

# RESIDENCY QUESTIONNAIRE

The 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. If you are seeking reclassification based on additional or changed information, the Board requires that the student complete a set of core residency questions and provide relevant supporting information as outlined on Page 4 of this questionnaire.

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Part

# A

Student Basic  
Information

(Admit Term)

Part

TO BE COMPLETED BY EVERYONE WH

**E**

Basis of  
Claim to  
Residency

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.

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

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

## Documentation to Support Establishing and Maintaining Domicile in Texas

The following documentation may be requested by the institution regarding a person's responses to the Core Residency Questions. Documents that may be used as proof that:

- (1) The person or the dependent's parent established domicile in Texas, and
- (2) The person or the dependent's parent has maintained domicile in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls,

include but are not limited to the following:

### Part A

#### Documents that may Support the Establishment of a Domicile in Texas and Maintenance of Domicile in Texas

##### 1. SIGNIFICANT GAINFUL EMPLOYMENT

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
- b. Other documents that show the person or the dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
  - 1) has been engaged in employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition and living expenses or represents an average of at least 20 hours per week; or
  - 2) is self-employed in Texas or is living off his/her earnings; or
  - 3) is primarily supported by public assistance in Texas.
- c. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 consecutive months immediately preceding the census date of the term in which the person enrolls.

##### 2. SOLE OR JOINT MARITAL OWNERSHI

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# Request for Student's or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

**Part I** Student or Borrower Identification (All must complete.)

Print or type	Name of student or borrower (see instructions)	
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

**Student Loan Certification (Complete for student loans only.)**

I certify that all of the loan proceeds are solely to pay for qualified higher education expenses.

Sign Here

Signature of borrower ©

Date ©

Qualified higher education expenses. These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

### Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

Note. For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

### Penalties

Failure to furnish correct SSN or ITIN. If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

Misuse of SSN or ITIN. If the requester discloses or uses your SSN or ITIN in violation of federal law, the requester may be subject to civil and criminal penalties.

### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.