

UNIVERSITY OF HOUSTON-CLEAR LAKE

Texas Higher Education Coordinating Board rule 21.25 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. **This information will not be processed unless a current application for admission is on file.** Non-resident students currently enrolled may also use this form to apply for consideration for reclassification to Texas resident for tuition purposes. Requests for reclassification must be received prior to the official census date of the term for which you are requesting reclassification. Census is the twelfth class day of fall and spring semesters and the fourth class day of the regular summer term.

Resident status for tuition purposes in the State of Texas is governed by the Texas Education Code, Section 54.052 through 54.064 and rules and regulations promulgated by the Texas Higher Education Coordinating Board. Failure to provide complete and accurate information, supporting documents, and appropriate signatures will delay processing and may result in denial of your application for residency.

Check here if: You are a new student to UHCL or you have submitted/will submit a new application for the semester you are applying for. Submit your form to the **Office of Admissions** or scan and email to: **residency@uhcl.edu**.

Check here if: You are already enrolled as a student at UHCL; or, you are eligible to re-enroll without submitting a new application for the semester you are applying for. Submit your form to the **Office of Academic Records** or scan and email to: **residency@uhcl.edu**.

Core Residency Questions

PART A: Student Basic Information All students must complete this section

First Name: _____ Last Name: _____ Student ID Number: _____
Date of Birth: _____ Email Address: _____@_____ Phone: _____
Residency Change requested for: _____ Semester _____ Year First semester enrolled: _____ Semester _____ Year

PART B: Previous Enrollment For all students

- 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 go on to **Part C**. If you answered "yes," complete questions 2-5:
- What Texas public institution did you last attend? (Provide full name of institution)

- In which terms were you last enrolled? (check all that apply)
 fall 20__ spring 20__
- During your last semester at a Texas public institution, did you pay resident (in-state) or non-resident (out-of-state) tuition?
 resident (in-state) non-resident (out-of-state) unknown
- If you paid in-state tuition at your last institution, was it because you were a Texas resident or because you were a non-resident who received a waiver?
 resident non-resident 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 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 which state or country are you a resident? _____

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

PART D: Receipt 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 Texas prior to the term for which you are applying?		
b. If you graduated or will graduate from high school, what was the name and city of the school? _____		
2. Did you live or will you have lived in Texas 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 Texas for the previous 12 months?		
4. Are you a <u>U.S. Citizen</u> or <u>Permanent Resident</u> of the United States? PERMANENT RESIDENTS, please submit a copy of both sides of the card.		

Instructions to Part D:

- ◆ If you answered “no” to question 1 or 2 or 3, go to **Part E**.
- ◆ If you answered “yes” to all four questions, go to **Part I**.
- ◆ If you answered “yes” to questions 1, 2, and 3, but “no” to question 4, complete a copy of the [Affidavit of Intent to Become a Permanent Resident](#). (click this link to access this form – If you are submitting the affidavit, you must also submit the Core Residency Questions form)

PART E: Basis of Claim to Residency. MUST 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

(An independent tax payer should not be claimed as a dependent for tax purposes by another person.

If you file a joint return with your spouse, answer “yes.”)

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) _____

**students basing claim of residency on a guardian must provide documentation of court-appointed guardianship.*

Instructions to Part E:

- ◆ If you answered “yes” to question 1, and “no” to question 2, continue to **Part F**.
- ◆ If you answered “yes” to question 2, go to **Part G**.
- ◆ If you answered “yes” to both questions 1 and 2, skip to **Part G**.
- ◆ If you answered “no” to 1 and 2 and “self” to question 3, go to **Part F**.
- ◆ If you answered “no” to 1 and 2 and “parent or guardian” to question 3, go to **Part G**.
- ◆ If you answered “no” to 1 and 2 and “other” to question 3, go to **Part H** and provide an explanation, and complete **Part I**.

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.? If yes, please submit a copy of both sides of your Permanent Resident card.					
3. Are you a foreign national whose application for Permanent Resident status has been preliminarily reviewed? (<i>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.</i>) Please submit a copy of this form.					
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 and submit appropriate documentation of this status.					
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or another temporary purpose, please check “no” and explain in Part H. You may be required to submit additional documentation supporting a temporary employment absence.					
6. a. If you currently live in Texas, how long have you been living here?			Years	Months	
b. What is your main purpose for being in Texas? If for reasons other than those listed, give an explanation in Part H.	Go to College		Establish/maintain a home		Work Assignment
7. a. If you are a member of the U.S. military, is Texas your Home of Record	Yes	No			
b. What state will have been listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?	State				
			Yes		No
8. Do any of the following apply to you? (Check all that apply.)					
a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____					
b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____					

Part F continued on page 4.

PART F: (continued)

		Yes	No
9. While living in Texas, have you: (Check all that apply.)	a. been gainfully employed for a period of at least a consecutive 12-months? <i>(Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.)</i> *Students may be required to submit documentation of gainful employment in Texas.		
	b. received primary support through services from a social service agency for a period of at least a consecutive 12-months?		
10. a. Are you married to a person who has been classified as a Texas resident by a Texas public institution or who could answer “yes” to any part of question 8 or 9?	b. If yes, indicate which question (and which part of the question) could be answered “yes” by your spouse:	Question:	
	c. How long have you been married to the Texas resident?	Years	Months

If you completed **Part F** skip **Part G** and Continue to **Part H**

PART G: Questions if you answered “Yes” to Question 2 of Part E or 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 of the U.S.? If yes, please submit a copy of both sides of his or her Permanent Resident card.					
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.) If yes, submit a copy of this form.					
4. If this parent or legal guardian is a foreign national here with a visa, or are you a Refugee, Asylee, Parolee, or here under Temporary Protective Status? If so, indicate which and submit appropriate documentation of this status.					
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, or another temporary purpose, please check “no” and explain in Part H. You may be required to submit additional documentation supporting a temporary employment absence.					

Part G continued on page 5.

PART G: (continued)

6. a. If he or she is currently living in Texas, how long has he or she been living here?			Years	Months		
	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 Part H.		Go to College	Establish/maintain a home	Work Assignment	
7. a. If your parent or legal guardian is a member of the U.S. military, is Texas his or her Home of Record?						
	b. What state will have been listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment?		State			
					Yes	No
8. Do any of the following apply to your parent or legal guardian? (<i>Check all that apply.</i>)						
a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____						
b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____						
9. While living in Texas, has your parent or legal guardian: (Check all that apply.)						
a. been gainfully employed for a period of at least a consecutive 12-months? <i>(Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.)</i>						
b. received primary support through services from a social service agency for a period of at least a consecutive 12-months?						
10. a. Is your parent or legal guardian married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to any part of question 8 or 9?						
b. If yes, indicate which question (and which part of the question) could be answered "yes" by your parent or guardian's spouse.						
c. How long has your parent or guardian been married to the Texas resident?						
					Years	Months

Continue to Parts H and I.

PART H: General Comments Is there any additional information that you believe UHCL should know to assist in evaluating your eligibility to be classified as a resident? If so, please provide this information below:

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

I understand that officials at UHCL will use the information submitted on this form to determine my status for residency eligibility. I authorize the UHCL 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 and/or appropriate disciplinary action.

Signature: (required) _____ **Date:** _____