

# Residency Application and Instructions

**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 Application

**Directions:** The Residency Questionnaire (Core Residency Questions), one of the required supporting documents, is used to determine whether a current applicant or enrolled student is a resident or non resident of Texas for tuition purposes at the University of Texas at San Antonio. Forms must be submitted prior to Census Date of each semester as defined in the online academic calendar to be effective for that term. For more detailed instructions and a listing of required documents, please visit [onestop.utsa.edu/registration/establishing-texas-residency](http://onestop.utsa.edu/registration/establishing-texas-residency).

Complete and turn in the Residency Application and the Residency Questionnaire (Core Residency Questions) forms if you:

- Have lived in Texas for a year and are a U.S. citizen
- Are a permanent resident (non U.S. citizen who holds a permanent residency card)
- Have graduated (or will graduate) from a Texas high school or received a GED in Texas; and have lived in Texas for 36 consecutive months immediately prior to high school graduation; and have lived in Texas for the 12 months preceding the Census Date of the semester in which you intend to enroll at UTSA
- Or are an international student who has an immigration card or passport issued by the USCIS (United States Citizenship and Immigration Services) that is now eligible to domicile in the United States.

## STUDENT INFORMATION

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_ myUTSA ID: \_\_\_\_\_ Gender: Male Female

Place of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_ Apt #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Documentation must be presented to support a claim to Texas residency. Your Residency Questionnaire (Core Residency Questions) form will not be processed until all pertinent documents are received by OSEC.**

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.

### OSEC USE ONLY:

### REGISTRAR OFFICE USE ONLY:

**Form not accepted without all supporting documentation:**

- UTSA Residency Application and Instructions
- Residency Questionnaire (Core Residency Questions)
- Backup Documents from "Part C"

Date: \_\_\_\_\_ Received By: \_\_\_\_\_

Date: \_\_\_\_\_ Residency Classification: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

**INSTRUCTIONS**

In order to process this form, we must have an admission application on file for you. Go to [utsa.edu/admissions](https://utsa.edu/admissions) for information about applying to UTSA.

Residence classification for admission and tuition purposes is governed by statutes enacted by the Texas Legislature and rules and regulations promulgated by The Texas Higher Education Coordinating Board (THECB). The term "residence in" as used in those statutes and regulations has been defined by the Legislature to have the same meaning as "domiciled" and "domiciled in". The complete rules and regulations can be found on the [THECB website](#).

**ESTABLISHING RESIDENCE**

Under Texas state law, an applicant or enrolled student is classified either as a resident of Texas, a non-resident, or a foreign student. Residency for admission and tuition purposes at a public college or university in Texas is different from residency for voting or taxing purposes.

**Dependent students:**

The residence of a minor (younger than 18 years old) or a dependent child is usually that of the parent (legal guardian) with whom the individual resides. The residence of a dependent, 18 years of age or older, is that of the parent who claims the individual as a dependent for federal income tax purposes for the current and preceding year. If the parent is a resident of another state (besides Texas) then the student is a resident of that state and will pay out of state tuition.

**Independent students:**

Independent individuals who are no longer claimed on their parent's income tax return for the current and preceding year can file their residence information on their own. To claim residence status as an independent student, should provide proof of gainful employment for a year and supporting documentation. Refer to the last page of the residence questionnaire, Part C for acceptable residency documentation.

Persons in the military service are presumed to maintain the same legal residence which was in effect at the time of entering the military service during their entire period of active service. Persons stationed in Texas are presumed not to establish a legal residence in Texas because their presence is not voluntary but under military orders. If you have maintained your legal residence in Texas throughout your military service, you will need to provide a copy of your LES (leave and earning statement) from a year ago and a current LES. If you are a dependent of a parent or a spouse who is active duty stationed in Texas, you may qualify for the military waiver for tuition purposes but will need to fill out the Military Duty Statement and submit the form through the [Document Uploader](#). The form is found on the One Stop website: [onestop.utsa.edu/forms/registrar](https://onestop.utsa.edu/forms/registrar)

**International students:**

Individuals who enter the state under a visa (immigration status) which does not allow establishment of a domicile (such as a student or tourist visa) but later obtain their permanent residency card or are eligible for consideration based on the current THECB rules while in Texas will need to meet the same criteria as U.S. citizens in order to be considered a Texas resident. Please include a copy of your passport or permanent residency card along with your core residence questions form.

The affidavit for the I-485 adjustment for permanent residence form is filled out by non-U.S. citizens who are claiming their residence based on the Noriega law (modified HB 1403). Qualifications for this statute: **Graduation from an accredited Texas high school or will graduate from an accredited Texas high school** or received your **GED certificate in Texas** and have resided in Texas for thirty-six months immediately preceding the date of graduation or GED and have lived in Texas the 12 months preceding the Census Date of the semester in which you enroll at UTSA. Please submit a final official high school transcript or GED certificate along with your residence questionnaire.

**UTSA OFFICE USE ONLY:**