



# THE UNIVERSITY OF TEXAS AT DALLAS

OFFICE OF ENROLLMENT MANAGEMENT

## CORE RESIDENCY QUESTIONNAIRE

The Texas Administrative Code, Rule §13.195 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a Texas resident for tuition purposes. The University requires you to submit a Core Residency Questionnaire and supporting documents when seeking reclassification based on additional or changed information. Supporting documentation examples can be found on our residency web page. Upload completed forms and documentation through your UTD Student Center. Upload instructions may be found in our residency FAQ. <https://registrar.utdallas.edu/residence/faq/>

<b>Part A Student Basic Information</b>	Last Name	First Name	UTD ID	First Term at UTD (Admit Term)
	Street Address			Apartment No.
	City, State, Zip Code			

<b>Part B Previous Enrollment</b>	1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?	Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered "no", please continue to <b>Part C</b> . If you answered "yes", complete questions 2-5:
	2. What Texas public institution did you last attend? (Give full name, not just initials.)	
	3. In which terms were you last enrolled? (e.g. fall/spring/summer 2020)	
	4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?	<input type="checkbox"/> resident (in-state) <input type="checkbox"/> nonresident (out-of-state) <input type="checkbox"/> unknown
	5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?	<input type="checkbox"/> resident <input type="checkbox"/> nonresident with a waiver <input type="checkbox"/> unknown

**IMPORTANT:** If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to **Part I**, sign and date this form and submit it to your institution. If you were not enrolled at a Texas public institution during a fall or spring semester within the previous 12 months, or if you were enrolled but classified as a nonresident, proceed to **Part C**.

<b>Part C Residency Claim</b>	Are you a resident of Texas?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If you answered yes, continue to <b>Part D</b> .	
	If you answered no, complete the following question and continue to <b>Part I</b> .	
	Of what state or country are you a resident? _____	
	If you are uncertain, continue to <b>Part D</b> .	

<b>Part D Acquisition of High School Diploma or GED</b>	1. a. Did you graduate or will you graduate from high school or complete a GED in TX prior to the term for which you are applying?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	1. b. If you graduated or will graduate from high school, what was the name and city of the school?	
	2. Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months? (If you only lived outside of Texas while attending a college out-of-state, answer Yes and explain in Part H.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
	4. Are you a U.S. Citizen or Permanent Resident?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Instructions to Part D:

1. If you answered "no" to question 1a or 2 or 3, continue to Part E.
2. If you answered "yes" to all four questions, skip to Part I.
3. If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete the Residency Affidavit (available at Enrollment Services and online) and submit this form with the affidavit to your institution.

<b>Part E</b> <b>Basis of Claim to Residency</b>	<b>TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER "YES" TO QUESTIONS 1a, 2, AND 3 OF PART D.</b>	
	1. Do you file your own federal income tax as an independent taxpayer? (An independent tax payer should not be claimed as a dependent for tax purposes by another person. <b>If you file a joint return with your spouse, answer "yes."</b> )	Yes ____ No ____
	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? (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 legally adopted you.)	Yes ____ No ____
	3. If you answered "No" to both questions above, who provides the majority of your support?	
	<i>Instructions to Part E.</i> <ol style="list-style-type: none"> <li>1. If you answered "yes" to question 1, and "no" to question 2, continue to <b>Part F</b>.</li> <li>2. If you answered "yes" to question 2, skip to <b>Part G</b>.</li> <li>3. If you answered "yes" to both questions 1 and 2, skip to <b>Part G</b>.</li> <li>4. If you answered "no" to 1 and 2 and "self" to question 3, continue to <b>Part F</b>.</li> <li>5. If you answered "no" to 1 and 2 and "parent or guardian" to question 3, skip to <b>Part G</b>.</li> <li>6. If you answered "no" to 1 and 2 and "other" to question 3, skip to <b>Part H</b> and provide an explanation, and complete <b>Part I</b>.</li> </ol>	
<b>Part F</b>	<b>Questions for students who answered "Yes" to Question 1 or "Self" to Question 3 of PART E.</b>	
	1. Are you a U.S. Citizen?	Yes ____ No ____
	2. Are you a Permanent Resident of the U.S.? (U.S. Citizens check "no".)	Yes ____ No ____
	3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).	Yes ____ No ____
	4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.	Yes ____ No ____ Visa type:
	5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or another temporary purpose, please check "no" and explain in <b>Part H</b> .	Yes ____ No ____
	6. a. If you currently live in Texas, how long have you been living here?	Years: _____ Months: _____
	6. b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in <b>Part H</b> .	Go to College [ ] Establish/maintain a home [ ] Work Assignment [ ]
	7. If you are a member of the U.S. military: <ol style="list-style-type: none"> <li>a. Is Texas your Home of Record?</li> <li>b. If not, what state will have been listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?</li> </ol>	7a. Yes ____ No ____  7b.
	8. Do either of the following apply to you? (Check all that apply) <ol style="list-style-type: none"> <li>a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas?            If yes, date acquired: _____         </li> <li>b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?            If yes, date acquired: _____         </li> </ol>	8a. Yes ____ No ____  8b. Yes ____ No ____
	9. While living in Texas, have you: <ol style="list-style-type: none"> <li>a. Been gainfully employed for a period of at least 12 consecutive months? (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 assistantships does not constitute gainful employment.)</li> <li>b. Received primary support through services from a social service agency for a period of at least 12 consecutive months?</li> </ol>	9a. Yes ____ No ____  9b. Yes ____ No ____
	10. Spouse: <ol style="list-style-type: none"> <li>a. Are you married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to any part of question 8 or 9?</li> <li>b. If yes, indicate which question (and which part of the question) could be answered yes by your spouse:</li> <li>c. How long will you have been married to the Texas resident prior to enrollment?</li> </ol>	10a. Yes ____ No ____  10b. Question # _____  10c. Years: _____ Months: _____
<b>Skip Part G and Continue to Part H.</b>		

