



# Residency Questionnaire

Texas Higher Education Coordinating Board Rule 21.25 requires each student to respond to the following questions for the purpose of determining the student's eligibility for classification as a Texas resident. The questionnaire also must be completed by students appealing their residency determination and by those whose changed circumstances merit consideration for reclassification.

Please follow instructions carefully. Most students are not required to complete all parts.

## PART A: Student Information (All students must complete this section.)

Student ID No. \_\_\_\_\_ Date of Birth (MM)\_\_\_\_ - (DD)\_\_\_\_ - (YYYY) \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name Middle Name

Current Address: Street \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

## PART B: Previous Enrollment (To be completed by transfer 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 during a fall or spring term?

- Yes.....If you answered Yes, continue
- No.....If you answered No, skip to Part C

2. What Texas public institution did you last attend? Provide full name, not just initials.

Name of Texas public college or university last attended \_\_\_\_\_ City \_\_\_\_\_

3. Term/Year last attended  Fall  Spring Year \_\_\_\_\_

4. During that term/year, did you pay resident (in-state) or non-resident (out-of-state) tuition?

- Resident (in-state)
- Non-resident (out-of-state)
- Unknown

## PART C: Residency Claim

Are you a resident of Texas?  Yes  No

How long have you lived in Texas? \_\_\_\_\_

State or country of residence prior to Texas \_\_\_\_\_

If you have lived in Texas for fewer than five years, what was your main reason for coming to Texas?

- Work assignment
- To establish a home in Texas
- To go to school

## PART D: Acquisition of High School Diploma or High School Equivalency (HSE)

1. Did/will you graduate from high school or complete a HSE in Texas? ..... Yes  No

Texas high school \_\_\_\_\_  
Name City

2. Did you graduate from a high school or complete a HSE in Texas within one year preceding the term for which you are applying?

- Yes
- No

3. Did you live or will you have lived in Texas during all of the 36 months leading up to high school graduation or completion of the HSE?

- Yes
- No

4. Will you have lived in Texas during all of the 12 months preceding the term for which you are applying?

- Yes
- No

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## PART E: Basis of Claim to Residency

1. Did you file your own federal income tax as an independent taxpayer?.....  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/Legal Guardian  Other \_\_\_\_\_

Check a box below and supply the required documents (if applicable)

- I am a United States citizen
- I am a Permanent Resident with an I-551 (I-551 must be submitted)
- I am in the United States as a Refugee, Asylee, Parolee or under Temporary Protective Status (I-94 must be submitted)
- I am a noncitizen whose application for Permanent Resident Status has been preliminarily reviewed (USCIS Notice of Action [I-797] must be submitted showing I-485 has been accepted for processing along with the fee/filing receipt or USCIS Notice of Action showing that his/her I-485 has been reviewed and has not been rejected must be submitted)
- I have a current visa (certain visa holders may need to contact the TCC International Admissions Office for assistance)
- Undocumented/visa expired for more than 12 months

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## PART F: Establishment of Domicile for Independent Students

*(For those who answered No to PART E: Question 2 above)*

A Texas resident must be able to check at least one box below and supply the required documents

- A)** I have been gainfully employed **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of 12 months of gainful employment)
- B)** I have received social services from a social service agency **in Texas** for at least 12 months prior to the next term of enrollment (provide written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the person for the 12 consecutive months prior to the census date of the term in which the person enrolls)
- C)** I have held the title to real property (home or land) **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of title/deed of real property acquisition)
- D)** I have owned and managed a business **in Texas** for at least 12 months prior to the next term of enrollment (provide documents that evidence the organization of the business in Texas that reflect the ownership interest of the person and the customary management of the business by the person without the intention of liquidation for the foreseeable future)
- E)** I have not been working in the immediate past 12 months due to a disability (documentation required)
- F)** I have not been working in the immediate past 12 months due to providing care for a child or children under 5 years old (birth certificate of child required)
- G)** I am a member of the United States Armed Services whose Home of Record with the military **is Texas** (DD-214 or Leave and Earnings Statements that show the member has claimed Texas as his or her place of residence for at least 12 months)
- H)** I am married to a person who has established and maintained domicile **in Texas** for at least 12 months prior to the next term of enrollment (provide a Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile **in Texas** for 12 consecutive months prior to the census date of the term in which the person enrolls)
  - If you checked statement **H)**, which statement listed above applies to your spouse? (documentation required)
    - A)**  **B)**  **C)**  **D)**  **E)**  **F)**  **G)**

## Maintenance of Residence for Independent Students

A Texas resident must be able to check at least one box below and supply the required documents

- I)** Texas Driver's License or Texas State ID Card issued at least 12 months prior to the census date of term of enrollment
- J)** Utility bills for the 12 consecutive months preceding the census date
- K)** Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date
- L)** A current credit report that documents the length and place of residence of the person to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date

*(Maintenance of Residence for Independent Students Continued)*

- M)** Texas voter registration card that was issued at least 12 months prior to the census date
  - N)** Residential lease indicating rental of residential real property in the name of the person for the 12 consecutive months immediately preceding the census date (*handwritten leases or leases of rooms within a home are not acceptable*)
  - O)** Texas high school transcript for full senior year immediately preceding the census date or a transcript from a Texas institution of higher education showing presence in the state for the 12 consecutive months preceding the census date
- If you checked statement **H)** on page 2, which statement listed above applies to your spouse? (documentation required)
- I)**       **J)**       **K)**       **L)**       **M)**       **N)**       **O)**
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**PART G: Questions for the Dependent Student's Parent/Legal Guardian**

