



Residency Reclassification Information

Your initial Residency classification is determined by the answers you provide to the “core questions” included in your application. This determines your tuition rate. It is established in accordance with the rules and regulations of the Texas Higher Education Coordinating Board and the policies of Dallas College Board of Trustees. We want each student to receive the lowest tuition rate to which they are entitled. If you believe you may be eligible for a lower tuition rate, you may petition for reclassification* by providing supporting documentation to our Residency team per the instructions found on our [website](http://www.dallascollege.edu/residency).

The documents mentioned below are suggested proof only. Each student’s situation is different. Our Residency team will help you determine which documents may be acceptable to prove residency.

This information is provided as a courtesy. This information is neither official nor comprehensive. Official information concerning State of Texas residency requirements may be found at: www.theccb.state.tx.us.

****To be eligible to be classified at a lower residency rate, all documents must be submitted by census date of that semester. The student has the burden of proof to show by clear and convincing evidence that domicile has been established and maintained.***

Texas – In-state Residency

	LOOK UP YOUR SITUATION HERE: “YOU MAY BE ELIGIBLE IF YOU...”	FIND SUGGESTED PROOF DOCUMENTS HERE:
A	graduated from high school in Texas** (or received your Certificate of High School Equivalency in Texas), and you resided in Texas both: <ul style="list-style-type: none"> 36 months prior to grad date (final 3 yr. of HS) or receipt of Texas CHSE, and 12 months preceding census date of your starting semester. 	Official Texas High School transcript** with graduation date or Texas Certificate of High School Equivalency (formerly G.E.D.); for students who are neither US citizens nor permanent residents, a notarized Affidavit of Intent to Become a Permanent Resident (a.k.a. SB1528/Noriega Affidavit) is also required
B	established domicile in Texas not less than 12 months before the census date of your starting semester and you maintained domicile continuously in Texas for 12 months preceding the census date.	Last two years’ income tax returns (IRS form 1040 main page only; <i>W2s/1099s are not accepted</i>) OR pay stubs for the past 12 consecutive months OR employment letter(s) (on letterhead w/ date written, dates of hire/termination or “still employed”), FT/PT (if PT, avg. number hours/week worked), and official signature
C	are a dependent whose parent established domicile in Texas not less than 12 months before the census date of your starting semester and who maintained domicile continuously in Texas for 12 months preceding the census date.	Same as box B above + dependency documentation (most recent year’s IRS form 1040 main page only)
D	have been married for at least a year to someone who has established domicile in Texas not less than 12 months before the census date of your starting semester and who maintained domicile continuously in Texas for 12 months preceding the census date.	Same as box B above + marriage certificate/Declaration of Informal Marriage
E	are a member (or spouse/dependent child of a member) of the US Armed Forces whose Home of Record is Texas with the military.	Military ID (display only, do not copy) + Leave & Earnings statement or other document showing Texas as home of record
F	are a member (or spouse/dependent child of a member) of the US Armed Forces whose Home of Record is not Texas with the military but claimed Texas as your place of residence for 12 months preceding the census date of your starting semester.	Military ID (display only, do not copy) + Leave & Earnings statements for past 12 consecutive months showing Texas address
G	are a person classified by an institution of higher education as a Texas resident for either of the two prior regular semesters.	Official transcript from other institution showing resident status or a letter from an official in the Admissions/Registrar’s office stating your residency status was “in state without waivers” during either of the two prior regular semesters.

