UNIVERSITY of HOUSTON

REGISTRATION AND ACADEMIC RECORDS

Residency Questionnaire

Office of Registration and Academic Records
Room 102 E. Cullen Building
Houston, TX 77204-202.

Drop Off Location: 128 Welcome Center
(Corner of Calhoun and University Drive)
Fax No. (713)743-8342

Instructions for Reclassification

This questionnaire is being used to determine if a non-resident University of Houston student qualifies to become a resident of Texas for tuition purposes. The determination of residency classification for tuition purposes is governed by statutes enacted by the Texas Legislature and rules and regulations promulgated by the Coordinating Board, Texas College and University System. These rules and regulations are located on the web http://www.collegefortexans.com

After you read this questionnaire and determine the circumstances you believe fulfill the requirements for residency for tuition purposes, complete the questionnaire and submit it and all supporting documents no later than the official reporting date for which you are requesting reclassification (12th class date for a fall or spring semester or the 4th class day for a summer session). Note: In order for a residency determination to be made prior to payment of tuition, submission must be at least three weeks prior to registration. Your decision will be made within 7 to10 business days.

Residency change requested for _____First semester enrolled_____
Semester Year Semester Year

Core Residency Questions

Texas Higher Education Coordinating Board rule 21.731 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

PART A. Student Basic Information. <u>All Students must complete this section.</u>

Name: _____ Student ID Number: _____

Date of Birth: _____ Email: _____

PART B. Previous Enrollment. For all students.

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?
Yes ____ No _____
If you answered **"no",** please continue to **Part C.**
If you answered "yes", complete questions 2-5:

2. What Texas public institution did you last attend? (Give full name, not just initials.)
_____

3. In which terms were you last enrolled? (check all that apply)
____ fall, 20____ ____ spring, 20___

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?

____resident (in-state) ___ nonresident (out-of-state) ___ unknown

5. If you paid in-state tuition at your last institution, was it because you were a resident or because you were a nonresident who received a waiver?

____ resident ___ nonresident with a waiver ___ unknown

IMPORTANT: If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to Part I, sign and date this form and submit it to your institution. If you were not enrolled or if you were enrolled but classified as a nonresident, proceed to Part C.

PART C. Residency Claim.

Are you a resident/reside of Texas? Yes____ No ___

If you answered yes, continue to **Part D**.

If you answered no, complete the following question and continue to **Part I**.

Of what state or country are you a resident? _____

If you are uncertain, continue to **Part D**.

PART D. Acquisition of High School Diploma or GED.

	Yes	No
1. a. Did you graduate or will you graduate from high school or complete a GED in TX prior to the term for which you are applying?		
1. b. If you graduated or will graduate from high school, what was the name and city of the school.		
2. Did you live in TX the 36 months leading up to high school graduation or completion of the GED?		
3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?		
4. Are you a U.S. Citizen or Permanent Resident?		
5. Do you hold a visa? Visa Type (if applicable):		

Instructions to Part D.:

- ♦ If you answered "no" to question 1a or 2 or 3, continue to **Part E.**
- ♦ If you answered "yes" to all four questions, skip to **Part I.**
- ♦ If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete a copy of the **Affidavit** provided as an Attachment to this form, skip to **Part I** of this form, and submit both this form and the affidavit to your institution.

PART E. Basis of Claim to Residency. TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER "YES" TO QUESTIONS 1a, 2, AND 3 OF PART D.

1. Do you file your own federal income tax as an independent tax payer? Yes___ No ___

2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? Yes___ No ___ (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)

3. If you answered "No" to both questions above, who provides the majority of your support?
Self___ parent or guardian___ other: (list)_____

Instructions to Part E.

- ♦ If you answered "yes" to question 1, continue to **Part F**.
- ♦ If you answered "yes" to question 2, skip to **Part G**.
- ♦ If you answered "no" to 1 and 2 and "self" to question 3, continue to **Part F**.
- ♦ If you answered "no" to 1 and 2 and "parent or guardian" to question 3, skip to **Part G**.
- ♦ If you answered "no" to 1 and 2 and "other" to question 3, skip to **Part H** and provide an Explanation and complete Part 1.

PART F. Questions for students who answered "Yes" to Question 1 or "Self" to Question 3 of PART E.

