

Residency Rules and Regulations:

www.collegeforalltexans.com

For additional information on residency for, visit <http://onestop.utsa.edu/registration/establishing-texas-residency/>

In addition to the **Core Residency Questionnaire**, students must submit **two or more documents that prove Texas gainful employment and one document that proves Texas residency for 12 consecutive months**. These **two** requirements must be met and all documents must be in the Office of the Registrar prior to the Census Date of the term the student will be attending.

Documents that may be used to support a claim of residence in Texas and gainful employment in Texas:

Residence: If the student is a Transfer or holds a PR card/Qualifying Visa/Employment Authorization Card (EAD Card):

- Apartment lease or mortgage voucher (student's name must be on the lease)
- Two Texas bank statements (one current and one that is 12 months old)
- Texas driver's license showing a Texas address (issued at least 12 months prior to the Census Date)
- Texas motor vehicle registration (issued at least 12 months prior to the Census Date)
- A current Texas voter registration card (issued at least 12 months prior to the Census Date)
- Two utility bills (one current and one that is 12 months old) showing name and Texas address

Gainful Employment: (may need to provide more than one of the following documents)

- Letter from employer (on company letterhead) with starting date to present date(s) of gainful employment and hours worked per week (at least 20 hours per week for a year). **DO NOT** submit W-2 forms, as they don't prove length of time employed. **NOTE:** work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for Texas residency purposes.
- Parents' 1040 Federal Income Tax returns for the current **and** previous tax years. 1040 tax return must be filed in Texas and student claimed as a dependent. If parents are divorced, submit copy of the divorce decree.
- Student's 1040 Federal Income Tax Return filed in Texas **and** parent(s) 1040 showing they did not claim the student as a dependent. If married and spouse provides majority of support, submit spouse's 1040 Federal Income Tax returns.
- Two paystubs (one current and one that is 12 months old)

International students: Non-Citizen with NO qualifying Visa, and meets the Texas Higher Education Coordinating Board requirements under HB 1403, sec. 02, (aka SB 1528):

- Core Residency Questionnaire along with the Affidavit, and the Final High School Transcript showing the date of graduation.

If student applied for Temporary Protective Status (TPS) or Permanent Residence but has not yet been approved, submit:

- Core Residency questionnaire and Affidavit along with the FHS transcript.
- The Notice of Action (NOA) form from the United States Citizenship and Immigrant Service (USCIS).

Military service person(s) and their families:

If active duty military, who does NOT claim Texas as his/her Home of Record, (HOR) but is stationed in the State of Texas, the following form must be completed and signed by the commanding officer (not spouse).

- Submit the Military Duty Statement form:
<https://onestop.utsa.edu/forms/registrar/>

If, active duty military, whose Home of Record, (HOR) is Texas, must provide the Leave and Earning Statements, (LES) showing he/she claimed Texas as the place of residence for 12 consecutive months:

- Submit two Leave & Earning Statements (LES), one current and one that is 12 months old.

Active military whose HOR is Texas is presumed to be a Texas resident, as are his/her spouse and dependent children.

If, active military or Retired military and eligible for educational GI benefits, entitled under Texas Education/Code Section 54.058(k) & (l).

- Provide the Intent to Establish Residence in Texas form to the UTSA Veterans Certification Office
<http://utsa.edu/va/certification/forms/>

Retired military: Separation/Discharged from active military duty, less than one year.

- Submit the DD 214, "separation form or Discharge from Active Duty" **or**
- Submit the DD 2058, "Change of military status for Home of Record," and
- Submit a document that would prove residence in Texas along with the DD 214 or DD 2058.

Contacts:

Office of the Registrar

ATTN: Residency Certification

Multidisciplinary Studies Building (MS) 2.02.24
Monday - Friday, 8:00 a.m. to 5:00 p.m.
Phone: (210) 458-7070

Email: residency@utsa.edu

Mailing address:

University of Texas at San Antonio
Office of the Registrar/Residency
One UTSA Circle
San Antonio, TX 78249-0608

UTSA Campus Resources:

Office of Admissions:

<http://www.utsa.edu/admissions/>; (210) 458-8000

Office of International Programs:

<http://international.utsa.edu/>; (210) 458-7202

Fiscal Services: <http://www.utsa.edu/fiscalservices/>;
(210) 458-8000

Veterans Certification Office:

<http://utsa.edu/va/certification/forms/>; (210) 458-4540

Other Resources:

College For All Texans: www.collegeforalltexans.com

US Department of Homeland Security: www.dhs.gov/
and www.uscis.gov/