

# TAMS Residency Documentation Request

Please submit to  
**TAMSadmissions@unt.edu**

## **Parents:**

To validate your claim to Texas residency provided on the TAMS application, all TAMS applicants must submit the following items:

1. UNT's Contact Information Form
2. Core Residency Questions

• Please carefully read questions and follow instructions from the beginning.

Once the Contact Information Form & the Core Residency Questions are returned, TAMS will retain a copy for the student file, and forward the documents to UNT Admissions to validate In-State residency.

UNT Admissions may contact you directly to request additional documentation to complete this process. If so, please be prepared to provide the following:

- ❖ Copy of your recent Federal Tax filings reflecting dependent status of TAMS applicant.
- ❖ Letter of employment reflecting 12-month work history in Texas.

Please call UNT Admissions at 940-565-2681 or e-mail [admissions@unt.edu](mailto:admissions@unt.edu) if you have questions while completing the form.



Please include the following for All TAMS residency questionnaires:

Name of student \_\_\_\_\_

Student's phone \_\_\_\_\_

Student's date of birth \_\_\_\_\_

Student's address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Parent 1 \_\_\_\_\_

Name of Parent 2 \_\_\_\_\_

Parent 1 phone \_\_\_\_\_

Parent 2 phone \_\_\_\_\_

E-mail address \_\_\_\_\_

## Residency Questionnaire Recommendations

Eligible TAMS Applicants must validate their Texas residency for admissions to TAMS. The Residency Questionnaire (RQ) is intended for students entering college after HS graduation. This leads to confusion as TAMS applicants complete the form. Please take close note of the recommendations to complete the questionnaire correctly.

### **PART A.**

- Student ID not necessary.

### **PART B.**

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?
  - 'Yes' if the student has been enrolled in **college level courses at a public college or university in Texas**. Dual Credit courses can apply, but require verification of enrollment by the school. This can delay determination.

### **PART D.**

1. a. Did you graduate or will you graduate from high school or complete a GED in TX prior to the term for which you are applying?
  - **TAMS Applicants cannot have graduated HS prior to enrollment in TAMS.** Please answer this accordingly for appropriate evaluation.
  - If 'No' is marked for Question 1.a., the remainder of **Part C** is unnecessary.

### **PART E.**

1. Do you file your own federal income tax as an independent tax payer?
  - **This is being asked of the TAMS applicant, not the parent/legal guardian.** Please answer accordingly.
  
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? Yes\_\_ No \_\_
  - **Parents may be required to provide the front page of their recent year Income Tax statements** (1040a, 1040ez, etc.) to validate dependency.
  - **Legal Guardians will be required to provide documentation of court appointed legal guardianship** and proof of dependency status as noted above.
  - **Residency may only be based on biological parents or court appointed legal guardians.** Applicants may not base residency on other relatives unless they have been appointed as legal guardian by a court.

## **PART F**

- **Should not need to be completed.**

## **PART G.**

- This section is requesting information by the Parent or Legal Guardian.

Questions 1 - 4:

- Parents/Legal Guardians completing this section **CANNOT BE US CITIZENS AND PERMANENT RESIDENTS. SELECT ONLY ONE**
- **If the Parent/Legal Guardian is a Permanent Resident, please send copies of the PR Card along with a copy of the TAMS applicant's PR Card or proof of US Citizenship** (Passport or birth certificate)
- **If the Parent/Legal Guardian selects 'Yes' to Question #3 or #4, Please provide the appropriate documentation for the Parent/Legal Guardian and proof of status for the TAMS applicant.** (Immigration Visa, Most recent I-797 Notice of Action on I-485, Permanent Resident Card (PRC) or proof US Citizenship)

## **PART H.**

- You may include a timeline indicating you/your family's arrival to Texas and the purpose or any other information you believe is important to the determination of Texas residency.

## **PART I**

- Parents may sign on behalf of the minor applicant.

If you have any questions as you are completing this form or gathering requested documents, please contact Jason Peacock at UNT Admissions at [peacock@unt.edu](mailto:peacock@unt.edu) for assistance.

