

TAMS Residency Documentation Request UNT Contact
Information Form

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 (this page)
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 if you have questions while completing the form.

Please include the following for all TAMS residency questionnaires:

Name of student:	
Student date of birth:	
Student mailing address:	
Student cell phone:	
Student email:	
Name of parent 1:	
Parent 1 mailing address:	
Parent 1 cell phone:	
Parent 1 email address:	
Name of parent 2:	
Parent 2 mailing address:	
Parent 2 cell phone:	
Parent 2 email address:	

Residency Questionnaire Recommendations

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 notes of the recommendations to complete the questionnaire correctly.

PART A.

- Student ID not necessary.

PART B.

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?

- Answer “No” even if you have completed dual credit courses.

PART C.

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?

- Answer “No.”
- 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.
Answer “No.”
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 ___
 - In almost all instances, answer “Yes” unless the applicant is legally, financially emancipated from parent(s) and/or guardian(s).

PART F

- Should not need to be completed.

PART G.

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

Questions 1 - 4:

- A parent/legal guardian completing this section cannot choose both “U.S. citizen” **AND** “permanent resident.” **SELECT ONLY ONE**
- **If the Parent/Legal Guardian is a Permanent Resident, please send copies of the PRC along with a copy of the TAMS applicant’s PRC 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.** (Visa, I-797 Notice of Action on I-485, 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 Samantha Taylor at UNT Admissions at Samantha.taylor@unt.edu for assistance.

Residency Checklist

REQUIRED OF ALL APPLICANTS:

1. Completed Residency Questionnaire
2. Be sure to complete Parts A, B, C, D, E, G and H

Proof of TAMS Applicant's Immigration Status (if not US Citizen)

1. Proof of Perm Residency (PR Card or I-797C Notice of Action- 1485)
2. Copy of Visa

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

1. Proof of TAMS applicant's US Citizenship/Residency or Immigration Status
 - a. Copy of Birth Certificate or US Passport, or;
 - b. Copy of Permanent Resident Card, I-797 Notice of Action on I-485, or current immigration Visa
2. 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

PLEASE BE PREPARED TO SUBMIT THE FOLLOWING ITEMS IF REQUESTED:

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

Core Residency Questions (TAMS Applicants)

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: _____ **N/A** _____

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 X** ___

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 term(s) were you last enrolled? (check all that apply)

___ fall, 201__ ___ spring, 201__ ___ summer, 201__

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.

Since an applicant to TAMS cannot be a high school graduate, TAMS has pre-answered question #1.a., but applicants should verify the other questions in this section.

Instructions to Part D:

---If you answer “no” to question 1a or 2 or 3, **continue to Part E.**

---If you answer “yes” to all four questions, skip to Part I.

---If you answer “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.

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? Yes ___ **No X**

b. If you graduated or will graduate from high school, what was the name and city of the school?
Yes ___ No ___

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? Yes ___ No ___

3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months? Yes ___ No ___

4. Are you a U.S. Citizen or Permanent Resident? Yes ___ No ___

PART E. Basis of Claim to Residency.

Since nearly all prospective TAMS students are dependents and do not submit independent income tax returns, this section can be somewhat confusing. If an applicant is claimed as a dependent by parent(s) or guardian(s), then answer **“NO” to question #1** and **“YES” to question #2**. For the rare student who may be legally financially emancipated from parent(s) and/or guardian(s), contact the TAMS Admissions office to inquire how to answer the questions in this section.

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 stepparent 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. **(This will be rare for an applicant to TAMS.)**

---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.

(This will be rare for an applicant to TAMS. If you answered “No” to question #1 in Part E, skip to part G.)

1. Are you a U.S. Citizen? Yes ___ No ___

2. Are you a Permanent Resident of the U.S.? Yes ___ No ___

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).

Yes ___ No ___

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.

Visa/Status _____

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 Part H.

Yes ___ No ___

6. a. If you currently live in Texas, how long have you been living here? Years ___ Months ___

b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in Part H.

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? Yes ___ No ___

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?

State _____

8. Do any of the following apply to you? (Check all that apply)

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? Yes ___ No ___

If yes, date acquired: _____

b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? Yes ___ No ___

If yes, date acquired: _____

9. While living in Texas, have you: (Check all that apply)

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 assistance-ships does not constitute gainful employment.)

Yes _____ No _____

b. Received primary support through services from a social service agency for a period of at least 12 consecutive months?

Yes _____ No _____

10. 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?

Yes _____ No _____

b. If yes, indicate which question (and which part of the questions of #8 and/or #9) could be answered yes by your spouse: _____

c. How long will you have been married to the Texas resident prior to enrollment?

Years ____ Months ____

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.

(Applicants to TAMS should complete this part.)

1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?

Yes _____ No _____

2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident?

Yes _____ No _____

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)

Yes _____ No _____

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.

Visa/Status _____

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 Part H.

Yes _____ No _____

6. a. If he or she is currently living in Texas, how long has he or she been living here?

Years _____ Months _____

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 Part H.

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?

Yes _____ No _____

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 _____

8. Do any of the following apply to your parent or guardian? (Check all that apply)

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?

Yes _____ No _____

If yes, date acquired: _____

b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future?

Yes _____ No _____

If yes, date acquired: _____

9. While living in Texas, has your parent or guardian: (Check all that apply)

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 assistance-ships does not constitute gainful employment.)

Yes _____ No _____

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.

Yes _____ No _____

10. 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?

Yes _____ No _____

b. If yes, indicate which question (and which part of the question 8 or 9) could be answered yes by your parent or guardian's spouse: _____

c. How long will your parent or guardian have been married to the Texas resident prior to enrollment? Years _____ Months _____

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:

PART I. Certification of Residency

All applicants to TAMS 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: _____