Application for Reclassification of Residency Status

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The State of Texas requires that certain supporting documentation accompany a student's request to be reclassified as a resident for tuition and fee purposes.

For a student's residency status to become effective, and tuition changed for the current semester, ALL documents must be received and processed by the census date (11th class day) of the current semester.

Part A: (Student MUST provide at least ONE of the following supporting documents)

Documentation that can support the establishment of a domicile and demonstrate the maintenance of a residence in Texas for the 12 months prior to the census date of the term in which the person enrolls.

☐ 1. An employer's statement of dates of employment (beginning and current or ending dates) that encompass the preceding 12 months.

☐ 2. Documentation that shows the person is self-employed, 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 assistantships do not qualify as a basis for establishing a domicile**

Part B: (Students MUST provide at least ONE of the following supporting documents; additional documentation may be requested for clarif.)

Documents that may be used to demonstrate maintenance of a residence for 12 months.

☐ 1. Utility bills for the 12 months preceding the census date,

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

☐ 3. A transcript from a Texas public college or university 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. A current report that documents the length and place of residence,

☐ 6. Texas voter registration card that has not expired,

☐ 7. Pay stubs for the 12 months preceding the census date,

☐ 8. Bank statements reflecting a Texas address for the 12 months preceding the census date,

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

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

☐ 11. Lease or rental of real property, other than campus housing, in the name of the person, for the 12 months preceding census date.

I, _____ SS# |_|_|_|_|_|_|_|_|_| am hereby making application for reclassification of residency.

_____ _____

Signature Date

Approved: ☐ Yes ☐ No (if no, reason below)

Reason for denial:

_____ _____

Signature Date