	Yes	No	Years	Mo.	Visa/Status
1. Are you a U.S. Citizen?					
2. Are you a Permanent Resident of the U.S.?					
3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).					
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer, please explain in Part H.	Yes	No			
6. a. If you currently live in Texas, how long have you been living here?			Months	Years	
b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.	Go to College [ ]		Establish/maintain a home [ ]		Work Assignment [ ]
7. If you are a member of the U.S. military is Texas your Home of Record?	Yes	No			
What state is listed as your military legal residence for tax purposes on your Leave and Earnings Statement?	State				
8. Do any of the following apply to you? (Check all that apply)					
a. Hold the title to real property (home, land) in Texas? If yes, date acquired:_____					
b. Own a business in Texas? If yes, date acquired:_____					
c. Hold a state or local license to conduct a business or practice a profession in TX? If yes, date acquired:_____					
9. For the past 12 months, have you: (Check all that apply)					
a. been gainfully employed in TX for at least 12 consecutive months?					
b. received services from a social service agency that provides services to homeless persons for at least 12 consecutive months?					
10. Are you married to a person who could answer "yes" to any part of question 8 or 9?					
If yes, indicate which question could be answered yes by your spouse:	Question:				
How long have you been married to the Texas resident?	Months	Years			

Skip **Part G** and Continue to **Part H**.

PART G. Questions for students who answered "Parent" or "Legal Guardian" to Question 3 of PART E.

	Yes	No	Years	Mo.	Visa/Status
1. Is the parent or legal guardian upon whom you					

base your claim of residency a U.S. citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)					
4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Does this parent or legal guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his/her employer, please explain in Part H.					
6. a. If he or she is currently living in Texas, how long Months Years has he or she been living here?			Months	Years	
b. What is your parent's or legal guardian's main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.	Go to College [ ]		Establish/maintain a home [ ]		Work Assignment [ ]
7. If he or she is a member of the U.S. military, is Texas his or her Home of Record?					
What state is listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement?	State				
8. Do any of the following apply to your parent or guardian? (Check all that apply)					
a. Holds the title to real property (home, land) in Texas?					
b. Owns a business in Texas?					
c. Holds a state or local license to conduct a business or practice a profession in TX?					
9. For the past 12 months, has your parent or guardian: (Check all that apply)					
a. been gainfully employed in TX?					
b. received services from a social service agency that provides services to homeless persons?					
10. Is your parent or legal guardian married to a person who could answer "yes" to any part of question 8 or 9?					
If yes, indicate which question could be answered yes by your parent or guardian's spouse:	Question:				
How long has your parent or guardian been married to the Texas resident?	Months	Years			

Part H. General Comments. Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

PART I. Certification of Residency. All students must complete this section.

I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/ university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature: _____Date: _____

Revised Chart IV
Documentation to Support Domicile and Residency

The following documentation may be requested by the institution in order to resolve issues raised by responses to the Core Residency Questions. The listed documents may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date.

Part A **Documentation that can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months**
1. An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person has been engaged in activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home) may also be used, as well as documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance. Student employment, such as work-study, the receipt of stipends, fellowships or research or teaching assistanceships do not qualify as a basis for establishing a domicile. 2. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attests to the provision of services to the homeless person for the 12 months prior to the census date of the term in which the person enrolls.

Part B **Documentation, which (if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed in Part C), can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months**
1. Title to real property in Texas 2. Marriage Certificate with documentation to support that spouse is a domiciliary of Texas 3. Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership interest of the person or dependent's parent. 4. State or local licenses to conduct a business or practice a profession in this state.

Part C **Documents that May be Used to Demonstrate Maintenance of a Residence for 12 Months** These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 months. Activities in Part A and B of this Chart may be used to establish a domicile.
1. Utility bills for the 12 months preceding the census date;

2. A Texas high school transcript for full senior year preceding the census date;

3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date;

4. A Texas driver's license or Texas ID card with an expiration date of not more than four years;

5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date;

6. A current credit report that documents the length and place of residence of the person or the dependent's parent.

7. Texas voter registration card that has not expired.

8. Pay stubs for the 12 months preceding the census date;

9. Bank statements reflecting a Texas address for the 12 months preceding the census date;

10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.

11. Registration or verification from licensor, showing Texas address for licensee;

12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 months preceding the census date.

13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date.

14. Execution of a currently valid Last Will and Testament that has been deposited with a county clerk in Texas for at least the 12 months prior to enrollment and indicates the person is a resident of Texas