

**Tarleton State University**  
**Application for Reclassification of**  
**Texas Residency Status for Tuition Purposes**

Date of Application: \_\_\_\_\_

Name: Last                      First                      MI

University ID (UID) \_\_\_\_\_

Address:                      Street                      Apt.

Major \_\_\_\_\_

City                              State                              Zip Code

Phone number: \_\_\_\_\_

First Term Enrolled at Tarleton State University: \_\_\_\_\_  
Fall, Spring, Summer                      Year

- 1. Did your parents claim you on the current or previous years federal income taxes?**                      YES      NO

(If you were claimed by your parents on income tax when you originally applied for admission, you will need to provide a copy of their most recent income tax form to show you are no longer claimed.)

(If you answered "yes" and your parents live in another state, you **are not** eligible to reclassify at this time)

- 2. Have you been gainfully employed for 12 months in the State of Texas?**

If you answered **YES**, you will need to provide copies of:

- a. **one document** from Section **1A**
- b. **at least one document** from section **1B**

by the census date\* of the semester for which you are seeking reclassification.

If you answered **NO** proceed to **SECTION 2**.

**SECTION 1A: Documentation that may Support the Establishment of a Domicile in Texas and Maintenance of a Domicile in Texas for 12 Consecutive Months**

**Provide one of the following to support significant gainful employment:**

1. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months that is sufficient to provide at least one-half of the individual's tuition and living expenses or that represents an average of at least twenty hours of employment per week. A person who is self-employed, or who is living off his/her earnings may be considered gainfully employed for purposes of establishing residency, as may a person whose primary support is public assistance. Employment conditioned on student status, such as work study, the receipt of stipends, fellowships or research or teaching assistantships does not constitute gainful employment.
2. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 months immediately preceding the census date of the term in which the person enrolls.

**SECTION 1B: Documents that May Provide Support to Claim of Residence in Texas for the 12 Consecutive Months Immediately Preceding the Census Date of the Term in which the Person Enroll**

These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 consecutive months. Activities in Part 1A or 2 may be used to establish a domicile.

**Provide at least one of the following:**

- a. Utility bills for the 12 consecutive months preceding the census date;
- b. A Texas high school transcript for full senior year immediately preceding the census date;
- c. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date;
- d. 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;
- e. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date;
- f. 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;
- g. Texas voter registration card that was issued at least 12 months prior to the census date;
- h. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas;
- i. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date;
- j. 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;
- l. 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.

**SECTION 2:**

**If you have not been gainfully employed for 12 consecutive months immediately preceding the census date in the state of Texas, you must provide**

1. **one of the following documents listed below and**
2. **one of the documents listed above in SECTION 1B.**

Documentation, which (if accomplished and maintained for 12 consecutive months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed in Part 1B), can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 consecutive months:

- a. **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;
- b. **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;

- c. **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.

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 Statement (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; or
6. State or local licenses to conduct a business or practice a profession in this state.

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Once you have completed this form please attach the proper documents for reclassification and return them to the Admissions Office in Stephenville, before the census date\* for which you are seeking reclassification.

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Student Signature

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Date

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Residency Official's Signature

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Date

\*Census Date      12<sup>th</sup> class day of the Spring or Fall semester  
                             4<sup>rd</sup> class day for a 5 week summer course  
                             7<sup>th</sup> class day for a 10 week summer course