*(For those who answered Yes to PART E: Question 2 above)*

Check a box below and supply the required documents (if applicable)

- My parent/legal guardian is a United States citizen
- My parent/legal guardian is a Permanent Resident with an I-551 (I-551 must be submitted)
- My parent/legal guardian is in the United States as a Refugee, Asylee, Parolee or under Temporary Protective Status (I-94 must be submitted)
- My parent/legal guardian is a noncitizen whose application for Permanent Resident Status has been preliminarily reviewed (USCIS Notice of Action [I-797] must be submitted showing I-485 has been accepted for processing along with the fee/filing receipt or USCIS Notice of Action showing that his/her I-485 has been reviewed and has not been rejected must be submitted)
- My parent/legal guardian holds a current visa (certain visa holders may need to contact the TCC International Admissions Office for assistance)
- Undocumented/visa expired for more than 12 months

**Establishment of Domicile for Dependent Student's Parent/Legal Guardian**

A parent/legal guardian who is a Texas resident must be able to check at least one box below and supply the most recent tax statement showing the student's dependency along with the required documents

- A)** My parent/legal guardian has been gainfully employed **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of 12 months of gainful employment)
  - B)** My parent/legal guardian has received social services from a social service agency **in Texas** for at least 12 months prior to the next term of enrollment (provide written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the person for the 12 consecutive months prior to the census date of the term in which the person enrolls)
  - C)** My parent/legal guardian has held the title to real property (home or land) **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of title/deed of real property acquisition)
  - D)** My parent/legal guardian has owned and managed a business **in Texas** for at least 12 months prior to the next term of enrollment (provide documents that evidence the organization of the business in Texas that reflect the ownership interest of the dependent's parent/legal guardian and the customary management of the business by the dependent's parent/legal guardian without the intention of liquidation for the foreseeable future)
  - E)** My parent/legal guardian has not been working in the immediate past 12 months due to a disability (documentation required)
  - F)** My parent/legal guardian has not been working in the immediate past 12 months due to providing care for a child or children under 5 years old (birth certificate of child required)
  - G)** My parent/legal guardian is a member of the United States Armed Services whose Home of Record with the military **is Texas** (DD-214 or Leave and Earnings Statements that show the member has claimed Texas as his or her place of residence for at least 12 months)
  - H)** My parent/legal guardian is married to a person who has established and maintained domicile **in Texas** for at least 12 months prior to the next term of enrollment (provide a Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile **in Texas** for 12 consecutive months prior to the census date of the term in which the person enrolls)
- If you checked statement **H)**, which statement listed above applies to your parent's/legal guardian's spouse? (documentation required)
- A)**       **B)**       **C)**       **D)**       **E)**       **F)**       **G)**

**Maintenance of Domicile for Dependent Student's Parent/Legal Guardian**

A parent/legal guardian who is a Texas resident must be able to check at least one box below and supply the required documents

- I)** Texas Driver's License or Texas State ID Card issued at least 12 months prior to the census date of term of enrollment
  - J)** Utility bills for the 12 consecutive months preceding the census date
  - K)** Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date
  - L)** A current credit report that documents the length and place of residence of the dependent's parent/legal guardian to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date
  - M)** Texas voter registration card that was issued at least 12 months prior to the census date
  - N)** Residential lease indicating rental of residential real property in the name of the dependent's parent/legal guardian for the 12 consecutive months immediately preceding the census date (*handwritten leases or leases of rooms within a home are not acceptable*)
- If you checked statement **H)** on page 3, which statement listed above applies to your parent's/legal guardian's spouse? (documentation required)
- I)**       **J)**       **K)**       **L)**       **M)**       **N)**

**PART H: General Comments**

Is there any additional information you believe Tarrant County College should know in evaluating your eligibility to be classified as a resident? If so, please provide below. Attach a separate page if necessary.

**PART I: Certification of Residency (All students must complete this section.)**

I understand TCC officials will use the information submitted on this form to determine my status for residency eligibility. I authorize TCC 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 the information on this questionnaire is complete and correct, and I understand the submission of false information is grounds for rejection of my questionnaire, withdrawal of any offer of acceptance of my application, cancellation of enrollment and/or appropriate disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Residency Code: From: \_\_\_\_\_ To: \_\_\_\_\_

**Attached Evidence of Legal Status:**

- I-551
- I-94
- I-797 Showing I-485 has been Accepted for Processing
- Visa Type with Eligibility to Domicile
- Senate Bill 1528
- Other \_\_\_\_\_

**Attached Evidence of Establishment of Domicile:**

- Gainful Employment
- Receipt of Social Services from a Social Services Agency in TX
- Title to Real Property in TX
- Proof of Ownership and Management of a Business in TX
- Proof of Disability
- Proof of Providing Care for Child Under 5
- Proof of TX as Home of Record
- Other \_\_\_\_\_

**Attached Evidence of Maintenance of Domicile:**

- TX Driver's License or TX State ID Card
- Utility Bills
- Cancelled Checks that Reflect a TX Residence
- Current Credit Report
- TX Voter Registration Card
- Residential Lease of Property
- High School Transcript
- Other \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Campus Where Processed:  SO  NE  NW  SE  TR  District  
An Equal Opportunity Institution/Equal Access to persons with disabilities.