

ACCEPTABLE RESIDENCY DOCUMENTATIONS

Note: If you are basing residency upon a parent or legal guardian you will need the following information:

1. **Parent/Legal Guardian's residency proof from Set 1 or 2.**
2. **Previous year tax document (1040-first page) for parent/legal guardian showing student listed as a dependent.**
3. **If using legal guardian- court document showing guardianship.**

Pick from either Set 1 (this page) or Set 2 (back page)

SET 1

1. Proof of Employment: Letter from employer that documents the following:

- Your name, address and Date of Birth
- On company letterhead with current date
- Dates of employment (12 months of employment is required. You may need to get more than 1 letter to document the full 12 months)
- Signed by authorized agent of the company.

If you cannot provide a letter:

- You may supply an entire 12 months of pay stubs or 12 months of automatic payroll deposits into a bank account with the above information.
- Employment must provide at least one-half of the individual's tuition and living expenses or represent an average of at least 20 hours per week

If you are not employed:

2. Proof of Receiving Public Assistance: Letter from one or more social service agency in Texas that documents that you received services/provisions for 12 months:

- Your name, address and Date of Birth.
- On letterhead of agency with current date.
- Dates of service (12 months of service is required. You may need to get more than 1 letter to document the full 12 months)
- Signed by authorized agent of the agency.

Other types of Employment:

Self-Employed Individuals:

You may supply documentation that supports your claim of self-employment. Some of these documents may include: proof of ownership of business, self-employment tax payments, IRS form 1040, etc. Documentation must be at least 12 months old and clearly show self-employment in Texas.

Homemakers/Domestic Engineers:

You may supply documentation that supports your claim of being a homemaker/domestic engineer. Some of these documents may include: IRS form 1040 showing married, filing jointly or single, head of household, Health care coverage in Texas, children under 18 enrolled in Texas public schools with your name listed as the parent, etc. Documentation must be at least 12 months old and clearly show that you are engaged in maintaining a home.

Retired Individuals:

You may supply documentation that shows you are living off your earnings. Some of these documents may include: letter from Company where you retired, Social Security Administration documents, CPA documents, IRS form 1040; etc. Documentation must be at least 12 months old and clearly show retirement in Texas.

Military:

If Texas is your home of record, explain your temporary absence in Part H of the application for admission. Provide your DD214 (you must have been discharged within the past year) and a recent copy of your LES to document your Home of record.

If no documentation from this page can be provided, a document from Set 2 must be provided (on the back of this document)

Residency Set 2

NOTE: You will be submitting an item from the box and an item from Set 2 below the box. All documentation must include your name, a Texas address and not be less than 12 months old.

To prove residency you must bring documentation for one item from this box (1,2 or 3) and one item from Part C

1. 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.

OR

2. Ownership of Business in Texas: document ownership interest and the customary management of the business by the person without the intention of liquidation in the foreseeable future.

OR

3. State or local licenses to conduct business or practice a profession in Texas.

Part C:

In addition to one item in the box above you must also provide a supporting document from the choices below. Documentation must include your name, a Texas address and not be less than 12 months old. The admissions clerk will provide you the date ranges.

1. Utility bills (no cell phones) for the 12 months preceding census date.
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 months preceding the census date.
4. A Texas driver's license or Texas ID card that has not expired and shows an origination date at least 12 months prior to the census date.
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date.
6. 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.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 months preceding the census date, reflecting significant gainful employment in Texas.
9. Bank statements reflecting a Texas address for the 12 months preceding the census date.
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 months preceding the census date.
11. Lease or rental of real property in the name of the person or the dependent's parent for the 12 months preceding the census date.

Note: If you are basing residency upon a spouse you will need the following information:

1. Spouse's residency proof from Set 1 or 2.
2. An additional document in your name from Set 2, part C.
3. Proof of your marriage.

If married more than 1 year, a copy of last 1040 income tax return (you may black out wage information)