Part <b>G</b>	<b>Questions for students who answered "Yes" to Question 2 of Part E or who answered "Parent or Guardian" to Question 3 of PART E.</b>	
	1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?	Yes ____ No ____
	2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident? (If U.S. Citizen, check "no".)	Yes ____ No ____
	3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)	Yes ____ No ____
	4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.	Yes ____ No ____ Visa type:
	5. Does this parent or guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his or her employer or another temporary purpose, please check "no" and explain in <b>Part H</b> .	Yes ____ No ____
	6. a. If he or she is currently living in Texas, how long has he or she been living here?	Years: _____ Months: _____
	6. b. What is your parent's or legal guardian's main purpose for being in the state? If for reasons other than those listed, give an explanation in Part H.	Go to College [ ] Establish/maintain a home [ ] Work Assignment [ ]
	7. If you are a member of the U.S. military: a. If he or she is a member of the U.S. military, is Texas his or her Home of Record? b. If not, what state will have been listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment?	7a. Yes ____ No ____ 7b. _____
	8. Do any of the following apply to your parent or guardian? (Check all that apply) a. Hold the title (Warranty Deed, Deed of Trust or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____	8a. Yes ____ No ____
	b. Have ownership interest and customarily manage a business In Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____	8b. Yes ____ No ____
	9. While living in Texas, has your parent or guardian: (Check all that apply) a. Been gainfully employed for a period of at least 12 consecutive months? (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 assistantships does not constitute gainful employment.) b. Received services from a social service agency for a period of at least 12 consecutive months? Note: the dollar value of social services received may be combined with earnings to total at least one-half of tuition and living expenses for one 9-month academic year.	9a. Yes ____ No ____ 9b. Yes ____ No ____
	10. Spouse: a. Is your parent or legal guardian married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to any part of question 8 or 9? b. If yes, indicate which question (and which part of the question) could be answered yes by your parent or guardian's spouse: c. How long will your parent or guardian have been married to the Texas resident prior to enrollment?	10a. Yes ____ No ____ 10b. Question # _____ 10c. Years: _____ Months: _____
<b>Continue to Part H.</b>		

Part <b>H</b> General Comments	Is there any additional information that you believe your college/university should know in evaluating your eligibility to be classified as a resident? If so, please provide it below (attach additional sheets as necessary):	

Part <b>I</b> Certification of Residency	I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/university 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 that the information on this application is complete and correct, and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, and/or appropriate disciplinary action.	
	Signature:	Date:

## **Documentation to Support Establishing and Maintaining Domicile in Texas**

The following documentation may be requested by the institution regarding a person's responses to the Core Residency Questions.

Documents that may be used as proof that:

- (1) The person or the dependent's parent established domicile in Texas, and
- (2) The person or the dependent's parent has maintained domicile in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls,

include but are not limited to the following:

### **Part A**

#### **Documents that may Support the Establishment of a Domicile in Texas and Maintenance of Domicile in Texas**

##### **1. SIGNIFICANT GAINFUL EMPLOYMENT**

- a. An employer's statement of dates of employment and salary earned in Texas (beginning and current or ending dates) that encompass at least the twelve consecutive months immediately preceding the census date of the academic term in which the person enrolls showing the salary the person earned or pay stubs for twelve consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas or proof of other equivalent income earned such as pensions, veterans' benefits, social security, and savings from previous earnings for twelve consecutive months immediately preceding the census date of the academic term in which the person enrolls.
- b. For a person who is unemployed and 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 at least the twelve consecutive months immediately preceding the census date of the academic term in which the person enrolls
- c. For a person who is self-employed, federal tax documents showing significant gainful employment and domicile in Texas (beginning and current or ending dates) that encompass at least the twelve consecutive months immediately preceding the census date of the academic term in which the person enrolls.

##### **2. SOLE OR JOINT MARITAL OWNERSHIP, LEASE, OR RENTAL OF RESIDENTIAL REAL PROPERTY**

Documentation, such as a warranty deed, lease agreement, or rental agreement, to verify ownership, renting, or leasing, with the person having established and maintained domicile at that residence during at least the twelve consecutive months immediately preceding the census date of the academic term in which the person enrolls.

##### **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 the spouse has established and maintained domicile in Texas for the twelve consecutive months prior to the census date of the academic term in which the person enrolls.

##### **4. OWNERSHIP OF A BUSINESS ENTITY**

Documents that evidence the organization of the business in Texas for twelve consecutive months prior to the census date of the academic term in which the person enrolls that reflect the person's continuous, substantial economic interest and customary management of the business with evidence of intended continuous operation for the foreseeable future.

### **Part B**

#### **Documents that May Provide Support to a Claim of Residence in Texas for the 36 Consecutive Months Prior to High School Graduation, or 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 or 12 months immediately preceding the census date;
3. Texas voter registration card that was issued at least 12 months prior to the census date.
4. Texas vehicle registration that was issued at least twelve months immediately preceding the census date;
5. Possession of a valid Texas driver's license or Texas identification card that was issued at least twelve months immediately preceding the census date;
6. 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.
7. Any other documentation used by the student to establish eligibility to enroll in the school district where the student attended high school.