



Residency Information – Dallas County Community Colleges

Please read: This Residency Information form is provided as a courtesy to assist students in determining which documents may be required. It is neither official nor comprehensive. Official information concerning state of Texas residency requirements may be found at: www.thecb.state.tx.us. Residency classification will be established in accordance with the Rules and Regulations of the Coordinating Board of the Texas College and University System, and the policies of the Dallas County Community College District Board of Trustees. The amount of tuition you are charged is based on your residency classification, which is determined by the Admissions Office according to the information you submit.

***To be eligible to be classified at a lower residency rate, all documents must be submitted by census date of that semester. The applicant has the burden of proof to show by clear and convincing evidence that residence or domicile, as appropriate, has been established and maintained.**

ARE YOU A TEXAS STATE RESIDENT?

The following persons shall be classified as Texas residents and are entitled to pay resident tuition:

1. A person who (1) has maintained a residence continuously for the 36 months preceding the date graduated from a public or accredited private high school in Texas or received a GED in Texas, and (2) has resided in Texas 12 months preceding the census date of the academic semester in which he/she enrolls.
Suggested proof: *official high school transcript with date of graduation or official G.E.D. certificate*
2. A person who established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester. **Suggested proof:** *A, B, or C below.*
3. A person married for 12 consecutive months to someone who has established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester.
Suggested proof for spouse: *A, B, or C below; D required.*
4. A dependent whose parent has established or maintained domicile in Texas not less than 12 months prior to census date of the academic semester. **Suggested proof for parent:** *A, B, or C below.*

Suggested proof:

- A. Paycheck stubs** – 1 per month for past 12 consecutive months
- B. Last two years income tax returns** (IRS form 1040 or tax transcript); if parent's taxes, must show dependent student.
- C. Letter of gainful employment.** Letter must be written on company letterhead showing date letter is written, start and end employment dates (or still employed), employment type (FT or PT with average # hours/week worked), and appropriate signature (Owner, Manager, Supervisor, HR Representative).
- D. Marriage certificate.**

Other documentation that may lend support toward claim of intent to establish and maintain domicile for past 12 consecutive months:

- Documents showing sole or joint marital ownership of residential real estate in Texas (must reside at that address)
- Documents showing ownership & customary management of a business in Texas
- Documents showing primary support is public assistance (i.e. SNAP benefits/food stamps, housing assistance, etc.)

ARE YOU A DALLAS COUNTY RESIDENT?

Once Texas residency has been established, **classification of in-district (Dallas County resident) or out-of-district is based on where the student physically resides.** If a student is classified as a Texas (in-state) resident and resides in Dallas County, he/she is eligible for the **in-district** tuition rate. A waiver may be granted each academic year to students who reside outside of Dallas County, but who own property in Dallas County subject to the Community College Ad Valorem Tax. If a student meets in-state requirements but resides outside of Dallas County, the student will pay the **out-of-district** tuition rate. If the student moves outside of Dallas County on or before a semester's certification date, the student must pay the additional (out-of-district) tuition rate.

Proof documents must contain the **student's name** and **Dallas County address** on record and be **dated within 30 days** of submission to the Office of Admissions and Student Records.

Suggested proof:

- **Lease agreement** (current)
- **Automobile registration**
- **Valid automobile insurance documentation**
- **Official correspondence** (i.e. bank statement, car insurance, utility bill, cell phone bill, voter registration card, etc.)

Also acceptable:

Texas driver license or ID card (issued **within 30 days** of submission).

NOTE: We reserve the right to request additional information in order to comply with the state of Texas residency documentation requirements prior to enrollment and certification date of the semester.

No refund for residency changes will be issued after the census date of the term.



Petition for Residency Re-classification – Dallas County Community Colleges

Name: _____ Student ID #: _____ Current Residency Status: _____

Supporting documentation that may establish domicile: The listed documents may be used to establish domicile, and prove continuous residency in the state of Texas for 12 months prior to the census date of the semester for which you are enrolling.

Resident Status/Citizenship Status:

- | | | | |
|---|----------|------------|------------|
| <input type="checkbox"/> Permanent Resident Card | Self () | Spouse () | Parent () |
| <input type="checkbox"/> Authorization of Employment Card | Self () | Spouse () | Parent () |
| <input type="checkbox"/> US Birth Certificate | Self () | Spouse () | Parent () |
| <input type="checkbox"/> Naturalization Citizenship Certificate | Self () | Spouse () | Parent () |
| <input type="checkbox"/> Passport | Self () | Spouse () | Parent () |
| <input type="checkbox"/> Notice of Action: Form I-_____ | Self () | Spouse () | Parent () |
| <input type="checkbox"/> Visa Type _____ | Self () | Spouse () | Parent () |
| <input type="checkbox"/> I-94 _____ | Self () | Spouse () | Parent () |

Texas Resident: Self () Spouse () Parent ()

- Letter of Employment or 12 months of paycheck stubs
- Last two years of TX tax returns (form 1040 or transcript; NOT W2)
 - o If a dependent, most recent tax return must list student as a dependent of parent.
- Designation as a Texas resident at a Texas college/university (confirmed by transcript or Registrar)
- Texas Public Assistance Agencies (e.g. TANF, food stamps, etc.)
- Texas Department of Criminal Justice documentation
- Title to Real Property (must reside there)
- Ownership of Business in Texas
- Marriage License
- Texas High School Transcript (complete with graduation date) or Texas G.E.D.
- DD214 or Leave and Earnings Statement
- SB 1528 aka Noriega Affidavit (must be notarized)

In District/County (containing student name and address; dated within 30 days of submission):

- Current lease agreement which lists student as either the lease holder, or occupant
- Official correspondence: bank statement, cellphone bill, car insurance, utility bill, voter registration card, etc.
- Official Texas Issued Driver's License/Texas Identification Card

Notes: _____

Staff Name: _____ Date: _____ Location: _____

I, _____ understand that if I do not bring the required documentation by the census date of the semester which is: _____, that I will be unable to change my status for the current semester.

Student signature: _____