

Establishment of Domicile & Maintenance of Residence Checklist

In accordance with Texas Higher Education Coordinating Board Rules and pursuant to [Texas Administrative Code Rule §21.24](#), a student's status is determined to be resident, nonresident or international (foreign) for tuition purposes.

In order for a student to reclassify their residency as a resident, the student must be able to check and provide documents from at least one box in all three sections below. A dependent student must also provide any parent/guardian documents applicable to each section. Proof of dependency (court documents, current tax return, etc.) may also be required.

Section 1

Check a box below and supply the required documents if applicable

- I am a United States citizen
- I am a Permanent Resident with I-551 (I-551 must be submitted)
- I am in the United States as a Refugee, Asylee, Parolee, or under Temporary Protective Status (I-94 must be submitted)
- I am a noncitizen whose application for Permanent Resident Status has been preliminarily reviewed (USCIS Notice of Action [I-797] must be submitted showing I-485 has been accepted for processing)
- I hold a current visa (contact the TCC International Admissions Office for assistance)
- If none of the above apply, stop and contact your Admissions & Registrar's Office

Section 2

Establishment of Domicile

Check a box below and supply the required documents

- I have been gainfully employed **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of 12 months of gainful employment)
- I have received social services from a social service agency **in Texas** for at least 12 months prior to the next term of enrollment (provide written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the person for the 12 consecutive months prior to the census date of the term in which the person enrolls)
- I have held the title to real property (home or land) **in Texas** for at least 12 months prior to the next term of enrollment (provide proof of title/deed of real property acquisition)
- I have owned and managed a business **in Texas** for at least 12 months prior to the next term of enrollment (provide documents that evidence the organization of the business in Texas that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future)
- I have been married to a person who has established and maintained domicile **in Texas** for at least 12 months prior to the next term of enrollment (provide a Texas Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for 12 consecutive months prior to the census date of the term in which the person enrolls)
- I am unable to work due to a disability (documentation required)
- I have not been working in the immediate past 12 months due to providing care for a child or children under 5 years old (birth certificate of child required)

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Section 3

Maintenance of Residence

Check a box below and supply the required documents

- Texas Driver's License or Texas State ID Card issued at least 12 months prior to the census date of term of enrollment
- Utility bills for the 12 consecutive months preceding the census date
- Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date
- A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date
- Texas voter registration card that was issued at least 12 months prior to the census date
- Commercial lease indicating rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date; handwritten leases or leases of rooms within a home are not acceptable
- Texas high school transcript for full senior year immediately preceding the census date or a transcript from a Texas institution of higher education showing presence in the state for the 12 consecutive months preceding the census date

Definitions

Dependent--A person who: is less than 18 years of age and has not been emancipated by marriage or court order; or is eligible to be claimed as a dependent of a parent of the person for purposes of determining the parent's income tax liability under the Internal Revenue Code of 1986.

Domicile--A person's principal, permanent residence to which the person intends to return after any temporary absence.

Gainful employment--Employment intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition, fees and living expenses as determined in keeping with the institution's student financial aid budget or that represents an average of at least twenty hours of employment per week. A person who is self-employed or who is living off his/her earnings may be considered gainfully employed for purposes of establishing residency, as may a person whose primary support is public assistance. A person who cannot work due to a documented disability or who is not working due to providing care for a child under five years of age may be waived from the gainful employment expectation. Employment conditioned on student status, such as work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.

Maintain domicile--To physically reside in Texas such that the person intends to always return to the state after a temporary absence. The maintenance of domicile is not interrupted by a temporary absence from the state, as provided in the Texas Administrative Code, Rule [§21.22](#), Paragraph 29.

Please note the lists above are not intended to be an exhaustive list and additional documentation may be required.