

Changing Residency Status for Tuition Purposes

(Use Form 22 to Request Residency Reclassification)

Residency rules are established by the State Legislature and governed by the Texas Higher Education Coordinating Board (THECB). Further information can be found at www.CollegeforAllTexans.com.

During this process, you may be asked to provide personal documentation that might be considered private. If the requested documents are not provided, your request to change status may be denied.

Non-Resident (Out-of-State) to Resident (Out-of-District)

A student who qualifies for a change from out-of-state to in-state residency for tuition purposes must file a petition for change of **residency before the census date for that term** to be reclassified as a resident. **All documentation must include the student's name and address.** Documentation must establish that the person is domiciled in Texas and has maintained a residence in Texas **continuously for 12 months** prior to the census date may include, but is not limited to, the following:

Part A – Documents that MAY support the Establishment and Maintenance of Domicile in Texas

1. SIGNIFICANT GAINFUL EMPLOYMENT

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months. *However, employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.*
- b. Other documents that show the person or dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
 - 1) Has been engaged in employment intended to provide an income to the person or allow the person to provide at least one-half of the individual's tuition and living expenses or represents an average of at least 20 hours per week;
 - 2) Is self-employed in Texas or is living off his/her earnings; or
 - 3) Is primarily supported by public assistance in Texas.
- c. For a person 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 immediately preceding the census date of the term in which the person enrolls.

2. SOLE OR JOINT MARITAL OWNERSHIP OF RESIDENTIAL REAL PROPERTY

Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding 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.

3. MARRIAGE TO A PERSON WHO HAS ESTABLISHED AND MAINTAINED DOMICILE IN TEXAS

Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

4. OWNERSHIP OF A BUSINESS ENTITY

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.

OR

Part B – Documents that may provide support to a claim of residence in Texas for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

1. Utility bill(s) for the 12 consecutive months preceding the census date (e.g., electricity, water, or gas).
2. A Texas high school transcript for full senior year preceding the census date.
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date (verification of non-web courses with institution will be conducted).
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, show an origination date at least 12 months prior to the census date.
5. Texas voter registration card that was issued at least 12 months prior to the census date.
6. Pay stubs for 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas.
7. Bank statements or cancelled checks reflecting a Texas address for 12 consecutive months immediately preceding census date.
8. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date (Original Apartment Lease Agreement or notarized landlord lease), through present date.
9. A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.

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Non-Resident (Out-of-State) to Resident (Out-of-District) (Continued)

Part C – Other documents that may be used to lend support to or clarify an individual's claim of domicile or residence, as appropriate, in Texas. Among other documents that may be used to lend support to or clarify an individual's claim of having established and maintained domicile or residence, as appropriate, in Texas are the following:

1. Tax return of the student or parent(s).
2. Visa, passport, or other pertinent immigration documents.
3. Leave and Earnings Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify 36 months' presence in the state and graduation from a Texas high school.
6. State of Texas or local (Texas) licenses to conduct a business or practice a profession in this state.

Resident (Out-of-District) to In-District

Part D – Documents that may be used to support a claim of in-district residency. Once the requirements for Resident (Out-of-District) have been satisfied, the student may request reclassification as in-district (Ector County resident), based on where the student actually resides or owns property.

A student is eligible for the in-district tuition rate if classified as a Texas resident and lives in or owns residential real estate in Ector County. A student will pay the out-of-district tuition rate if in-state requirements are met but lives outside of Ector County.

Documentation is required, showing at least **6 consecutive months** immediately preceding the census date of the term in which the person enrolls. This may include any of the above documentation that is current and includes the student's name and address, to include:

1. Texas driver's license or Texas ID
2. Texas voter registration card
3. Original Apartment Lease Agreement or notarized landlord lease, through present date. Month-to-month continuations of an established lease period must be accompanied by a notarized statement confirming the continued residence.
4. Vehicle registration or insurance
5. Residential utility bills (e.g., electricity, water or gas)

Steps to Request Reclassification of Residency

1. Review required documentation for the request for reclassification and gather documents together.
 - a. Parts A and/or B – Out-of-State to In-State (Out-of-District)
 - b. Part C – May provide additional information to support Parts A or B
 - c. Part D – In-State (Out-of-District) to In-District
2. Contact the Records Office in the Saulsbury Campus Center – Sign in at Wrangler Express.
3. Submit Application for Residency Reclassification Form 22, with required documentation prior to the census date for the term in which you enrolled.
4. A decision on the request will be made within two business days from the date all documentation is submitted.
5. Any change made through this process shall apply to the first succeeding term in which the person is enrolled, if the change is made after the census date of that term. If the change is made on or prior to the census date, it will apply to the current term.

Contact the Records Office at (432) 335-6404 for more information.