

University of Houston Clear Lake

RESIDENCY QUESTIONNAIRE AND PETITION FOR CHANGE IN RESIDENCY STATUS

Documentation required to support this form:

- All students, one of the following:**
 Letter from employer (with dates of employment and full-time/ part-time hour per week)
Signed Income Tax (students not enrolled and all parents claiming students)*
- Military students, one copy of the following:**
DD214, paycheck records, Letter from military commander or designee. Proof of dependency, if applicable
- For students not born in the US, also a copy of one of the following:**
 US Citizenship documentation
 Permanent Residency Card/Green Card, I-485 or receipt Qualifying Visa
- If any documentation based on spouse:**
 Copy of marriage license, spouse's legal status

**Any financial information may be marked out for your privacy- 1st two pages only*

Note: Teaching/Research Assistants and their families do not need to fill out his form. Please provide proof of teaching or research assistantship for specific semester. Spouse or dependent should also provide proof of marriage or dependency.

Student ID _____ Social Security Number _____

Name: _____
 (Last Name) (First) (Middle)

Date of Birth _____ Place of Birth _____ Email address _____

Present Address or email _____
 (Street or Box No.) City State Zip

Telephone Number _____ Semester of First Enrollment at UHCL _____

1. a. For the previous tax year I was claimed by: (circle one) Self Parent/Legal Guardian
 b. For the next tax year I will be claimed by: (circle one) Self Parent/Legal Guardian
 If you selected "Self" for both a. and b., continue to question two. If you selected "Parent/Legal Guardian" for a. and b., follow the below instructions:
- Remainder of form is filled out by parent/legal guardian
 - Documentation should include most recently filed income tax showing student as dependent.
 - A letter from the parent/legal guardian should be included with a statement to the fact of the parent/legal guardian's intent to claim the student on the next immediate tax year.

2. Where have you lived during the past four years? *Include current address. Be specific as to place and date.*

Street Address	City	State	From mm/dd/yy	To mm/dd/yy

3. List all colleges or universities (including UHCL) attended during the past four years. *Give names and dates.*

College or University	State	From mm/dd/yy	To mm/dd/yy	Fee paid as: Resident/Non-Res/Intl

4. Have you or your spouse been employed during the past four years? *Give name of employers and dates and places of employment. Indicate whether employment was on part-time or full-time basis and whether each was regarded as temporary or indefinite at the time of employment. If you aren't currently employed list employment of spouse.*

Self/ Spouse	Full time/ Part Time	Employer	City	State	From mm/dd/yy	To mm/dd/yy

5. Have you registered to vote or voted during the past four years? _____ If so, when and where?

6. In which state have you filed your income tax returns for each of the past four years? _____

7. What state do you claim as your legal residence? _____
8. State fully your basis for claiming the above state as your legal residence. _____

9. If you moved to Texas within the last four years, state briefly your purpose in coming to Texas.

10. Have you or are you currently serving in the Armed forces? _____
11. When and where were you separated from the service? *(Please provide copy of DD214 if transitioning from waiver to residency status)* _____
12. When and where did you enter the service and how old were you at the time? _____

13. Are you a citizen of the United States? _____ If so, did you become a citizen by naturalization?
_____ (If yes, evidence of naturalization must be submitted with this questionnaire.)
- If not, when did you first come to the United States? _____
- What is your current status with the United States? (permanent resident, applicant for permanent resident, qualifying visa or other) _____ (documentation is required to support this claim)
- What date did you obtain the status listed above? _____

IMPORTANT: *You may be requested to submit written verification of selected data. Please make sure the information you provided is accurate and complete.*

The above information is true and correct to the best of my knowledge.

Signature of Student: _____ Date: _____

Signature of Parent (where applicable): _____ Date: _____

For timely processing, form should be turned into the Office of Admissions 48 hours prior to the Census date of the semester consideration is requested for. Replies will be made by campus and home email if available.

If you are away from our campus you may also:

Mail to: **University of Houston-Clear Lake**
Office of Admissions
2700 Bay Area Blvd
Houston, TX 77058-1098

Or Fax: **(281) 283-2522**
Email scanned file(s): **Admissions@uhcl.edu**

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

For Office Use Only:	Exempt Reason	Employment _____
() TX-Res	SE	Time in Texas _____
() Non-Res	EE	Domicile est. date _____
() US Exempt	CS	From (semester) _____ to _____
() Foreign	AM	SIG _____ Date _____
() Foreign Exempt	EV	