

University of Houston

Residency Questionnaire

Office of Admissions
Room 128 Ezekiel W. Cullen Bldg.
Houston, TX 77204-2023

Office of Registration and Academic Records
Room 108 Ezekiel W. Cullen Bldg.
Houston, TX 77204-2027

Notice: Students who have never attended the University of Houston or who have registered for their first semester should contact the Office of Admissions at (713) 743-1010 option 2, regarding questions or corrections to their residence status for tuition purposes. Former UH students should contact the Registration and Academic Records office at (713) 743-1010, option 4.

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 are outlined on the web at the Coordinating Board website at www.theccb.state.tx.us

After you read this brochure 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 residency determination to be made prior to payment of tuition, submission must be at least three weeks prior to registration. You will be notified by mail within 7-10 working days after your request is received in the appropriate office for review.

Residency change requested for _____ Semester _____ Year First semester enrolled _____ Semester _____ Year

Document Checklist

The following information may assist your case if you are basing residency on:

Self:

- _____ Letter from employer on company letterhead giving dates of employment for a prior 12 month period. Letter should indicate whether employment was full-time or part-time. If applicable, letter may indicate transfer by employer.
- _____ Copies of lease agreement or bill of sale on house showing residency for the past 12 months
- _____ Copies of visa information, naturalization papers, voter's registration, TDL or car registration information
- _____ Copies of I-130 and I-485 filing notices or receipts from INS
- _____ [Affidavit for HB 1403](#)

Parent or court-appointed legal guardian:

- _____ Copies of federal income tax forms for the most recent tax year
- _____ Notarized statement indicating that student will be a dependent for the current tax year
- _____ Court-appointed guardianship papers held at least 12 months
- _____ Copies of lease agreement or bill of sale on house showing residence for the past 12 months
- _____ Copies of visa information, naturalization papers, voter's registration, TDL or car registration information

Spouse:

- _____ Copy of marriage license or certificate
- _____ Letter from employer on company letterhead giving dates of employment for a prior 12 month period. Letter should indicate whether employment was full-time or part-time. If applicable, letter may indicate transfer by employer.
- _____ Copies of federal income tax forms for the most recent tax year
- _____ Copies of lease agreement or bill of sale on house showing residence for the past 12 months
- _____ Copies of visa information, naturalization papers, voter's registration, TDL or car registration information

Military:

- _____ Copies of DD-214 separation papers or military petition to change home of record
- _____ Copies of Texas driver's license, voter's registration and vehicle registration
- _____ Copies of federal income tax forms

1. Student Information

Student's last name	First	Middle	Student ID Number		
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Current home address	City/State	Zip	From	To
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Previous address	City/State	Zip	From	To
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Previous address	City/State	Zip	From	To
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Telephone (home)	Telephone (work)	E-mail address
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Are you a citizen of the United States? If yes, indicate if by birth or by naturalization: Date _____

If not a US citizen, have you been issued a permanent resident card? *

Yes If yes, list date issued _____
 What visa did you hold prior to obtaining permanent residence status? _____

No If not, what visa do you currently hold _____
 Have you applied for permanent residence status? * _____

***Attach a copy of your permanent resident card or receipt/notice of action for filing form I-130 or I-485**

Date you arrived in Texas _____
 What was your purpose for coming to Texas? _____

List schools attended for a prior two-year period (most recent first)

School	Location	From	To
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School	Location	From	To
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School	Location	From	To
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Employer	City/State	Telephone	From	To	F/P Time
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Employer	City/State	Telephone	From	To	F/P Time
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Employer	City/State	Telephone	From	To	F/P Time
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Have you ever filed a request for a change in residence status for tuition purposes at the University of Houston?

Yes If yes, give semester/year _____
 No

2. Spouses Information (Complete if student is married)

Spouse's last name			First	Middle
Current home address		City/State	Zip	From To
Telephone (home)		Telephone (work)		<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other
Date of spouse's birth	Place of spouse's birth	Date of marriage to student	Place of marriage	

Is spouse a citizen of the United States? If yes, indicate if by birth or by naturalization: Date _____

If not a US citizen, has spouse been issued a permanent resident card? *

- Yes If yes, list date issued _____
What visa did spouse hold prior to obtaining permanent residence status? _____
- No If not, what visa does spouse currently hold _____
Has spouse applied for permanent residence status? * _____

***Attach a copy of your permanent resident card or receipt/notice of action for filing form I-130 or I-485**

Date spouse arrived in Texas _____

What was spouse's purpose for coming to Texas? _____

Is spouse enrolled in a Texas institution of higher education Yes No

If yes, in which institution is spouse enrolled? (most recent first)

School	Location	From	To
School	Location	From	To

List spouse's employment for the prior two-year period (most recent first)

Employer	City/State	Telephone	From	To	F/P Time
Employer	City/State	Telephone	From	To	F/P Time

3. Military Service (complete if student or person on whom dependent status is based served on active military duty at any time during the past four years)

Person in Military _____ Relationship to Student _____

When and where did you enter the service? _____

What was your home of record on original entry to the service? _____

When and where were you separated from the service? _____

Did you officially change your home of record while in the service? Yes No

If yes, to which state? _____ Date _____

Were you on military assignment in Texas? Yes No

If yes, indicate locations and dates:

Employer	City/State	Telephone	From	To	F/P Time
Employer	City/State	Telephone	From	To	F/P Time

What state did you designate as your legal residency for income tax purposes while in the military? _____

4. Parent of Court-Appointed Legal Guardian Information

(Complete if residency is based on parent or court-appointed legal guardian)

Parent or guardian's last name	First	Middle		
Current home address	City/State	Zip	From	To
Telephone (home)		Telephone (work)	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other	
Date of birth	Place of birth	Relationship to student		

Is parent or guardian a citizen of the United States? If yes, indicate if by birth or by naturalization: Date _____

If not a US citizen, has parent or guardian been issued a permanent resident card? *
 Yes If yes, list date issued _____
Visa parent/guardian held prior to obtaining permanent residence status? _____
 No If not, what visa does parent/guardian currently hold _____
Has he or she applied for permanent residence status? * _____

***Attach a copy of your permanent resident card or receipt/notice of action for filing form I-130 or I-485**

Date parent or guardian arrived in Texas issued _____
What was their purpose for coming to Texas? _____

List parent or guardians employment for the prior two year period (most recent first)

Employer	City/State	Telephone	From	To	F/P Time
Employer	City/State	Telephone	From	To	F/P Time

Is student your dependent for US federal income tax purposes for the tax year preceding his/her registration?

Yes No

Will the student be claimed as a dependent for the current tax year? Yes No

5. Signature Area

I understand that documents submitted with this questionnaire will be used to determine my status as a resident of Texas for the purpose of payment of tuition at the University of Houston. I also understand that information submitted to me may be verified by officials of the University of Houston. Submission of false information is grounds for retroactive payment of nonresident fees, withdrawal or disciplinary action from the university. Failure to sign this questionnaire will delay processing of this request.

Signature of Student _____ Date _____

Signature of person on whom residency is based _____ Date _____

For Office Use Only

Last Name _____ First Name _____ Middle _____ ID _____

Questionnaire submitted _____ Questionnaire reviewed _____

Residency status pending and why? _____

Date of notice to student _____ Staff Initials _____

Residency approved _____ Semester/Year _____ Date student notified _____ Staff Initials _____

Residency denied _____ Semester/Year _____ Date student notified _____ Staff Initials _____

Residency status pending and why? _____