## Residency Checklist

### REQUIRED OF ALL APPLICANTS:

- Completed Residency Questionnaire
  - Make sure following sections are answered:
    - PART A
    - PART B
    - PART C
    - PART D
    - PART E
    - PART G
    - PART I
- Proof of TAMS Applicant's Immigration Status (if not US Citizen)
  - Proof of Perm Residency (PR Card or I-797C Notice of Action- I485)
  - Copy of Visa

### IF THE PARENT/LEGAL GUARDIAN ARE NON-US CITIZENS:

- Proof of TAMS applicant's US Citizenship/Residency or Immigration Status
  - Copy of Birth Certificate or US Passport, **or**;
  - Copy of Permanent Resident Card, I-797 Notice of Action on I-485, or current immigration Visa
- Proof of TAMS Applicant's Parent/Legal Guardian's Immigration Status
  - Copy of Permanent Resident Card, I-797 Notice of Action on I-485, or current Immigration Visa

### IF TAMS APPLICANT IS BASING RESIDENCY ON LEGAL GUARDIAN:

- Provide court documents reflecting Legal Guardianship

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### PLEASE BE PREPARED TO SUBMIT THE FOLLOWING ITEMS IF REQUESTED:

- Prior Year Tax Forms – 1040 showing applicant is dependent on Parent/Legal Guardian
- Employment Verification – Letter reflecting length of time employed in Texas. A W-2 may validate employment, but not state of residency
- Lease/Deed – Reflecting 12 months + residence in Texas
- Utility Bills – Reflecting 12 months of service in Texas

### Core Residency Questions

Texas Higher Education Coordinating Board rule 21.25 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident.

#### **PART A. Student Basic Information. All Students must complete this section.**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

#### **PART B. Previous Enrollment. For all students.**

1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?

Yes \_\_\_ No \_\_\_

If you answered "**no**", please continue to **Part C**.

If you answered "**yes**", complete questions **2 - 5**:

2. What Texas public institution did you last attend? (Give full name, not just initials.)

\_\_\_\_\_

3. In which terms were you last enrolled? (check all that apply)

\_\_\_ fall, 20\_\_\_ \_\_\_ spring, 20\_\_\_

4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?

\_\_\_ resident (in-state) \_\_\_ nonresident (out-of-state) \_\_\_ unknown

5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?

\_\_\_ resident \_\_\_ nonresident with a waiver \_\_\_ unknown

**IMPORTANT:** If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to **Part I**, sign and date this form and submit it to your institution. If you were not enrolled, or if you were enrolled but classified as a nonresident, proceed to **Part C**.

#### **PART C. Residency Claim.**

Are you a resident of Texas? Yes \_\_\_ No \_\_\_

If you answered yes, continue to **Part D**.

If you answered no, complete the following question and continue to **Part I**.

Of what state or country are you a resident? \_\_\_\_\_

If you are uncertain, continue to **Part D**.

**PART D. Acquisition of High School Diploma or GED.**

	Yes	No
1. a. Did you graduate or will you graduate from high school or complete a GED in TX prior to the term for which you are applying?		
1. b. If you graduated or will graduate from high school, what was the name and city of the school?		
2. Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED?		
3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?		
4. Are you a U.S. Citizen or Permanent Resident?		

*Instructions to Part D:*

- ◆ If you answered “no” to question 1a or 2 or 3, continue to **Part E**.
- ◆ If you answered “yes” to all four questions, skip to **Part I**.
  - ◆ If you answered “yes” to questions 1, 2 and 3, but “no” to question 4, complete a copy of the **Affidavit** in **Chart I**, provided as an Attachment to this form, skip to **Part I** of this form, and submit both this form and the affidavit to your institution.

**PART E. Basis of Claim to Residency. TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER “YES” TO QUESTIONS 1a, 2, AND 3 OF PART D.**

1. Do you file your own federal income tax as an independent tax payer? Yes\_\_\_ No \_\_\_  
(An independent tax payer should not be claimed as a dependent for tax purposes by another person. If you file a joint return with your spouse, answer “yes.”)
  
2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? Yes\_\_\_ No \_\_\_ (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one-half of your support. A step-parent does not qualify as a parent if he/she has not adopted the student.)
  
3. If you answered “No” to both questions above, who provides the majority of your support?  
 Self\_\_\_ parent or guardian\_\_\_ other: (list)\_\_\_\_\_

*Instructions to Part E.*

- ◆ If you answered “yes” to question 1, and “no” to question 2, continue to **Part F**.
- ◆ If you answered “yes” to question 2, skip to **Part G**.
- ◆ If you answered “yes” to both questions 1 and 2, skip to **Part G**.
- ◆ If you answered “no” to 1 and 2 and “self” to question 3, continue to **Part F**.
- ◆ If you answered “no” to 1 and 2 and “parent or guardian” to question 3, skip to **Part G**.
- ◆ If you answered “no” to 1 and 2 and “other” to question 3, skip to **Part H** and provide an explanation, and complete **Part I**.

