



# APPLICATION FOR RECLASSIFICATION OF RESIDENCY

Students classified as a non-resident requesting reclassification of residency status must complete the information below and provide the institution with supporting documentation as listed in Chart II according to Texas Higher Education Coordinating Board Rule 21.25

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Term for which you are applying for residency: \_\_\_\_\_ (e.g., Fall 2009)

First semester enrolled at Del Mar College: \_\_\_\_\_ Enrolled:  Full-time  Part-time

## Revised Chart II

### Documentation to Support Domicile and Residency

The following documentation is requested by the institution to resolve issues raised by responses to the Core residency Questions. The listed documents will be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months' prior the census date.

#### Part A

#### Documents that may Support the Establishment of Domicile in Texas and Maintenance of Domicile in Texas for the 12 months prior to census date of the term in which the student enrolls

##### 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 immediately preceding the census date of the term in which the person enrolls. 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 the 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 avoid the expense of paying another to perform tasks (as in child care) that is sufficient 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; or
  - 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.

**(If you provide documentation from Part A, you will not need to provide any other documentation)**

## 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 bills for the 12 consecutive months preceding the census date;
2. A Texas high school transcript for full senior year immediately 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;
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date;
5. Cancelled checks that reflect a Texas residence for the 12 consecutive 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 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas;
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately 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 consecutive months immediately preceding the census date.
11. 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.

**(Must provide at least one from Part B and one from Part C)**

## 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 thirty-six 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.

**(must provide at least one from Part B and one from Part C)**

**I will provide the documentation needed to support my request for reclassification of my residency.**

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

### For School Use Only

- |                                   |                              |
|-----------------------------------|------------------------------|
| <input type="checkbox"/> Approved | Effective Term: _____        |
| <input type="checkbox"/> Denied   | Signature: _____ Date: _____ |