

IMPORTANT DATES TO REMEMBER

Official Day of Record

The Official Day of Record is the last day to submit complete documentation for residency appeals. This date may be found online in the current semester's Academic Calendar. No appeals will be processed after the Official Day of Record.

Payment Deadline

The current semester's Academic Calendar lists all payment deadlines. You are responsible for making any payment arrangements by these deadlines, regardless of your residency status. **No** classes will be held pending a residency appeal.

Early Registration - If you register during **early registration** and your classes are dropped for non-payment, you can re-register during late registration for any available class(es), as long as you have Academic Advisor's approval.

Late Registration - If you register during **late registration** and your classes are dropped for non-payment, you will not be able to reregister for classes. Unfortunately, it will be too late! You can up-date your application online through e-services to attend the next semester.

You can find additional information about residency at:

<http://www.uhd.edu/admissions/Registrar.htm>

<http://www.theccb.state.tx.us/UHRI/>

<http://www.collegefortexans.com>

UHD Contacts:

Academic Advising	S370	(713) 221-8006
Admissions Office	S350	(713) 221-8522
Cashier's Office	S310	(713) 221-8029
Information Center	N355	(713) 221-8000
Registrar's Office	N330	(713) 221-8999
Scholarships & Financial Aid	N330	(713) 221-8041
Student Activities & Events	S204	(713) 221-8573
Testing Services	S280	(713) 221-8027

Your Guide to Establishing Texas Residency at



UHD OFFICE OF ADMISSIONS

One Main Street, S350
Houston, Texas 77002

713-221-8522 • 713-226-5220 Fax
uhdadmit@uhd.edu

UHD REGISTRAR'S OFFICE

One Main Street, N330
Houston, TX 77002

713-221-8999 • 713-226-5268 Fax
uhdrecords@uhd.edu



In order to be classified as a Texas resident for tuition purposes, you must be a United States citizen or permanent resident or eligible to domicile in the US and must have lived in Texas for at least 12 consecutive months prior to enrolling in UHD. Residency requirements for admission and tuition purposes are different from residency requirements for voting or tax purposes.

If you are a minor, or are 18 years of age or older and claimed as a dependent on your parent's federal tax return, you are classified based on your parent's qualifications for residency.

Residency classification is based on the information you provide on your admission application.

If you are classified as a nonresident and wish to be reclassified as a resident, you must submit a *Residency Reclassification* form (new student), or a *Residency Questionnaire* form (continuing student) along with documentation to the Registrar's Office.

Documenting Texas 12 Month Residency

Documents that can be used to prove 12 months of Texas residency are:

- ***A Texas driver's license*** (at least one year old; expiration date minus date of enrollment may not exceed three years)
- ***A Texas high school transcript*** for the full senior year immediately preceding the semester of enrollment
- ***An employer's statement*** (must be on company letterhead and show period of employment)
- ***Texas Voter Registration***

- ***Utility bills*** (for 12 months preceding the semester of enrollment)
- ***Lease Agreement*** (including student's name and period covered)
- ***Proof of purchase of a homestead***
- ***Property tax payment*** (for the 12 months preceding enrollment)
- ***Income tax & W-2 forms*** (for 12 months preceding enrollment)
- ***Current credit report*** (must show the place and length of residence).

Other documents may be considered as proof of residence at the discretion of the residency official on an individual basis. You may be asked to provide additional documentation.

Documenting U.S. Residency

If you are not a U.S. citizen, you may be required to show immigration documents that provide permission to establish domicile in the U.S. in order to pay resident tuition. The following documents can be submitted to prove your eligibility to domicile in the US:

- ***Naturalization certificate*** (must present original document)
- ***U.S. Passport*** (unexpired)
- ***Resident Alien (Permanent Resident) Card*** (unexpired)
- ***I-551*** (unexpired)
- ***Temporary Resident*** (unexpired)
- ***Visa*** (unexpired and showing classification which permits domicile in the U.S.)

If you have documents not listed above that allow domicile in the U.S., you may present them for review.

Undocumented Non-Citizens (HB-1403)

If you are not a U.S. citizen or permanent resident, you can be classified as a Texas resident for tuition purposes if you:

- graduated from a Texas high school or received a GED in Texas (you must have attended a Texas high school prior to receiving the GED);
- resided in Texas for at least three consecutive years prior to graduating from high school or receiving a GED;
- lived with a parent or legal guardian while attending high school in Texas;
- provide an affidavit stating the intent to apply for permanent residence; and
- have not enrolled in college/university courses or received college credit prior to Fall 2001.

If you hold a non-immigrant visa which allows you to establish domicile in the United States, or have applied or have a petition pending for permanent residence with the Bureau of Citizenship and Immigration Services (formerly known as INS), you can submit the appropriate documents i.e. Notice of Action to qualify for resident tuition.

Documents showing proof of residency (including your student ID number) may be submitted in person, mailed or faxed to:

**University of Houston-Downtown
Registrar's Office
One Main Street, N330
Houston, TX 77002
Fax: (713) 226-5268**