

IMPORTANT INFORMATION ABOUT RESIDENCY TEXAS A&M UNIVERSITY-COMMERCE

If you are a new student and feel your residency is incorrect: Please contact the Office of Undergraduate Admissions, (903)886-5081, Room 175 in the Business Administration Building.

THINGS TO REMEMBER

THERE MUST BE CONCLUSIVE EVIDENCE OF THE STUDENT'S INTENT TO PERMANENTLY ESTABLISH HIS/HER DOMICILE IN TEXAS. Please refer to the Rules and Regulations for Determining Residence Status pursuant to Title 3 of the Texas Education Code.

Independent Individual Basing Residency on Self (must be 18 years of age or older)

A STUDENT WHO IS CLASSIFIED AS A NON-RESIDENT MUST PAY OUT-OF-STATE TUITION PRIOR TO ESTABLISHING RESIDENCY.

Establishment of Residence:

An independent individual that moves into the state and is gainfully employed within the State of Texas for a period of 12 months prior to enrolling in an institution of higher education is entitled to classification as a resident for tuition purposes. The student may be required to complete a Residency Questionnaire and provide supporting documentation (see below). If such residence, however, can be shown not to have been for the purpose of establishing residence but to have been for some other purpose, the individual is not entitled to be classified as a resident.

Reclassification:

A person who has enrolled in an institution of higher education prior to living in the state for 12 months and who has been classified as a nonresident upon first enrollment in an institution of higher education is presumed to be nonresident for the period during which he/she continues as a student.

However, after residing in the state for 12 months, the student may apply for reclassification as a resident for tuition purposes provided unequivocal proof of establishment of domicile in Texas can be provided as outlined below. Materials to the determination of establishment of a domicile in Texas are business or personal facts or actions unequivocally indicative of a fixed intention to reside permanently in the state (see below). The student must complete a Residency Questionnaire and provide the required documentation.

Required

1. Physically residing in Texas for 12 consecutive months with the intent to make Texas a permanent home;
2. Being gainfully employed during the 12 months while residing in the state of Texas (spouse's employment may be used if filing joint Federal income taxes);
3. Income tax form or, if current year's 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;

AT LEAST ONE (1) OF THE FOLLOWING ARE ALSO REQUIRED

4. Permanent Texas driver's license – Texas law requires that a driver's license be obtained within 30 days of moving to the state;
5. Registration of automobile in Texas and payment of personal property taxes thereon;
6. Texas voter registration and voting;
7. Deed indicating purchase of a homestead and/or property tax statements for year preceding the requested residency change;
8. Wills or other legal documents indicating residence in Texas such as No. 12, 13, or 14 below;
9. Documentation on checking accounts, savings accounts, or safe deposit boxes in Texas;
10. Memberships in professional organizations or other state organizations;
11. Establishment of a business in Texas;

Other Consideration

12. Employer statement that presence in Texas is part of a household transferred to the State by an employer or as part of a household moved to the state to accept employment offered in Texas;
13. Other third party notarized documentation which confirms residency status for the 12-month period preceding the requested residency change;
14. Lease agreement which includes student's name and period covered, current credit report documenting student's length and place of residency, or utility bills for the year preceding the requested change of residency.

It is the student's responsibility to determine if the above guidelines are in effect when applying for residency.

PLEASE SEE PAGE 2 of this sheet for additional information.

**IMPORTANT INFORMATION ABOUT RESIDENCY
TEXAS A&M UNIVERSITY-COMMERCE
(Continued)**

THINGS TO REMEMBER

THERE MUST BE CONCLUSIVE EVIDENCE OF THE STUDENT'S INTENT TO PERMANENTLY ESTABLISH HIS/HER DOMICILE IN TEXAS. Please refer to Rules and Regulations for Determining Residence Status pursuant to Title 3 of the Texas Education Code.

The Student Basing Residency on Parent

The residency of a minor or dependent is based on one of the following circumstances:

1. The residence of the parent who has custody at the time of enrollment (upon divorce of parents);
2. The residence of the parent who has claimed the dependent for Federal income taxes purposes both at the time of enrollment and for the tax year preceding enrollment;
3. The residence of the parent with whom the dependent has resided for the 12 months prior to enrollment.

The parent or legal guardian must have resided in Texas for at least 12 consecutive months immediately preceding the student's enrollment and must meet the criteria indicative of a fixed intention to reside permanently in Texas as outlined on Page 1. A copy of ONE or MORE of the appropriately dated documents outlined on Page 1 of this sheet may be required.

The Non-U.S. Citizen with Permanent Residence Basing Residency on Self

The 12 consecutive months used to determine residency are contingent upon the admission/adjudication date indicated on the I-551 or the I-688 card. The I-688A and I-688B cards **may not be used** for residency determination. In addition to the documentation which may be required as outlined in Numbers 1 – 14 on Page 1 of this sheet, the student may present either his/her I551 card or proof of permanent residence classification which is eligible for the establishment of a domicile in Texas or an I-688 card at the time reclassification for residency is requested.

The Non-U.S. Citizen with Permanent Residence Basing Residency on Parent

1. The parent of the student must have permanent residence status of at least 12 consecutive months or be a United States citizen and meet the same criteria as outlined above ("Students Basing Residency on Parent").
2. The student also must have an I551 card or proof of permanent residence status, or
3. A student who has become a citizen by naturalization must present documentation showing date of naturalization.

In addition to the documentation that may be required as outlined on Page 1 of this sheet, the student and parent must present proof of permanent residence classification which is eligible for establishment of domicile in Texas or proof of naturalization at the time of reclassification for residency requested.

There are waivers that may apply in certain situations. Please check with the appropriate office indicated on Page 1.

There are specific guidelines that pertain to members of the United States Military and Commissioned Officers of the United States Public Health Service. Please check with the appropriate office as indicated on Page 1.

It is the student's responsibility to determine if the above guidelines are in effect when applying for residency.

PLEASE SEE PAGE 1 of this sheet for additional information.

