

# Residency Questionnaire Form Instructions

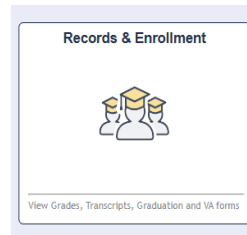
**University of Houston-Downtown**

**Registrar's Office**

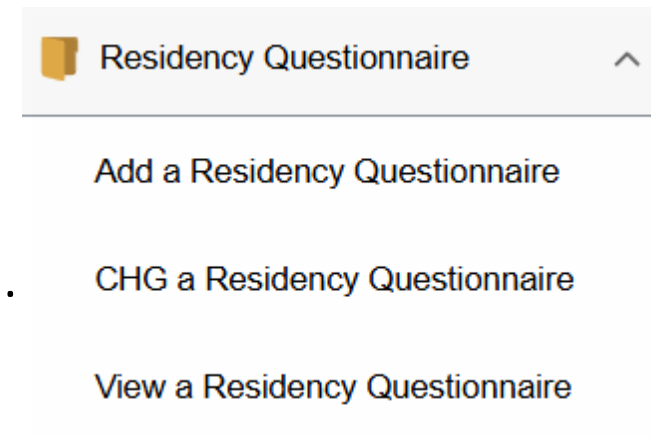


# How to Locate the Form

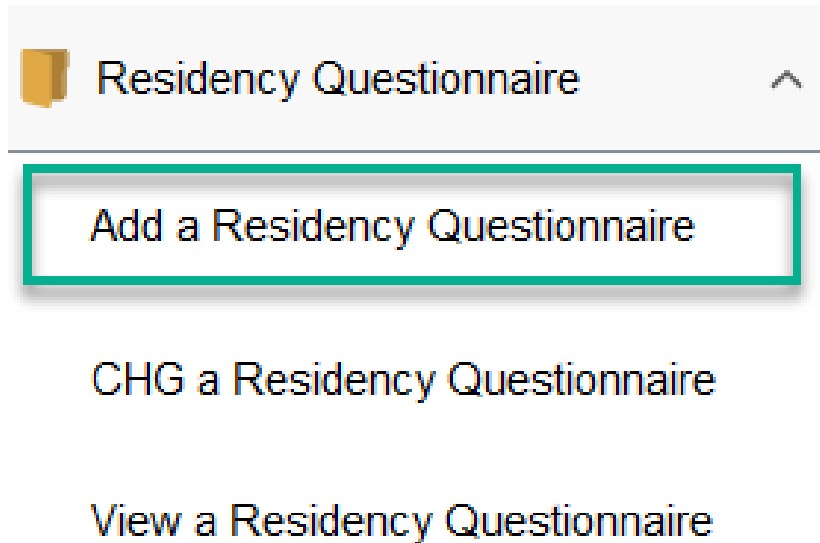
- Log into -[myUHD](#)
- Select the myUHD Self Service icon
- Select Records and Enrollment Tab



- The Residency Questionnaire tab is located on the left side of the screen.
- Click the drop down to see the forms available for submission.



Click the Add a Residency Questionnaire option to submit a new questionnaire.



**Add a Residency Questionnaire:** Add a new Form.

**CHG a Residency Questionnaire:** Change a saved or submitted form.

**View a Residency Questionnaire:** View the status of a submitted form.

# Submitting a New Questionnaire- Texas Residency Rules and Regulations

- From the dropdown menu, select 'Add a Residency Questionnaire' to begin submitting your request to review your current residency status. The first screen that appears will detail Residency Rules and Regulations for the state of Texas. Be sure to read through the information for acceptable forms of documentation.

< Student Home Student Records Collection

Residency Questionnaire : Residency Rules And Regulations

Documents that may be used to support a claim of residence in Texas and gainful employment in Texas:

**Residence** | If the student is a Transfer or holds a PR card/Qualifying Visa/Employment Authorization Card (EAD Card):

- Apartment lease or mortgage voucher (student's name must be on the lease)
- Letter of Employment showing hire start and end dates.
- Texas Driver's license showing a Texas address (issued at least 12 months prior to the Census Date)
- Texas motor vehicle registration (issued at least 12 months prior to the Census Date)
- A current Texas voter registration card (issued at least 12 months prior to the Census Date)
- Two utility bills (one current and one that is 12 months old) showing name and Texas address

**International students** | Non-citizen with NO qualifying Visa, and meets the Texas Higher Education Coordinating Board requirements under HB 1403, sec. 02, (aka SB 1528):

