



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.

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

Name _____
Last Name First Name Middle Name

Current Address: Street _____ Apt. _____

City _____ County _____ Zip _____

Phone _____ Email _____

PART B: Previous Enrollment *(To be completed by 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** during a Fall or Spring term?

Yes *If you answered Yes, continue*

No *If you answered No, skip to Part C*

2. If 'Yes', 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 your last semester at the public College/University did you pay resident (in-state) or non-resident (out-of-state) tuition?

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

5. If you paid in-state tuition at your last institution, was it because you were a nonresident who received a waiver?

Resident Nonresident with a waiver Unknown

PART C: Residency Claim *(All students must complete this section.)*

Are you a resident of Texas? **Yes** **No**

Do you currently live in Texas? **Yes** **No** State or country of residence prior to Texas _____

If you are out of state due to a temporary assignment by your employer or another temporary purpose, please answer 'No' and explain in **Part H**.

If you have lived in Texas, what is the purpose for being in the state?

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 live in Texas during all of the 36 months leading up to high school graduation or completion of the HSE?

Yes **No**

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

Yes **No**

PART E: Basis of Claim to Residency

1. Do you file your own federal income tax as an independent taxpayer? 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).**

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 a valid Permanent Resident Card **(front & back)** or 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 or I-797 form must be submitted showing status has been granted)**
- 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. Visa type: _____ **(certain visa holders may need to contact the NCTC International Admissions for assistance)**
- Undocumented/visa expired for more than 12 months

PART F: Establishment of Domicile for Independent Students

(For those who answered 'Yes' to PART E: Question 1 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 consecutive months prior to the next term of enrollment. 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 assistance-ships does not constitute gainful employment.**(provide proof of 12 months of gainful employment or letter from employer indicating length of employment)**
- B)** I have received social services from a social service agency in Texas for at least 12 consecutive months prior to the next term of enrollment **(provide written statements from the office of one or more social services 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 residential property (home) in Texas for at least 12 consecutive months prior to the next term of enrollment. **Date residential property acquired: _____ (provide proof of title/deed of residential real property)**
- 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)**
Date Business acquired: _____
- E)** 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)**
- F)** 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 formal Marriage the 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).** I have been married to the Texas Resident for _____Years _____Months
Which statement listed above applies to your spouse? **(documentation required)**

A) B) C) D) E)

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
- 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 F) on page 2, which statement listed above applies to your spouse? (documentation required)

- I) J) K) L) M) N) O)
-

PART G: Questions for the Dependent Student's Parent/Legal Guardian

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

- My parent/legal guardian is currently living in Texas.
My parent/legal guardian has been living in Texas. _____ Years _____ Months.
My parent/legal guardian's main purpose of coming to Texas:
 Work Assignment To establish a home in Texas To go to school
 - My parent/legal guardian is not currently living in Texas
 - My parent/legal guardian is not currently living in Texas due to a temporary assignment by his or her employer or another temporary purpose. Please explain: _____
-

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 a valid Permanent Resident Card or I-551
(front and back copy of permanent resident card or copy of 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 or I-797 form must be submitted showing status was granted) Indicate which status: _____
- 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 NCTC International Admissions Office for assistance) Visa type: _____
- 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 consecutive months prior to the next term of enrollment. 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 assistance-ships does not constitute gainful employment. (provide proof of 12 months of gainful employment or letter from employer indicating length of employment)
- B) My parent/legal guardian has received social services from a social service agency in Texas for at least 12 consecutive 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 residential property (home) in Texas for at least 12 consecutive months prior to the next term of enrollment. **Date residential property acquired: _____ (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 consecutive months prior to the next term of enrollment. **Date business acquired: _____ (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 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 or residence for at least 12 months)**
- F) My parent/legal guardian is married to a person who has established and maintained domicile in Texas for at least 12 consecutive 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).**

I have been married to the Texas resident for _____ Years _____ Months

Which statement listed above applies to your parent's/legal guardian's spouse? **(documentation required)**

- A) B) C) D) E)

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 person 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 person for the 12 consecutive months immediately preceding the census date *(handwritten leases or leases of rooms within a home are not acceptable)*

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 North Central Texas 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 NCTC officials will use the information submitted on this form to determine my status for residency eligibility. I authorize NCTC 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- 94 or I-797 form showing Refugee, Asylum has been granted
- I-797 Showing I-485 has been Accepted for Processing
- Visa Type with Eligibility to Domicile
- Senate Bill 1528 - Affidavit
- Permanent Resident Card or I-551
- DD214 or Leave and Earnings
- Other _____

Attached Evidence of Establishment of Domicile:

- Gainful Employment
- Receipt of Social Services from a Social Services Agency in TX
- Proof of Residential Real Property in Texas
- Proof of Ownership and Management of a Business in TX
- 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** _____

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