

Residency Questionnaire

How to Submit Form: The completed form must be submitted via the [Document Uploader](#).

- **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Residency; Category 2: Select Graduate or Undergraduate; Document: Residency Questionnaire (Core Questions)

Directions: Texas Higher Education Coordinating Board rule 21.25 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 resident. Please read carefully before completing the form. In order to process this form, you must be a currently admitted student.

This form is used to determine whether a current applicant or student is a resident or nonresident of Texas for the University of Texas at San Antonio. This decision is used to determine status for tuition and admissions. Forms must be submitted prior to Census Date of each semester as defined in the online academic calendar to be effective for that term.

PART A: BASIC STUDENT INFORMATION

All students must complete this section.

Full Name: _____ myUTSA ID: _____

Place of Birth: _____ Date of Birth: _____

Current Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

PART B: PREVIOUS ENROLLMENT

For all students.

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 fall or spring term?

Yes No

If you answered "No", please continue to **Part C**.

If you answered "Yes", please 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? (check all that apply)

Fall Year: _____ Spring Year: _____

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state)?

Resident (in-state) Non-Resident (out-of-state) 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 non-resident who received a waiver?

Resident Non-Resident with a waiver 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 1, sign and date this form and submit it to your institution. If you were not enrolled, or if you were enrolled but classified as a non-resident, proceed to Part C.

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PART C: RESIDENCY CLAIM

1. Are you a resident of Texas?

Yes No

*If you answered "Yes", continue to **Part D**.*

*If you answered "No", complete the following question and continue to **Part 1**.*

*Of what state or country are you a resident? _____ If you are uncertain, continue to **Part D**.*

PART D: ACQUISITION OF HIGH SCHOOL DIPLOMA OR GED

1. a. Did you graduate from high school or complete a GED in TX?

Yes No

b. If you have already graduated from high school, what was the name and city of the school?

c. If you will graduate from high school, what was the city where the school was located?

2. Did you live in Texas 36 months leading up to high school graduation or completion of the GED?

Yes No

3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?

Yes No

4. Are you a U.S. Citizen or Permanent Resident?

Yes No

Instructions to Part D:

- *If you answered "No" to question 1 a or 2 or 3, continue to **Part E**.*
- *If you answered "Yes" to all four questions, skip to **Part 1**.*
- *If you answered "Yes" to questions 1, 2 and 3, but "no" to question 4, Complete a copy of the Affidavit in Chart 111, provided as an Attachment to this form, skip to **Part I** of this form, and submit both this form and the affidavit to your institution.*

PART E: BASIS OF CLAIM TO RESIDENCY

To be completed by everyone who did not answer "yes" to questions 1a, 2, and 3 of Part D

1. Do you file your own federal income tax as an independent tax payer?

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?

Yes No

(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 adopted the student.)

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myUTSA ID: _____ Student's First Name: _____ Last: _____

3. If you answered "No" to both questions above, who provides the majority of your support?

Self Parent or Guardian Other _____

Instructions to Part E:

- If you answered "Yes" to question 1, continue to **Part F**.
- If you answered "Yes" to question 2, skip to **Part G**.
- If you answered "No" to 1 and 2 and "self" to question 3, continue to **Part F**.
- If you answered "No" to 1 and 2 and "parent or guardian" to question 3, skip to **Part G**.
- If you answered "No" to 1 and 2 and "other" to question 3, skip to **Part H** and provide an explanation, and complete Part 1.

PART F: QUESTIONS FOR STUDENTS WHO ANSWERED "YES" TO QUESTION 1 OR "SELF" TO QUESTION 3 OF PART E //

1. Are you a U.S. Citizen?

Yes No

2. Are you a Permanent Resident of the U.S.?

Yes No N/A

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 N/A

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:

5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or other temporary purpose, please explain in Part H.

Yes No

6. a. If you currently live in Texas, how long have you been living here?

Years: _____ Months: _____

b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in Section H.

Go to College Establish/Maintain a home Work Assignment

7. If you are a member of the U.S. military, is Texas your Home of Record?

Yes No N/A

If not, which state was listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?

8. Do any of the following apply to you?

a. Hold the title to real property in Texas? (*Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title for Residential real property on which a dwelling is located*)

Yes No

If yes, what is the date acquired? _____ (example: "04/1985")

b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?

Yes No

If yes, what is the date acquired? _____ (example: "04/1985")

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8. Do any of the following apply to your parent or guardian? *(Check all that apply)*
- a. Hold the title to real property in Texas? *(Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title for residential real property on which a dwelling is located.)*
Yes *No*
If yes, what is the date acquired? _____ *(example: "04/1985")*
 - b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?
Yes *No*
If yes, what is the date acquired? _____ *(example: "04/1985")*
 - c. Hold a state or local license to conduct a business or practice a profession in Texas?
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.)*
Yes *No*
 - b. Received primary support through services from a social service agency for a period of at least 12 consecutive months?
Yes *No*
10. 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?
Yes *No*
- b. If yes, in indicate which question (and which part of the question) could be answered yes by your parent or guardian's spouse:
8a *8b* *9a* *9b*
- c. How long will your parent or guardian have been married to the Texas resident prior to enrollment?
Years: _____ Months: _____

PART H: GENERAL COMMENTS 

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

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Date: _____ Received By: _____ Processed By: _____

myUTSA ID: _____ Student's First Name: _____ Last: _____

PART I: CERTIFICATION OF RESIDENCY 

All students must complete this section.

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: _____

Supporting documents can be mailed to:

*The University of Texas at San Antonio
Office of the Registrar
Attn: Residency Officer
One UTSA Circle San Antonio, TX 78249*

Questions may be emailed to: residency@utsa.edu

With a few exceptions, you are entitled on your request to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32.

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