

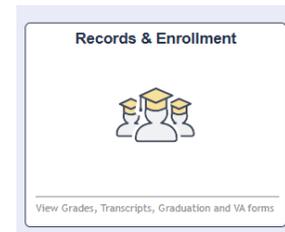


# Residency Questions eform Instructions

University of Houston-Downtown Registrar Office

# How to Locate the eForm

- Log into MyUHD- <https://www.uhd.edu/myuhd/>
- Select the MyUHD Self Service icon
- Select Records and Enrollment Tab

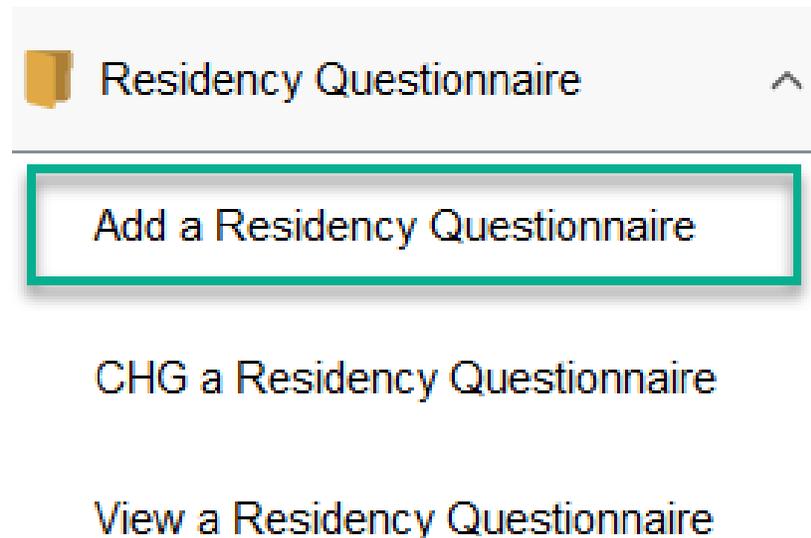


- The Residency Questionnaire tab is located on the left side of the screen. Click the drop down to see the forms available for submission.



