

# Residency Criteria

To qualify for Texas resident tuition, students **MUST** meet one of the below criteria. If you have questions about meeting the criteria, please email the Residency department at [Residency@uhd.edu](mailto:Residency@uhd.edu).

1. **A U.S. citizen who:**

- a. established domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and
- b. maintained domicile continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

2. **Non-U.S. citizens** are eligible to establish and maintain domicile in this state for the purposes of subsection (a)(2) or (3) of this section:

- a. a Permanent Resident;
- b. a person who is eligible for permanent resident status, as defined in §21.22(7) of this title (relating to Definitions);
- c. a non-immigrant who holds one of the types of visas identified as eligible to domicile;
- d. a person classified by the USCIS as a Refugee, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident;
- e. a person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA), an applicant with an approved USCIS I-360, and a person granted deferred action status by USCIS;
- f. a person who has filed an application for Cancellation of Removal and Adjustment of Status under Immigration Nationality Act 240A(b) or a Cancellation of Removal and Adjustment of Status under the Nicaraguan and Central American Relief Act (NACARA), Haitian Refugee Immigrant Fairness Act (HRIFA), or the Cuban Adjustment Act, and who has been issued a fee/filing receipt or Notice of Action by USCIS; and
- g. a person who has filed for adjustment of status to that of a person admitted as a Permanent Resident under 8 United States Code 1255, or under the "registry" program (8 United States Code 1259), or the Special Immigrant Juvenile Program (8 USC 1101(a)(27)(J)) and has been issued a fee/filing receipt or Notice of Action by USCIS.

# Residency Criteria

**What is “Qualifying Established Domicile”?** Students seeking to change their status to resident at UHD must meet one of the below criteria and submit supporting documentation.

## 1. Significant Gainful Employment

- a. Employer Verification Letter with starting date to present date(s) on company letterhead (cannot be handwritten)
- b. Check stubs for 12 consecutive months on company letterhead (cannot be handwritten)
- c. Proof of other earned income such as pensions, veterans' benefits, social security, and savings from previous earnings for 12 consecutive months prior to the census date
- d. Employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships **DOES NOT** constitute gainful employment.

## 2. Social Services

- a. For a person who is unemployed and living on public assistance, 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.

## 3. Residential Real Property

- a. Sole or joint marital ownership of residential real property in Texas with documentation to verify 12 consecutive months of ownership prior to the census date of the term in which the person enrolls, such as a Warranty Deed, with the person or the dependent's parent having established and maintained domicile at that residence.

## 4. Ownership of a Business Entity

- a. Documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

## 5. Marriage to a Person who has Established and Maintained Domicile in Texas

- 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.

# Residency Supporting Documentation Guide

Please submit **one document from each area below** along with the [Core Residency Questionnaire](#) for review. Make sure to read what may need to accompany the documents when submitting.

## Proof of Address

1. Texas Driver's License (TXDL – [txdps.state.tx.us](http://txdps.state.tx.us))
2. Utility Bill (12 months of bills)
3. Lease or Mortgage that has student's name listed
4. Voter Registration Card

## Proof of Domicile

1. Ownership of Real Property
2. Ownership & Management of Business
3. Texas Employment
  - a. Employer Verification Letter with starting date to present date(s) on company letterhead (cannot be handwritten)
  - b. 12 Check Stubs on company letterhead (cannot be handwritten)
  - c. DO NOT submit W-2 forms, as they don't prove length of time employed.
4. Social Services (Ex: SNAP, Medicaid, etc.)
5. Marriage Certificate **\*\*see note below\*\***

## Proof of Citizenship

1. Birth Certificate
2. Naturalization Certificate
3. Permanent Resident Card (PR Card)
4. US Passport

**Note:** When support is based on a parent(s), legal guardian, or spouse, they will need to submit **all the following:**

1. Photo ID for the person(s)
2. US Citizenship
3. Gainful Employment documentation
4. Physical Address

# CORE RESIDENCY QUESTIONNAIRE

This questionnaire is used to determine if a University of Houston - Downtown student qualifies for resident tuition. The determination of residency classification for tuition purposes is governed by the Texas Education Code, Section 54.052 through 54.064 and rules and regulation 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. **Please submit the completed questionnaire to the UHD Registrar's Office via email at [residency@uhd.edu](mailto:residency@uhd.edu).**

## PART A. Student Basic Information. *All students must complete this section.*

Full Legal Name: \_\_\_\_\_ UHD ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

County of Residence (Harris, Galveston, etc.): \_\_\_\_\_

First semester enrolled at UHD: \_\_\_\_\_ Residency change requested for: \_\_\_\_\_ / \_\_\_\_\_  
Semester / Year

## 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 below.

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

3. What terms were you last enrolled in? (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  Non-resident (out of state)  Unknown

5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident 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.**

# CORE RESIDENCY QUESTIONNAIRE

## 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 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.

1. 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?  
 Yes  No
  - a. If yes, what was the name and city of the school?  
\_\_\_\_\_
2. Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED?  
 Yes  No
3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?  
 Yes  No
4. Are you a U.S. Citizen or Permanent Resident? (If you are a permanent resident, please submit a copy of your card.)  
 Yes  No

### Instructions to Part D:

- If you answered “NO” to questions 1, 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 of Intent to Become a Permanent Resident**, **skip to Part I of this form**, and submit both this form and the affidavit to your institution.

