

# Application for Reclassification of Residency Status

"State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you."

**INSTRUCTIONS: Please print or type this application.** Before completing or signing this form, read, and provide required documentation for Texas residents on the back of this form. You must answer all questions.

1. Name \_\_\_\_\_  
Last First Middle Previous
2. \_\_\_\_\_  
Student ID/Social Security Number Drivers License # Expiration Date State
3. Current Address \_\_\_\_\_  
Street Apt. No. City State Zip
4. In what state is your permanent address? \_\_\_\_\_
5. Permanent Address \_\_\_\_\_  
Street Apt. No. City State Zip
6. Your Age \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of Birth \_\_\_\_\_
7. Employment Status: \_\_\_\_\_ Employed \_\_\_\_\_ Currently Not Employed  
Employers Name (Company) \_\_\_\_\_ Employed Since \_\_\_\_\_
8. Have you been discharged from the military service within the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No
9. Last High School Attended \_\_\_\_\_ State \_\_\_\_\_
10. I am a U. S. Citizen \_\_\_\_\_ Yes \_\_\_\_\_ No Country/Citizenship \_\_\_\_\_
11. Type of Visa: \_\_\_\_\_ I-551 Permanent Resident A# \_\_\_\_\_

*Please provide copy of front and back of card. If you have applied for permanent resident card please attach INS receipt.*

12. Who claimed you for federal income tax purposes for the first year of enrollment and the pervious tax year?  
\_\_\_\_\_ Self \_\_\_\_\_ Parents \_\_\_\_\_ Court-appointed legal guardian\*

\* Please provide a copy of court documents.

13. List any special circumstances which affect your residency status \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand the requirements for classification as a resident of Texas for tuition purpose, and if I am claiming this classification. I affirm by my signature below:

1. That to the best of my knowledge and belief I am eligible to be so classified.
2. That I will notify the Registrar's Office of Sul Ross State University if circumstances change so as to disqualify me for this classification.
3. That I understand that violation of this oath of residency will result in disciplinary action.

I certify that the information given on this form is complete and correct. I acknowledge that deliberate omission or falsification may subject me to immediate dismissal from the university.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **IMPORTANT INFORMATION AND INSTRUCTIONS**

This questionnaire is used to determine if a nonresident Sul Ross State University student qualifies to be reclassified as a resident for tuition purposes or if a nonresident student who is currently enrolled has become a Texas resident for tuition purposes. Upon completion, the questionnaire should be returned to **Sul Ross State University, Office of the Registrar, P.O. Box C-108, Alpine, Texas 79832**. Any questions should be directed to this office at **432-837-8713**.

Resident status for tuition purposes in the state of Texas is governed by legislative statutes found in the Texas Education Code, Section 54.052 through 54.065 and rules and regulations promulgated by the Texas Higher Education Coordinating Board. Since resident status is a legal matter, failure to provide complete and accurate information, supporting documents, and appropriate signatures will delay processing and may result in denial of your application for reclassification.

Requests for reclassification must be received prior to the official census date of the term for which you are requesting reclassification. That date is the twelfth class day of Fall and Spring semesters and the fourth class day of Summer terms.

Legal domicile in Texas means physically residing in Texas for at least 12 consecutive months with the intent to make Texas one's permanent home. The burden of proof that a domicile has been established lies with the student. Two or more of the following documents must be provided along with this form. Among the documents that may be used to prove 12 months' presence in Texas are:

- Texas high school transcript for the full senior year immediately preceding the semester enrolled;
- A Texas college or university transcript (in conjunction with other documents from the institution);
- An employer's statement of date of employment;
- A permanent driver's license (at least one year old). The license expiration date minus date of enrollment should not exceed three years;
- Texas voter registration;
- Lease agreement that includes student's name and period covered;
- Property tax payments for the year preceding enrollment;
- Cancelled checks,
- Utility bills for the year preceding enrollment;
- An income tax form or (if current year federal tax form has not been filed) a signed, notarized statement regarding the student's independence or regarding the individual(s) who claim the student as a dependent;
- A current credit report that documents the student's length and place of residence;
- Other third party documentation that confirms residency status for the 12-month period preceding enrollment;
- For a homeless individual, documentation may consist of written statements from the office of one or more legitimate social service agencies located in Texas, attesting to the provision of services to the individual over the previous 12-month period.

**The Office of the Registrar reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with Texas residency requirements.**