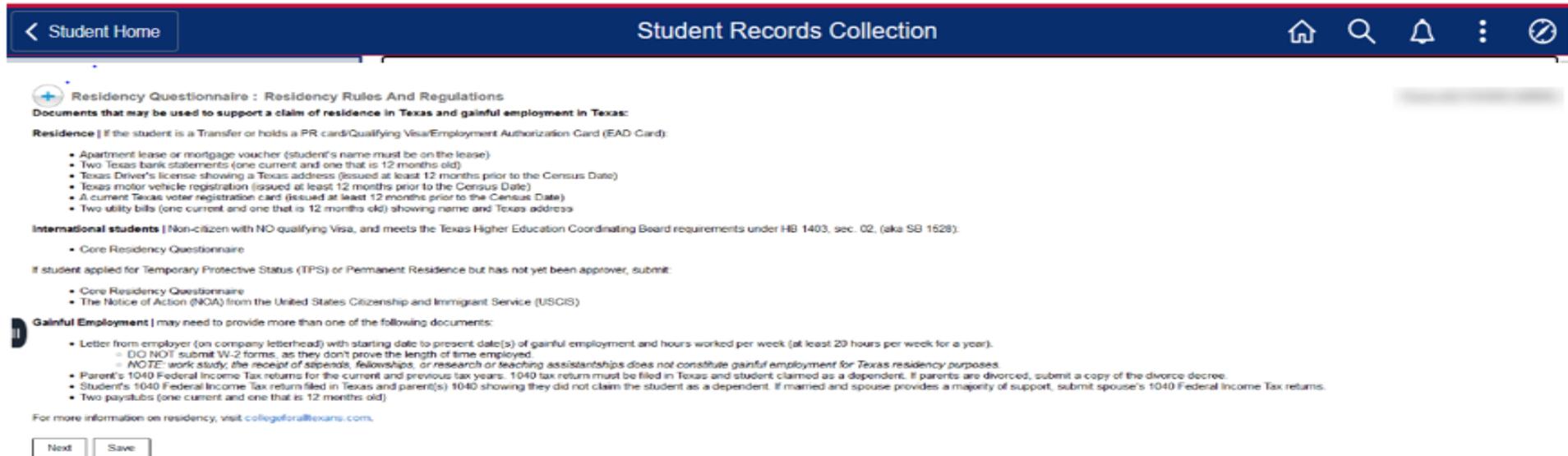
## Residency Questionnaire eForm

Click the Add a Residency Questionnaire option to submit a new questionnaire.



# Submitting a New Questionnaire

- In the dropdown menu, select 'Add a Residency Questionnaire' to begin submitting your request for a residency review. The first screen that appears will detail Residency Rules and Regulations for the state of Texas. Be sure to read through the information for acceptable forms of documentation.



[← Student Home](#)
Student Records Collection







+ Residency Questionnaire : Residency Rules And Regulations

**Documents that may be used to support a claim of residence in Texas and gainful employment in Texas:**

**Residence** | If the student is a Transfer or holds a PR card/Qualifying Visa/Employment Authorization Card (EAD Card):

- Apartment lease or mortgage voucher (student's name must be on the lease)
- Two Texas bank statements (one current and one that is 12 months old)
- Texas Driver's license showing a Texas address (issued at least 12 months prior to the Census Date)
- Texas motor vehicle registration (issued at least 12 months prior to the Census Date)
- A current Texas voter registration card (issued at least 12 months prior to the Census Date)
- Two utility bills (one current and one that is 12 months old) showing name and Texas address

**International students** | Non-citizen with NO qualifying Visa, and meets the Texas Higher Education Coordinating Board requirements under HB 1403, sec. 02, (aka SB 1528):

- Core Residency Questionnaire

If student applied for Temporary Protective Status (TPS) or Permanent Residence but has not yet been approved, submit:

- Core Residency Questionnaire
- The Notice of Action (NOA) from the United States Citizenship and Immigrant Service (USCIS)

**Gainful Employment** | may need to provide more than one of the following documents:

- Letter from employer (on company letterhead) with starting date to present date(s) of gainful employment and hours worked per week (at least 20 hours per week for a year).
  - DO NOT submit W-2 forms, as they don't prove the length of time employed.
  - NOTE: work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for Texas residency purposes.
- Parent's 1040 Federal Income Tax returns for the current and previous tax years. 1040 tax return must be filed in Texas and student claimed as a dependent. If parents are divorced, submit a copy of the divorce decree.
- Student's 1040 Federal Income Tax return filed in Texas and parent(s) 1040 showing they did not claim the student as a dependent. If married and spouse provides a majority of support, submit spouse's 1040 Federal Income Tax returns.
- Two paystubs (one current and one that is 12 months old)

For more information on residency, visit [collegefor@texans.com](mailto:collegefor@texans.com).

## Submitting a New Questionnaire-cont.

- Complete the questionnaire and provide requested documents. You will have the option to [save the form](#) if you need to come back to it later.
- After completing the questions, you will have an option to add comments regarding your residency and confirm all uploads.

← Student Home
Student Records Collection







+ Residency Questionnaire : Core Residency Questionnaire - Parts A & B
[Redacted]

This questionnaire is used to determine if a University of Houston 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 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.

**Part A. Student Basic Information**

|               |  |                   |  |
|---------------|--|-------------------|--|
| Name          | <input style="width: 95%;" type="text"/> | Student ID Number | <input style="width: 95%;" type="text"/> |
| Date of Birth | <input style="width: 95%;" type="text"/> | Age               | <input style="width: 95%;" type="text"/> |
| *Term         | <input style="width: 95%;" type="text"/> |                   |  |

You may apply for a future term or the current term before the ORD (Official Reporting Date).