# CORE RESIDENCY QUESTIONNAIRE

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

1. Do you file your own federal income tax as an independent taxpayer?  
*(An independent taxpayer should not be claimed as a dependent for tax purposes by another person. If you file a joint return with your spouse, answer "yes.")*  
 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? *(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.)*  
 Yes  No
3. If you answered "No" to both questions above, who provides the majority of your support?  
 Self  Parent/Guardian  Other: \_\_\_\_\_

### 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, **skip 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, **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 I.**

# CORE RESIDENCY QUESTIONNAIRE

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

1. Are you a U.S. Citizen?  Yes  No
2. Are you a Permanent Resident of the U.S.? (*Submit Copy*)  Yes  No
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). (*Submit Documentation*)  Yes  No
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee, or here under Temporary Protective Status? (*Submit Documentation*)  Yes  No
  - a. If yes, indicate which 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**.  Yes  No
  - 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 the state? If for reasons other than those listed below, give an explanation in Part H.  
 Go to College  Establish/Maintain a home  Work Assignment
6. If you are a member of the US Military, is Texas your "Home of Record"?  Yes  No
  - a. If not, what state will have been listed as your military legal residence for tax purposes on your "Leave & Earning Statement" for the 12 months prior to enrollment? State: \_\_\_\_\_
7. Do any of the following apply to you? (**Check all that apply**)  
 **Hold the title** (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to a residential real property in Texas. If yes, date acquired: \_\_\_\_\_  
 **Have ownership interest and customarily manage a business** in Texas without the intention of liquidation in the foreseeable future. If yes, date acquired: \_\_\_\_\_
8. While living in Texas, have you: (**Check all that apply**)  
 **Been gainfully employed** for a period of at least 12 consecutive months? 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.  
 **Received primary support** through services from a social service agency for a period of at least 12 consecutive months?

# CORE RESIDENCY QUESTIONNAIRE

9. 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? Yes No
- a. If yes, indicate which question and which part of the question could be answered yes by your spouse: \_\_\_\_\_
- b. How long will you have been married to the Texas resident prior to enrollment? \_\_\_\_\_

**If completed Part F, skip Part G and continue to Part H.**

## **PART G. Questions for students who answered “Yes” to Question 2 of Part E or who answered “Parent or Guardian” to Question 3 of PART E.**

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?  
Yes No
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?  
(Submit Copy) Yes No
3. Is the parent or legal guardian 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). (Submit Documentation)  
Yes No
4. Is the parent or legal guardian a foreign national here with a visa or are you a Refugee, Asylee, Parolee, or here under Temporary Protective Status? (Submit Documentation) Yes No
- a. If yes, indicate which status: \_\_\_\_\_
5. Does this parent or guardian 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**.  
Yes No
- a. If they are currently living in Texas, how long have they been here? Years \_\_\_\_\_ Months \_\_\_\_\_
- b. What is their main purpose for being in the state? If for reasons other than those listed below, give an explanation in Part H.
- Go to College                       Establish/Maintain a home                       Work Assignment



# CORE RESIDENCY QUESTIONNAIRE

6. If they are a member of the US Military, is Texas their "Home of Record"?  Yes  No
- c. If not, what state will have been listed as their military legal residence for tax purposes on their "Leave & Earning Statement" for the 12 months prior to enrollment? State: \_\_\_\_\_
7. Do any of the following apply to your parent or guardian? **(Check all that apply)**
- Hold the title** (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to a residential real property in Texas. If yes, date acquired: \_\_\_\_\_
- Have ownership interest and customarily manage a business** in Texas without the intention of liquidation in the foreseeable future. If yes, date acquired: \_\_\_\_\_
8. While living in Texas, has your parent or guardian: **(Check all that apply)**
- Been gainfully employed** for a period of at least 12 consecutive months? 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.
- Received primary support** through services from a social service agency for a period of at least 12 consecutive months?
9. Is your parent/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?  Yes  No
- a. If yes, indicate which question and which part of the question could be answered yes by their spouse: \_\_\_\_\_
- b. How long will they have been married to the Texas resident prior to enrollment? \_\_\_\_\_

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

# Core Residency Questionnaire

## 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 and/or appropriate disciplinary action.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Colleges and universities are subject to certain federal and state recordkeeping and reporting requirements for the administration of applicable laws and regulations, including civil rights laws and regulations. To comply with these requirements, UHD wishes to collect your racial and/or ethnic background information. Your responses to the following questions are strictly voluntary and will in no way affect your academic record. The information will be used ONLY for reporting purposes. Although providing this information is strictly voluntary, we would appreciate your responses because it is important that we have an accurate record of our students' ethnic/racial demographics.

Question 1: Are you Hispanic or Latino/a? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)  Yes  No

Question 2: Please select the racial category or categories with which you most closely identify. Choose one or more.

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains cultural identification through tribal affiliation or community attachment.

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American - A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

