

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: _____

(Please note the above address should be a Texas address)

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 are 23 or younger, you will need to provide a copy of your parents' 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 for 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. 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.
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 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;
- d. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date;
- e. 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;
- f. Texas voter registration card that was issued at least 12 months prior to the census date;
- g. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas;
- h. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date;
- i. 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;
- j. 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.

****A transcript from a Texas institution showing presence in the state for 12 consecutive months preceding the census date may be accepted pending review by Residency Official, provided is it not determined the Texas institution made a mistake in residency determination. ****

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.

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. All documentation must be reviewed by the Residency Official prior to reclassification. All public institutions in Texas must follow the residency rules as determined by the Texas Coordinating Board and made public for viewing [here](#). Final residency determinations will be made at the discretion of the Residency Official in compliance with these rules, based on the domicile documentation provided by the student prior to the census date of the relevant semester for reclassification.

Student Signature

Date

Residency Official's Signature

Date

*Census Date 12th class day of the Spring or Fall semester
 4th class day for a 5 week summer course
 7th class day for a 10 week summer course