



INSTRUCTIONS:

Complete this form and submit to the Admissions Office to be considered for residency reclassification. All supporting documentation must be submitted with this form before a determination can be made.

The Admissions Office does not automatically change a student's residency status. It is the student's responsibility to notify the Admissions Office of any change in residency status. The student must provide appropriate proof to warrant a change in residency status.

All residency reclassification requests must be received by Admissions before the census date of the semester in which the student requests the residency status change. Reclassification requests received after the census date will be applied to the next term. Tuition adjustments are never made for previous terms.

Respond to all relevant questions. Failure to respond fully will delay determination of residency status. Students seeking to pay resident tuition via an approved tuition waiver should visit with the Admissions Office for appropriate documentation and paperwork.

This form is for residency reclassification of US citizens only; non-US citizens should visit with the Admissions Office to determine appropriate documentation to establish residency and/or pay resident tuition.

RESIDENCY INFORMATION:

Texas Administrative Code, Title 19, Part 1, Chapter 21, Subchapter B, contains rules and regulations regarding determination of student residency. Additionally, students may visit www.collegeforalltexas.com to view residency information, including tuition exemptions and waivers.

Residency is determined at the time of application to Galveston College. It is the student's responsibility to notify the Admissions Office of any changes in residency and to request a reclassification of resident status.

Questions regarding residency should be addressed to:

Galveston College
Admissions Office
4015 Avenue Q
Galveston, TX 77550
409-944-1230

PRIMARY SUPPORTING DOCUMENTATION

Students must submit at least one of the following primary proofs of residency to be considered for a change of residency. Each proof must contain the student or dependent's parent(s) name, address, and date and must cover the 12 consecutive months prior to the requested term. Students using a parent/guardian to establish residency must provide the most recent year's tax return from the parent/guardian with the student listed as a dependent.

1. Pay stubs for the preceding 12 consecutive months which note an average of at least 20 hours of employment per week.
 - *Per Texas Administrative Code §21.22, employment based on student status, such as work study, receipt of stipends, fellowships, or research/teaching assistantships, does not constitute gainful employment.*
2. Signed statement from the employer on the employer's official letterhead/stationery, noting the length of employment and proof of employment for at least 20 hours per week for the preceding 12 consecutive months.
 - *Per Texas Administrative Code §21.22, employment based on student status, such as work study, receipt of stipends, fellowships, or research/teaching assistantships, does not constitute gainful employment.*
3. Lease/rental agreement of residential real property covering the past 12 consecutive months prior to the census date for the requested term. Agreement must include the student's name.
 - School dormitories and/or other school housing units are not considered residential real property.
 - *Texas Administrative Code §21.22 describes residential real property as real property on which a dwelling fit for long-term habitation is located.*
4. Closing statement or warranty deed of *residential* real property in the name of the student or dependent's parent for the 12 consecutive months immediately preceding the census date for the requested term.
 - **Students using a closing statement or warranty deed must accompany the document with additional support to prove residence on the property for the preceding 12 months.** *See the "additional documentation" section for acceptable documentation to accompany the closing statement or warranty deed.*
 - School dormitories and/or other school housing units are not considered residential real property.
 - *Texas Administrative Code §21.22 describes residential real property as real property on which a dwelling fit for long-term habitation is located.*

5. Marriage certificate showing legal marriage to Texas resident
 - Spouse of Texas resident must provide additional primary documentation to prove he/she is a resident of the state.
 - Marriage certificate cannot be used to establish US residency – only Texas residency for someone who is already a U.S. Citizen/Permanent Resident.

6. Proof of ownership of a business entity in Texas for the 12 consecutive months prior to the census date for the requested term.
 - The student or dependent's parents must have ownership interest in the company and the company must be managed by the student or dependent's parents.
 - Per Texas Administrative Code §21.22, there must be no intent of liquidation of the business in the foreseeable future.

7. Written statements from a Texas social service agency that attest to the provision of services to the person for the 12 consecutive months prior to the census date for the requested term.

8. Ad Valorem tax statement with paid taxes to the Galveston College district for at least the 12 consecutive months preceding the census date for the student or the dependent's parent.
 - The Ad Valorem tax statement must show a dwelling on the property, per Texas Administrative Code §21.22. Properties without a dwelling cannot be used to prove residency.

ADDITIONAL DOCUMENTATION:

The items below may assist the Admissions Office in determining residency; however, they are not conclusive and will not establish residency on their own. *Without at least one primary supporting document (see above), an appropriate determination cannot be made.*

1. Utility bills for 12 consecutive months preceding the census date for the requested term.
2. A current credit report that documents the length and place of residence of the person or dependent's parent in Texas for at least 12 consecutive months prior to the census date for the requested term.
3. Texas voter registration card issued at least 12 months prior to the census date.
4. Texas high school transcript for full senior year immediately preceding the census date or an official transcript from a Texas institution of higher education showing presence in the state for the 12 consecutive months preceding the census date for the requested term.
5. Current Texas Driver's License with issue date no less than 12 months old.
6. Canceled checks for 12 consecutive months preceding the census date for the requested term.



Galveston College

RESIDENCY RECLASSIFICATION FORM

At least one source of primary supporting documentation covering 12 consecutive months prior to this request must accompany this form. Additional documentation may be attached; however, a determination cannot be made without primary supporting documentation. Students using a parent/guardian to establish residency must provide the most recent year's tax return from the parent/guardian with the student listed as a dependent, along with documentation proving the parent/guardian is a Texas resident.

DEMOGRAPHIC INFORMATION

Name (Last, First, Middle)		Student ID	
Current Citizenship Status			
<input type="checkbox"/> US Citizen		<input type="checkbox"/> On Visa	
<input type="checkbox"/> Permanent Resident		<input type="checkbox"/> Not a US Citizen	
Residency Status Sought	Residency Claim is Based On	Place of Birth	
<input type="checkbox"/> Texas Resident/Out of District	<input type="checkbox"/> Self		
<input type="checkbox"/> Texas Resident/In District	<input type="checkbox"/> Parent/Guardian		
Current Permanent (Residential) Address			
City	State	Zip	Dates at Address
			____/____ to ____/____ MM/YY MM/YY
Preferred Phone Number		Email Address	

EDUCATION INFORMATION

High School Name	City/State of High School	Graduation Year
Name of Last College Attended	City/State of College	Dates of Attendance
 	 	____/____ to ____/____ <i>MM/YY MM/YY</i>

EMPLOYMENT INFORMATION

Current Place of Employment	Hours Worked Per Week
City/State Where Job is Located	Dates at Job
 	____/____ to ____/____ <i>MM/YY MM/YY</i>

TEXAS RESIDENCY INFORMATION

Dates Resided in Texas	Purpose for Coming to Texas
____/____ to ____/____ <i>MM/YY MM/YY</i>	_____ _____
<input type="checkbox"/> I have always resided in Texas	<input type="checkbox"/> I have always resided in Texas

I certify the information contained in this request is true and accurate to the best of my ability. I request a reclassification of residency based on the documentation accompanying this form. I understand I must notify the Admissions Office if there are any changes in my residency status. I also understand if I am not enrolled at Galveston College for 12 or more months, I must submit a new Application for Admission and Core Residency Questionnaire.

Signature

Date

OFFICE USE ONLY

Approved Denied Effective Semester _____ Initials _____