

Establishing Residency

The state of Texas requires that public institutions of higher education identify and report the residency status of all students attending courses through Central Texas College. Once the student submits the CTC Application for Admissions it is evaluated to determine if we require additional documentation for the student's file to support his or her claim of residency. Below is a list of documents that may be requested of the student for residency purposes. Documentation may be returned to the high school counselor, CTC Mentor on campus at your student's campus, or directly to the Central Texas College Admissions office. You also may email the documents to the counselor or to Shannon Bralley, Director of Admissions and Recruitment at CTC at Shannon.Bralley@ctcd.edu.

Military dependents

Students who are military dependents may be classified one of two ways for tuition purposes: as a Texas resident for tuition purposes or as a non-Texas resident receiving a military waiver to pay the lowest tuition rate. You may provide the following documentation to establish their residency:

Bon-a-fide Texas Residency- Provide one of the following documents;

A twelve month old **and** most recent LES showing Texas as the state listed for tax purposes,

A copy of the sponsor's Army Enlisted Record Brief (ERB),

A copy of the sponsor's previous year's tax statement (W-2),

****** And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

You may redact all information from these documents with the exception of the sponsor's name, last four digits of the identification number, and the tax state.

Military Waiver method- If the tax state of the sponsor is NOT Texas, the student may provide the sponsor's PCS orders stationing them to Texas, or showing them as deployed from a Texas location.

******And the dependent will need to provide their military ID card for verification to the high school counselor or CTC representative in order to tie the dependent to the sponsor.

Texas Residents- Non-Military, retired/prior Military

Some students must submit additional documentation in order to establish Texas residency for tuition purposes. Residency is composed of two parts: Residency and Domicile. Residency is proof that you have lived in Texas for the past 12 months or longer. If you have been asked to provide residency documents and you are not military affiliated, you will need to prove Residency and Domicile. Domicile is how you have been supporting yourself in Texas during that time. If you have been asked to provide residency documents and are not military affiliated, you will need to prove Residency and Domicile with documentation listed from the chart below.

Residency	Domicile
Lease with parent listed as tenant or occupant	Paystubs, at least one per month for the past 12 months
Utility bills covering past 12 months	Employment letter on letterhead, stating employment dates
Texas DL/ID obtained 12+ months prior to term	Unemployment documentation for the past 12 months
Texas voter registration	12 months of Social services through Texas – Medicaid, Medicare, WIC, SNAP
Cancelled checks or bank statements with Texas address	Texas Workforce Commission documentation of attempted domicile (multiple visits throughout time in Texas, with or without employment success)
State or local licenses (business or professional)	Ownership of residential property in Texas
	Ownership and management of a business in Texas with no plans to liquidate in the foreseeable future
	DD214 showing Texas as the home of record

In addition to accurately reporting a student's residency status to the Texas Higher Education Coordinating Board as required, establishing a student's residency status may benefit the student after high school graduation as follows:

1. Nonresident Military Family Members who receive a waiver to pay in-state tuition rates may continue to use the waiver as long as they remain continuously in Texas or remain continuously enrolled in the same program of study. This may be beneficial for the student if the military sponsor is reassigned to a duty station outside Texas or the military sponsor retires or separates from the military but the student remains in Texas and remains continuously enrolled at a Texas public institution of higher education.

2. Any student who was enrolled in a Texas public institution of higher education for any part of the state fiscal year (fall or spring semester) and who was classified as a Texas resident is considered a Texas resident at the start of the following fall semester at the transferring Texas institution of higher education. If the institution acquires documentation that a person is a continuing student who was classified as a resident at the previous institution, no additional documentation is required and the student is not required to complete a new set of Core Residency Questions.