## Submitting a New Questionnaire-cont.

- Confirm that your information is correct and select the desired term for your residency review.
- Please note that you will only be able to apply for residency for future or current terms before ORD (Official Reporting Date). For more information on the ORD for the term, please view the academic calendar available in uh.edu.

< Student Home
Student Records Collection

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Residency Questionnaire : Core Residency Questionnaire - Part H

**Part H. General Comments**

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

Comments

**File Attachments**

| Attachment Uploaded                   | View                 | Description                | Instructions  | File Name | Replace                 |
|---------------------------------------|----------------------|----------------------------|---|-----------|-------------------------|
| 1 <input checked="" type="checkbox"/> | <a href="#">View</a> | Letter of Residency Status | Students claiming they had resident status at a Texas public institution must provide a letter from that institution, on that institution's letterhead. | Test.docx | <a href="#">Replace</a> |

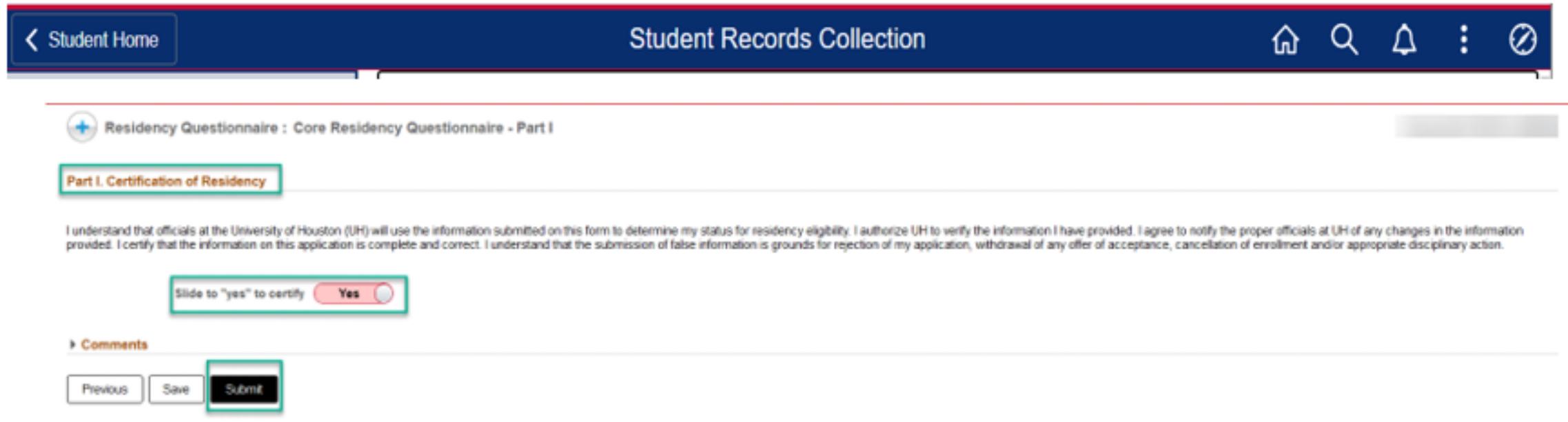
[Add](#)

[Previous](#)
[Next](#)
[Save](#)

## Submitting a New Questionnaire-cont.

- Certify that all information is accurate by sliding the option to Yes.
- Click Submit to send the document for the Office of the University Registrar to review. Please allow 7-10 business days for processing. Processing time may increase during peak enrollment season.

**Important:** If you would like to make edits to a submitted or saved form, please [select CHG a residency questionnaire](#). You can also [view](#) the form to see the answers that submitted.



