

Residency Questionnaire eForm Instructions

Office of the University Registrar

How to Locate the eForm

- Log into [AccessUH](#)

- Select the myUH Self Service icon

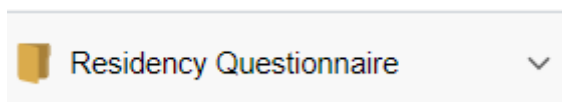


- Select Academic Records Tile



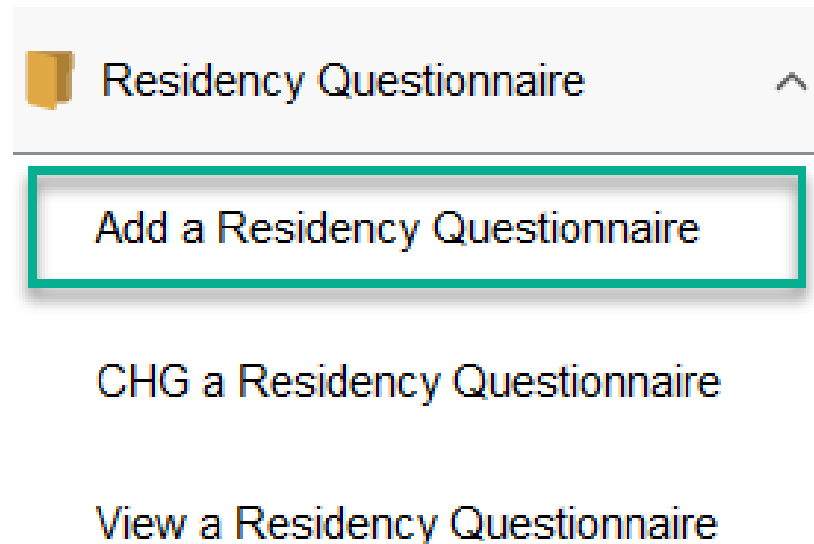
- The Residency Questionnaire tab is located on the left side of the screen.

Click the drop down to see the forms available for submission.



Residency Questionnaire eForm

Click the Add a Residency Questionnaire option to submit a new questionnaire.




Submitting a New Questionnaire

- In the dropdown menu, select 'Add a Residency Questionnaire' to begin submitting your request for a residency review. The first screen that appears will detail Residency Rules and Regulations for the state of Texas. Be sure to read through the information for acceptable forms of documentation.

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 **Residency Questionnaire : Residency Rules And Regulations**

Documents that may be used to support a claim of residence in Texas and gainful employment in Texas:

Residence | If the student is a Transfer or holds a PR card/Qualifying Visa/Employment Authorization Card (EAD Card):

- Apartment lease or mortgage voucher (student's name must be on the lease)
- Two Texas bank statements (one current and one that is 12 months old)
- Texas Driver's license showing a Texas address (issued at least 12 months prior to the Census Date)
- Texas motor vehicle registration (issued at least 12 months prior to the Census Date)
- A current Texas voter registration card (issued at least 12 months prior to the Census Date)
- Two utility bills (one current and one that is 12 months old) showing name and Texas address

International students | Non-citizen with NO qualifying Visa, and meets the Texas Higher Education Coordinating Board requirements under HB 1403, sec. 02, (aka SB 1528):

- Core Residency Questionnaire

If student applied for Temporary Protective Status (TPS) or Permanent Residence but has not yet been approved, submit:

- Core Residency Questionnaire
- The Notice of Action (NOA) from the United States Citizenship and Immigrant Service (USCIS)

Gainful Employment | may need to provide more than one of the following documents:

- Letter from employer (on company letterhead) with starting date to present date(s) of gainful employment and hours worked per week (at least 20 hours per week for a year).
 - DO NOT submit W-2 forms, as they don't prove the length of time employed.
 - *NOTE: work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for Texas residency purposes.*
- Parent's 1040 Federal Income Tax returns for the current and previous tax years. 1040 tax return must be filed in Texas and student claimed as a dependent. If parents are divorced, submit a copy of the divorce decree.
- Student's 1040 Federal Income Tax return filed in Texas and parent(s) 1040 showing they did not claim the student as a dependent. If married and spouse provides a majority of support, submit spouse's 1040 Federal Income Tax returns.
- Two paystubs (one current and one that is 12 months old)

For more information on residency, visit collegeforalltexans.com.

Next
Save

Submitting a New Questionnaire-cont.

- Confirm that your information is correct and select the desired term for your residency review.
 - Please note that you will only be able to apply for residency for future or current terms before ORD (Official Reporting Date). For more information on the ORD for the term, please view the academic calendar available in uh.edu.

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+ Residency Questionnaire : Core Residency Questionnaire - Parts A & B

This questionnaire is used to determine if a University of Houston student qualifies for resident tuition. The determination of residency classification for tuition purposes is governed by the Texas Education Code, Section 54.052 through 54.064 and rules and regulations promulgated by the Texas Higher Education Coordinating Board. Failure to provide complete and accurate information, supporting documents, and appropriate signatures will delay processing and may result in denial of your application for residency.

Part A. Student Basic Information

Name	<input type="text"/>	Student ID Number	<input type="text"/>
Date of Birth	<input type="text"/>	Age	<input type="text"/>
*Term	<input type="text"/>		

You may apply for a future term or the current term before the ORD (Official Reporting Date).

Submitting a New Questionnaire-cont.

- Complete the questionnaire and provide requested documents. You will have the option to [save the form](#) if you need to come back to it later.
- After completing the questions, you will have an option to add comments regarding your residency and confirm all uploads.

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+ Residency Questionnaire : Core Residency Questionnaire - Part H

Part H. General Comments

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below.

