

## Application for Residency Reclassification

(This form will not change your name or address)

The Texas Higher Education Board Rules require each student to provide substantiating documentation to affirm residence for tuition purposes. Students applying for reclassification need to complete this form and sign an Oath of Residency.

**Submit this completed form with proper documentation to the Records Office.**

Last Name	First Name	Middle Name	Former Name(s), if any
Student ID	Date of Birth	Primary Phone ___Cell ___Work ___ Home	Alternate Phone ___Cell ___Work ___ Home
Date Moved to Texas	Current Physical Address (No PO Boxes)	City	State
			Zip Code
			Date Moved In
Prior Address		City	State
			Zip Code
			Date Moved In - Date Moved Out

Mark all documents submitted below. Students must satisfy Resident (Out-of-District) status before In-District Status can be considered.

### Non-Resident (Out-of-State) to Resident (Out-of-District) Status (12 consecutive months prior to term)

- Significant gainful employment (letter or paystubs)
- Marriage license
- Ownership of residential real property
- Original apartment lease agreement or notarized landlord lease, through present date; month-to-month continuations of lease period must be accompanied by landlord-notarized statement confirming continued residence
- Ownership of business
- A Texas drivers license or Texas ID card with an origination date at least 12 months prior to census date
- Residential utility bills (electricity, water or gas)
- Other: \_\_\_\_\_

### Out-of-District to In-District Residency Status (6 consecutive months prior to term)

- Texas drivers license or Texas ID with an origination date at least 6 months prior to census date
- Texas voter registration card
- Original apartment lease agreement or notarized landlord lease, through present date; month-to-month continuations of established lease period must be accompanied by landlord-notarized statement confirming continued residence
- Vehicle registration or insurance
- Residential utility bills (electricity, water or gas)
- Other: \_\_\_\_\_

I understand the requirements for classification as a resident of Texas for tuition purposes. The information submitted will be relied upon to determine my status for residency reclassification. I agree to notify the college of any changes in the information provided that might result in disqualifying me for this classification. I affirm by my signature, that to the best of my knowledge and belief I am eligible to be reclassified. I understand that any violation of this oath of residency will result in appropriate disciplinary and/or financial repercussions.

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

Based on the above and attached information, residency classification is, as of this date:

Out-of-state   
  In-state (Out-of-District)   
  In-District   
 Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_      Processed by: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_