The screenshot shows the 'Student Records Collection' interface. At the top, there is a navigation bar with a 'Student Home' button and icons for home, search, notifications, and settings. Below this, the page title is 'Residency Questionnaire : Core Residency Questionnaire - Part I'. The main content area is titled 'Part I. Certification of Residency'. It contains a paragraph of text: 'I understand that officials at the University of Houston (UH) will use the information submitted on this form to determine my status for residency eligibility. I authorize UH to verify the information I have provided. I agree to notify the proper officials at UH of any changes in the information provided. I certify that the information on this application is complete and correct. 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.' Below this text is a slider control with the label 'Slide to "yes" to certify' and a 'Yes' button. At the bottom, there is a 'Comments' section with three buttons: 'Previous', 'Save', and 'Submit'.

## Residency Questionnaire eForm

Click the **CHG a Residency Questionnaire** option to edit a saved questionnaire. You will need to input your Student ID and term to recover the form with your previous answers.



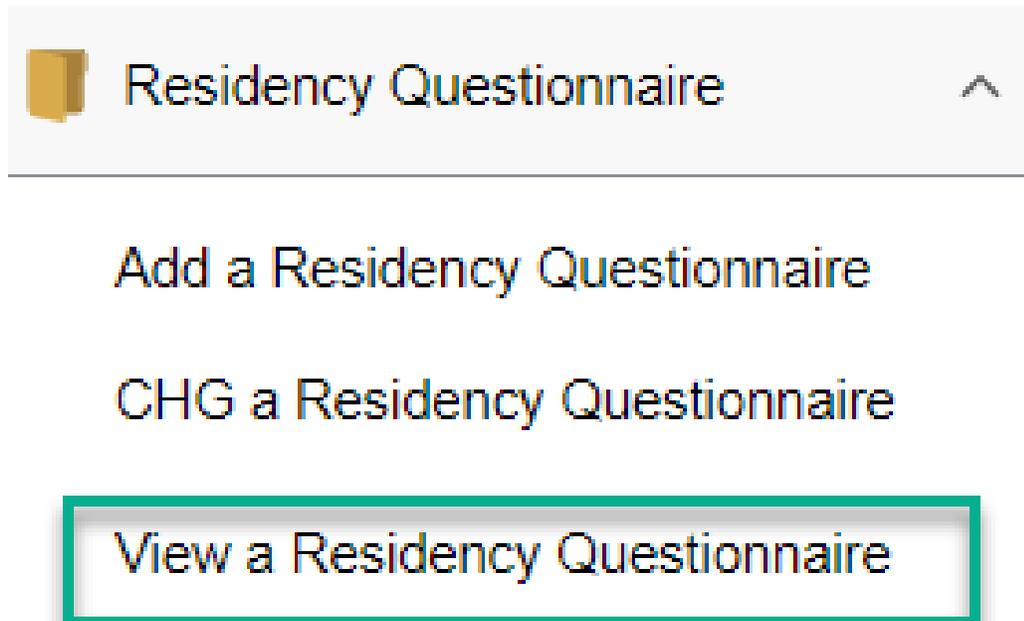
Add a Residency Questionnaire

**CHG a Residency Questionnaire**

View a Residency Questionnaire

## Residency Questionnaire eForm

Click the **View a Residency Questionnaire** option to review a submitted questionnaire. You will need to input your Student ID and term to view the form with your submitted answers.

A screenshot of a web application menu. The menu is titled 'Residency Questionnaire' with a small icon of a folder and an upward-pointing arrow. Below the title are three options: 'Add a Residency Questionnaire', 'CHG a Residency Questionnaire', and 'View a Residency Questionnaire'. The 'View a Residency Questionnaire' option is highlighted with a red rectangular border.

- Residency Questionnaire ^
- Add a Residency Questionnaire
- CHG a Residency Questionnaire
- View a Residency Questionnaire

## Questions?

Please contact the Registrar's Office

Monday through Thursday 8am-6pm; Friday 8am-5pm

Phone: 713-221-8999, option 6

Email: [Residency@uhd.edu](mailto:Residency@uhd.edu)