Comments

File Attachments

Attachment Uploaded	View	Description	Instructions	File Name	Replace
1 ✔	View	Letter of Residency Status	Students claiming they had resident status at a Texas public institution must provide a letter from that institution, on that institution's letterhead.	Test.docx	Replace

1 row

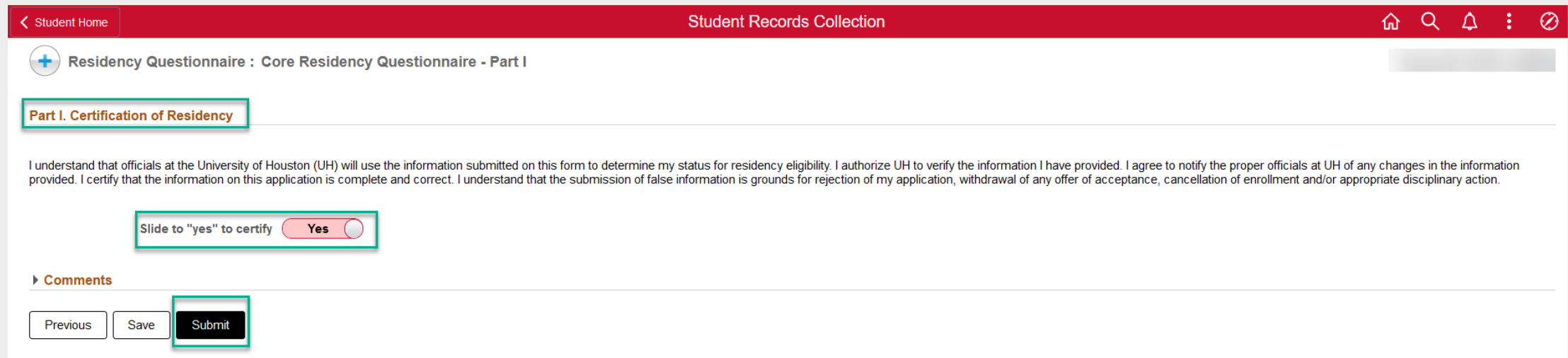
Add

Previous
Next
Save

Submitting a New Questionnaire-cont.

- Certify that all information is accurate by sliding the option to Yes.
- Click Submit to send the document for the Office of the University Registrar to review. Please allow 7-10 business days for processing. Processing time may increase during peak enrollment season.

Important: Please note that once a questionnaire is submitted it cannot be changed. If you would like to make edits later, please [save the form](#). You can also [view](#) the form to see the answers that submitted.



The screenshot shows a web interface for the University of Houston Student Records Collection. The page title is "Residency Questionnaire : Core Residency Questionnaire - Part I". The main heading is "Part I. Certification of Residency". Below this is a paragraph of text: "I understand that officials at the University of Houston (UH) will use the information submitted on this form to determine my status for residency eligibility. I authorize UH to verify the information I have provided. I agree to notify the proper officials at UH of any changes in the information provided. I certify that the information on this application is complete and correct. I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action." Below the text is a slider control labeled "Slide to 'yes' to certify" with a "Yes" button and a slider knob. At the bottom, there are three buttons: "Previous", "Save", and "Submit".

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Residency Questionnaire : Core Residency Questionnaire - Part I

Part I. Certification of Residency

I understand that officials at the University of Houston (UH) will use the information submitted on this form to determine my status for residency eligibility. I authorize UH to verify the information I have provided. I agree to notify the proper officials at UH of any changes in the information provided. I certify that the information on this application is complete and correct. I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.

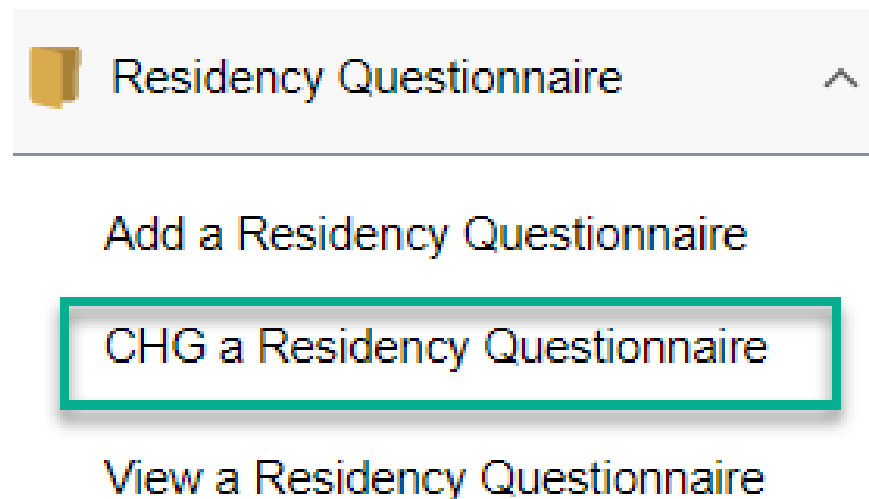
Slide to "yes" to certify Yes

▶ Comments

Previous Save Submit

Residency Questionnaire eForm

Click the **CHG a Residency Questionnaire** option to edit a saved questionnaire. You will need to input your Student ID and term to recover the form with your previous answers.



Residency Questionnaire eForm

Click the **View a Residency Questionnaire** option to review a submitted questionnaire. You will need to input your Student ID and term to view the form with your submitted answers.



Residency Questionnaire



Add a Residency Questionnaire

CHG a Residency Questionnaire

View a Residency Questionnaire

Questions?

Please contact the Office of the University Registrar (OUR)

Phone: 713-743-1010, option 7

Email: residency@uh.edu