- Core Residency Questionnaire

If student applied for Temporary Protective Status (TPS) or Permanent Residence but has not yet been approved, submit:

- Core Residency Questionnaire
- The Notice of Action (NOA) from the United States Citizenship and Immigrant Service (USCIS)

**Gainful Employment** | may need to provide more than one of the following documents:

- Letter from employer (on company letterhead) with starting date to present date(s) of gainful employment and hours worked per week (at least 20 hours per week for a year).
  - DO NOT submit W-2 forms, as they don't prove the length of time employed.
  - *NOTE: work study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for Texas residency purposes.*
- Parent's 1040 Federal Income Tax transcript for the current and previous tax years. 1040 tax transcript must be filed in Texas and student claimed as a dependent. If parents are divorced, submit a copy of the divorce decree. *A Tax Transcript is a summary of the Tax Return.*
- Student's 1040 Federal Income Tax transcript filed in Texas and parent(s) 1040 showing they did not claim the student as a dependent. If married and spouse provides a majority of support, submit spouse's 1040 Federal Income Tax transcript. *A Tax Transcript is a summary of the Tax Return.*
- Two paystubs (one current and one that is 12 months old)

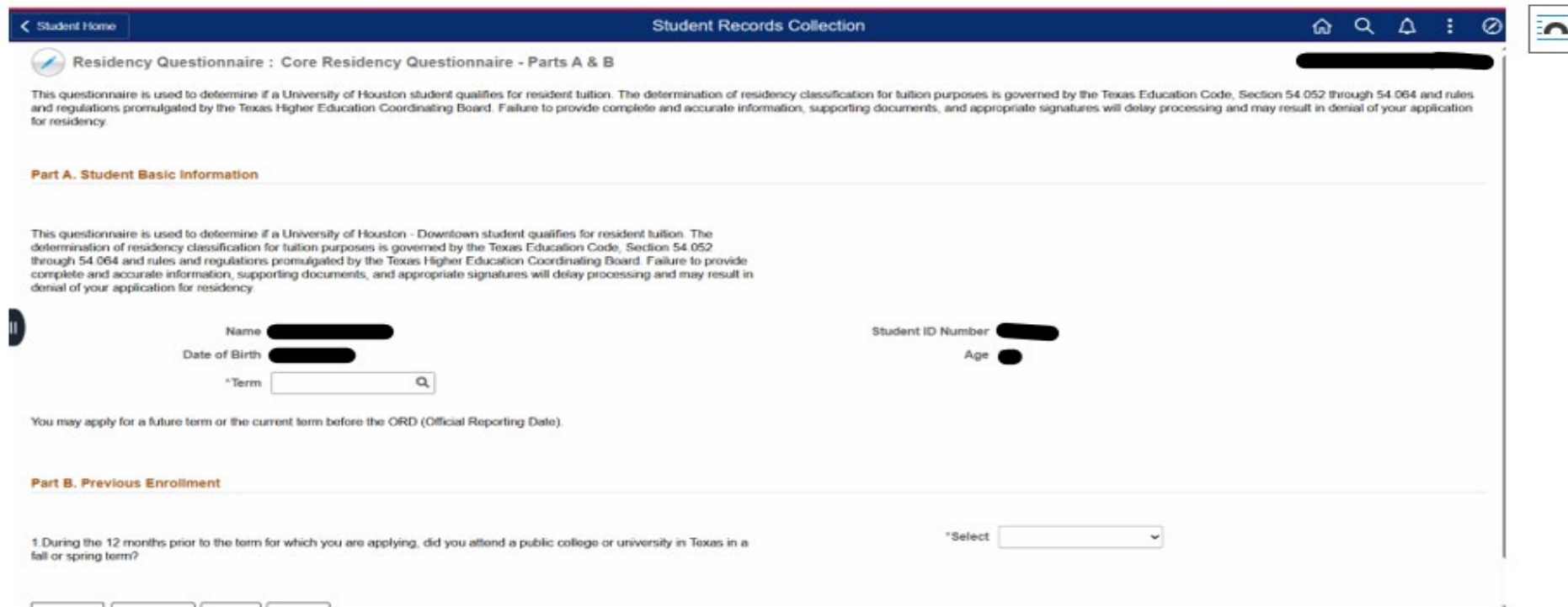
For more information on residency, visit [collegeforalltexans.com](http://collegeforalltexans.com).

