, if it did not automatically populate.
7. Choose the appropriate **Effective Academic Period** from the dropdown list.
8. Choose the appropriate **Proposed Residency Status** from the dropdown list.
9. Click **OK**.
10. Click **Done**.

 **Note:** Changing your residency could impact your financial aid. It is recommended that you meet with a representative in your financial aid office before submitting this change.

