

## HOUSTON COMMUNITY COLLEGE Residency Documentation

The current home address will determine residency. A Post Office box or dormitory address cannot be used to determine residency.

- If student is claimed as a dependent on a parent's income tax, residency is based on the parent and all documentation submitted must reflect that parent's name. (must provide current tax return)
- If residency is based on a spouse, then documentation must show marriage for 12 months and all documentation submitted must reflect the spouse's name with proof of qualification for residency (must provide marriage license).

You must submit one document from List A and one from List B, to serve as proof you established a Texas domicile and maintained Texas residency for at least 12 consecutive months preceding the census date of the semester in which you enroll. If you have an eligible Visa to qualify for Texas residency, you must show one document from List A, List B and List C. Students requesting a change from out of district to in district must provide two documents from List D.

List A – Documents for proof of maintenance of residence	List B - Documents for proof of domicile in Texas	List C – Documents for proof of Eligible Visa to Qualify for Resident Tuition	List D – Documents for proof of changing from out of district to in-district residency
<p>(Submit one document from the list below to support physical presence for 12 consecutive months in Texas. You also need one document from List B.)</p> <ul style="list-style-type: none"> <li>• Twelve months of utility bills in name of the student</li> <li>• Texas high school transcript showing full senior year immediately preceding the census date</li> <li>• Transcript from a Texas institution showing presence in the state for the 12 months preceding the census date</li> <li>• Texas driver's license or Texas ID card showing origination date</li> <li>• Texas voter registration card showing origination date</li> <li>• Pay stubs for 12 months</li> <li>• Bank statements reflecting a Texas address for 12 months preceding the census date</li> <li>• Written statements from one or more social service agencies (TANF, social security, Medicaid, SNAP, CHIPS, etc.) attesting to the provision of services for at least 12 months preceding the census date</li> <li>• Lease or rental of residential real property other than campus housing in the name of the student showing 12 months</li> </ul>	<p>(Submit one document from the list below to support establishment of domicile for twelve consecutive months in Texas. You also need one document from List A.)</p> <ul style="list-style-type: none"> <li>• Employer-provided employment verification, proof of self-employment , pay stubs for twelve months</li> <li>• Ownership in real property sole or joint</li> <li>• State or local business licenses to conduct business or practice in this state</li> <li>• Written statements from one or more social service agencies (TANF, social security, Medicaid, SNAP, CHIPS, etc.) attesting to the provision of services for at least 12 months preceding the census date</li> </ul>	<p>(Submit one document from the list below to support visa is eligible to domicile. You also need one document from List A and one document from List B)</p> <ul style="list-style-type: none"> <li>• Visa (A,E,H1,K, etc.)</li> <li>• I-94</li> <li>• Passport</li> <li>• Other pertinent immigration documents</li> </ul> <p>* F, M, J, &amp; B visas do not qualify for domicile eligibility. If your visa changes from one of these to a Visa which is eligible to domicile, you must hold your new status for 12 months from the date of issue.</p> <p>*If the student is an H4 or O3 they must also present their parent's H1B or O1 visa.</p>	<p>(A change of residency petition must be submitted with two <b>different types</b> of supporting documentation. All documentation must be <b>current</b> and include the student's name and address. Changes made after the Official Date of Record of the traditional term will be effective the following term. <b>Changes are not retroactive to prior terms.</b>)</p> <ul style="list-style-type: none"> <li>• In-district high school transcript (graduation date of 1 year or less)</li> <li>• Texas driver's license or Texas ID (no temporary paper copies)</li> <li>• Texas voter registration card</li> <li>• Original Apartment Lease Agreement (all pages and no hand-written leases. Lease must include the student's name and period covered. No copies accepted)</li> <li>• Property tax payments for the year preceding enrollment</li> <li>• Bank statements from a Texas bank</li> <li>• Automobile insurance</li> <li>• Vehicle registration</li> <li>• Credit Card statements (e.g., MC, Visa, AMX)</li> <li>• Cellular Bills</li> <li>• Residential utility bills (e.g., electricity, water or gas)</li> </ul>

**Note: To be classified as in-district, the student must reside at an address in the HCC taxing district which consists of addresses in Alief ISD, Houston ISD, North Forest ISD, Stafford MSD, and part of the city of Missouri City.**

### **Visa eligible to domicile in the United States**

A, E, G, H1B, H4 (dependents of H1B), I, K, L, N, NATO, O1, O3 (dependent of O1), R, T, TPS, U, and V