Next Save



# Submitting a New Questionnaire- Select Term for Residency Review

- Confirm that your information is correct and select the desired term for your residency review.
- Please note that you will only be able to apply for residency review for future or current terms before ORD (Official Reporting Date). For more information on the ORD for the term, please view the [Academic Calendar](#).



The screenshot shows a web browser window with the URL 'Student Records Collection'. The page title is 'Residency Questionnaire : Core Residency Questionnaire - Parts A & B'. The form is divided into two main sections: 'Part A. Student Basic Information' and 'Part B. Previous Enrollment'. In Part A, there are fields for Name, Date of Birth, Student ID Number, and Age, all of which are redacted with black bars. There is a dropdown menu for selecting a term. Below the form, there is a note: 'You may apply for a future term or the current term before the ORD (Official Reporting Date)'. In Part B, there is a question: '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?' followed by a dropdown menu labeled '\*Select'.



# Submitting a New Questionnaire- Complete and Attach Supporting Documents

- Complete the questionnaire and provide requested documents. You will have the option to **save the form** if you need to come back to it later.
- After completing the questions, you will have an option to add comments regarding your residency and confirm all uploads.

< Student Home Student Records Collection

+ Residency Questionnaire : Core Residency Questionnaire - Part H

---

**Part H. General Comments**

Is there any additional information that you believe your college should know in evaluating your eligibility to be classified as a resident? If so, please provide it below:

Comments

---

**File Attachments**

A minimum of two of the following supporting documents are required to complete your residency questionnaire:

- **Apartment lease, mortgage voucher**, student/parent's name must be on the current lease and one that is 12 months old.
- **Texas driver's license**, showing a Texas address, student/parent's name must be on the current license and issued at least 12 months prior to the Census Date.
- **Texas motor vehicle registration**, student/parent's name must be on the current registration and issued at least 12 months prior to the Census Date.
- **A current Texas voter registration card**, student/parent's name must be on the current registration and issued at least 12 months prior to the Census Date.
- **Two utility bills**, student/parent's name must be on the current utility bills (one that is 12 months old) showing name and Texas address.
- **Credit Report**, showing the address length of time.
- **TX High School Transcript** (only for non-resident students)



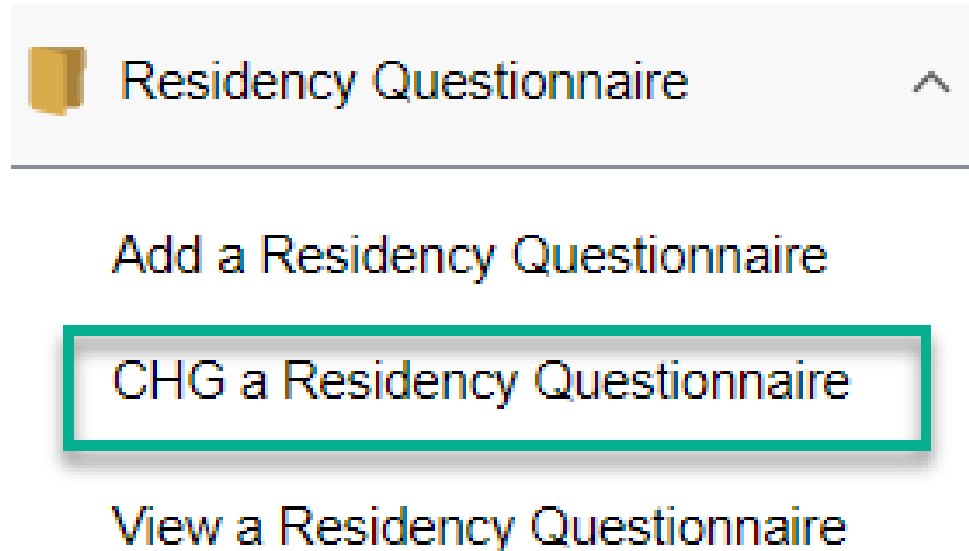
# Submitting a New Questionnaire- Complete and Attach Supporting Documents

- Certify that all information is accurate by sliding the option to Yes.
- Click Submit to send the document to the Registrar's Office to review. Please allow 5-7 business days for processing. Processing time may increase during peak enrollment season.
- **Important:** If you would like to make edits to a submitted or saved form, please [select CHG a residency questionnaire](#). You can also [view](#) the form to see the answers that submitted.

The screenshot shows a web interface for a "Residency Questionnaire : Core Residency Questionnaire - Part I". The header includes "Student Home" and "Student Records Collection" with navigation icons. The main content area is titled "Part I. Certification of Residency" and contains a certification statement: "I understand that officials at the University of Houston - Downtown will use the information submitted on this form to determine my status for residency eligibility. I authorize UHD to verify the information I have provided. I agree to notify the proper officials at UHD of any changes in the information provided. I certify that the information on this application is complete and correct. 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." Below this is a toggle switch labeled "Slide to 'yes' to certify" with the "Yes" option selected. At the bottom, there are "Previous", "Save", and "Submit" buttons. A "Comments" section is also visible.

## Residency Questionnaire eForm

Click the **CHG a Residency Questionnaire** option to edit a saved questionnaire. You will need to input your Student ID and term to recover the form with your previous answers.



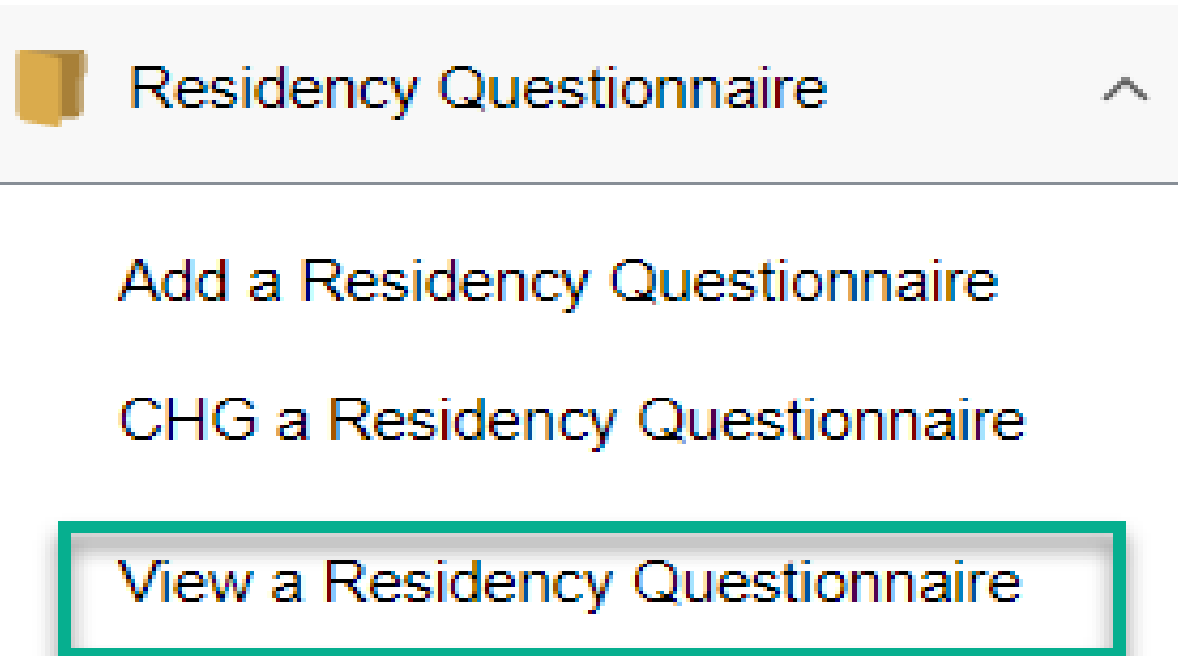
A screenshot of a web interface showing a dropdown menu. The menu is titled "Residency Questionnaire" and contains three options: "Add a Residency Questionnaire", "CHG a Residency Questionnaire", and "View a Residency Questionnaire". The "CHG a Residency Questionnaire" option is highlighted with a green border.

- Residency Questionnaire
- Add a Residency Questionnaire
- CHG a Residency Questionnaire**
- View a Residency Questionnaire



## Residency Questionnaire eForm

Click the **View a Residency Questionnaire** option to review a submitted questionnaire. You will need to input your Student ID and term to view the form with your submitted answers.



A screenshot of a web application dropdown menu. The menu is titled "Residency Questionnaire" and contains three options: "Add a Residency Questionnaire", "CHG a Residency Questionnaire", and "View a Residency Questionnaire". The "View a Residency Questionnaire" option is highlighted with a green border.

- Residency Questionnaire
- Add a Residency Questionnaire
- CHG a Residency Questionnaire
- View a Residency Questionnaire

# Questions?

Please contact the Registrar's Office

Monday through Thursday 8am-6pm; Friday 8am-5pm

Phone: 713-221-8999, option 6

Email: [Residency@uhd.edu](mailto:Residency@uhd.edu)