WE MAY REQUEST OTHER DOCUMENTS that may lend support (names/dates must be legible):

- Permanent Resident, Work Authorization (EAD) cards, Birth Certificate, US Passport, Visa, etc. (for those classified “out of country”)
 - Visas eligible to establish domicile: A, E, G, H1B, H4 (dependent of H1B), I, K, L, N, NATO, O1, O3 (dependent of O1), R, T, TPS, U, and V
 - Students with TPS/Asylee/Refugee status must show status has been *granted*; application alone is not sufficient
- Warranty deed/mortgage statement showing sole/joint ownership of the Texas residential real estate (must reside there)
- Documents showing ownership & customary management of a business in Texas (corporate formation documents alone are not sufficient)
- Documents showing public assistance in Texas as primary support (SNAP, TANF, food/housing assistance, incarceration, etc.)
- Proof of other earned income: pensions, veteran’s benefits, Social Security, savings from previous earnings, etc.

****** If your official transcript does not clearly demonstrate Texas residence for both 36 months prior to graduation date AND 12 months preceding census date of your starting semester, lease agreements, bills, or statements in the student’s name may be requested.

Note: employment conditioned on student status (Work Study), receipt of stipends, fellowships, research/teaching assistantships do not constitute gainful employment for Residency purposes.



In-County (In-District) Residency

Note: If your current residency status is “4 – out of country” or “3 – out of state”, see page 1 for information on establishing your residency status as “in-state” before addressing county residency.

The Dallas College Board of Trustees has established an “In-County” (formerly “In-District”) tuition rate for residents of Dallas County who have been classified or reclassified as Texas residents. Unlike Texas residency, there is no requirement live within Dallas County for 12 months prior to reclassification; only proof that the student currently resides in the county.

Note that the City of Dallas and Dallas County are two different legal entities. The City of Dallas extends into other neighboring counties. It is possible to live within the City of Dallas but be outside Dallas County. Some Dallas zip codes may extend into the counties of Tarrant, Denton, Collin, Rockwall, Kaufman, and Ellis. Dallas College uses both county line maps and the Dallas County Appraisal District data to verify the location of a residence.

When a residence lies in a multi-county zip code area and the student has already been classified or reclassified as a Texas resident, we may use these maps and resources as verification to change the student’s residency status. Sometimes, however, more proof is required.

In-County Documentation requirements

In-County documentation consists of some official document received by the student at their Dallas County place of residence within the most recent 30-day period. The document must legibly show the student’s name, their Dallas County address, and date.

Examples include, but are not limited to:

- Current lease agreement listing student either as leaseholder or occupant
- Official correspondence – bank statement, credit card statement, utility bill, cell phone bill, cable bill, voter registration card, etc.
- Official Texas driver license/ID card showing issue date within past 30 days
- Current automobile insurance card showing student’s name and address

Waivers

In accordance with law, the Dallas College Board of Trustees has authorized certain tuition waivers for qualifying individuals. While waivers do change the tuition rate for a student, they *do not* change the student’s residency status. Waiver recipients will need to request the waiver each academic year they qualify; additional documentation may be requested.

- Ad Valorem Taxes
 - A person, or a dependent of a person who resides outside Dallas County and who owns property subject to ad valorem taxation by Dallas College shall be entitled to pay tuition at the rate that applies to a student who resides in the College District.
- Economic Development and Diversification Program.
 - A person from outside the state of Texas, who registers with Dallas College before having established residency in the state of Texas, is entitled to pay the same tuition and other fees required of Texas residents if the person, or the parent or guardian of the person, has relocated to Texas as an employee of a business or organization that, not earlier than five years before the enrollment date, became established in this state as part of the Texas Economic Development and Diversification Program, and the person files with the college a letter of intent to establish residency in Texas.
- Dallas County Promise Initiative.
 - Dallas College shall provide eligible persons who reside outside Dallas County and who participate in the Dallas County Promise Initiative the same services and opportunities afforded Dallas County residents enrolled in its colleges. Accordingly, a person who resides outside Dallas County, who executes the Promise Pledge on or before the Promise Pledge due date, and satisfies all other requirements of the Dallas County Promise Initiative shall be entitled to pay tuition and fees at the rate that applies to a student who resides in Dallas County, if that person resides in the taxing district of a public junior college district contiguous to the Dallas County.