**PART F. Questions for students who answered “Yes” to Question 1 or “Self” to Question 3 of PART E.**

	Yes	No	Years	Mo.	Visa/Status
1. Are you a U.S. Citizen?					
2. Are you a Permanent Resident of the U.S.?					
3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).					
4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					
5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or another temporary purpose, please check “no” and explain in <b>Part H</b> .	Yes	No			
6. a. If you currently live in Texas, how long have you been living here?  b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in <b>Part H</b> .			Months	Years	
			Go to College [ ]	Establish/maintain a home [ ]	Work Assignment [ ]
7. a. If you are a member of the U.S. military, is Texas your Home of Record? b. If not, what state will have been listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?	Yes	No			
			State		

	Yes	No
<b>8. Do any of the following apply to you? (Check all that apply)</b>		
a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____		
b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____		



<p><b>9. While living in Texas, have you: (Check all that apply)</b></p> <p>a. Been gainfully employed for a period of at least 12 consecutive months? (Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships or research or teaching assistantships does not constitute gainful employment.)</p>		
	<p>b. Received primary support through services from a social service agency for a period of at least 12 consecutive months?</p>	

<p><b>10.</b></p> <p>a. Are you married to a person who has been classified as a Texas resident by a Texas public institution or who could answer “yes” to any part of question 8 or 9?</p> <p>b. If yes, indicate which question (and which part of the question) could be answered yes by your spouse:</p> <p>c. How long will you have been married to the Texas resident prior to enrollment?</p>		
	<p><b>Question:</b></p>	
	<p><b>Months</b></p>	<p><b>Years</b></p>

Skip **Part G** and Continue to **Part H**.

**PART G. Questions for students who answered “Yes” to Question 2 of Part E or who answered “Parent or Guardian” to Question 3 of PART E.**

	Yes	No	Years	Mo.	Visa/Status
1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?					
2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?					
3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)					
4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.					

5. Does this parent or guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his or her employer or another temporary purpose, please check "no" and explain in <b>Part H</b> .					
6. a. If he or she is currently living in Texas, how long has he or she been living here?  b. What is your parent's or legal guardian's main purpose for being in the state? If for reasons other than those listed, give an explanation in <b>Part H</b> .			Months	Years	
	Go to College [ ]		Establish/maintain a home [ ]		Work Assignment [ ]
7. a. If he or she is a member of the U.S. military, is Texas his or her Home of Record? b. If not, what state will have been listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment?					
	State				

	Yes	No
<b>8. Do any of the following apply to your parent or guardian? (Check all that apply)</b>		
a. Hold the title (Warranty Deed, Deed of Trust or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____		
b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____		
<b>9. While living in Texas, has your parent or guardian: (Check all that apply)</b>		
a. Been gainfully employed for a period of at least 12 consecutive months? (Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships, or research or teaching assistanceships does not constitute gainful employment.)		
b. Received services from a social service agency for a period of at least 12 consecutive months? Note: the dollar value of social services received may be combined with earnings to total at least one-half of tuition and living expenses for one 9-month academic year.		

<p><b>10.</b></p> <p>a. Is your parent or legal guardian married to a person who has been classified as a Texas resident by a Texas public institution or who could answer “yes” to any part of question 8 or 9?</p> <p>b. If yes, indicate which question (and which part of the question) could be answered yes by your parent or guardian’s spouse:</p> <p>c. How long will your parent or guardian have been married to the Texas resident prior to enrollment?</p>		
	<b>Question:</b>	
	<b>Months</b>	<b>Years</b>

**Part H. General Comments.** Is there any additional information that you believe your college/university should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

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**PART I. Certification of Residency. All students must complete this section.**

I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

**STATE OF TEXAS**

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**COUNTY OF \_\_\_\_\_**

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Before me, the undersigned Notary Public, on this day personally appeared \_\_\_\_\_,

known to me, who being by me duly sworn upon his/her oath, deposed and said:

1. My name is \_\_\_\_\_. I am \_\_\_\_ years of age and have personal knowledge of the facts stated herein, and they are all true and correct.
2. I graduated or will graduate from a Texas high school or received my GED certificate in Texas.
3. I resided in Texas for three years leading up to graduation from high school or receiving my GED certificate.
4. I have resided or will have resided in Texas for the 12 months prior the census date of the semester in which I will enroll in \_\_\_\_\_ (college/university).
5. I have filed or will file an application to become a permanent resident at the earliest opportunity that I am eligible to do so.

In witness whereof, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Student I.D.#)

**SUBSCRIBED TO AND SWORN TO BEFORE ME**, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas