

## Midland College Application for Residency Reclassification

The Texas Higher Education Coordinating Board, rule 21.38, requires each student to provide substantiating documentation to affirm residence for tuition purposes. It also requires that students sign an Oath of Residency. Continuing students previously documented to be eligible for resident classification need not re certify their eligibility by completing this form. However, students who are applying for Reclassification should complete and turn this form into the Admissions Office.

\_\_\_\_\_  
Last name, First Name (please print)

\_\_\_\_\_  
Student Identification Number

### RESIDENCE CLASSIFICATIONS

**TEXAS RESIDENT** - An adult Texas resident (18 years of age and older) is defined as one who has resided continuously within the State of Texas for 12 months immediately prior to his/her original registration. A minor Texas resident is defined as one whose parent(s) or legal guardian has claimed the dependent for federal income tax purposes both at the time of enrollment and for the tax year preceding enrollment. This classification is defined by the State Auditor's Office and must be adhered to by the institution.

**NON-RESIDENT** - Non-Resident - A non-resident student is defined as one who does not qualify as a Texas resident (out-of-state, international, etc.). A non-resident student classification is presumed to be correct so long as the student is in the state primarily for the purpose of attending school. To be reclassified as a resident, after one or more years of residency, the student must show proof of intent to establish Texas as his/her own residency. A student who owns property in the Midland College taxing district may be eligible for a waiver of out-of-state tuition. Students who believe they are eligible for such waivers must contact the Enrollment Services Office.

**IN-DISTRICT** - In-District - A Texas resident who physically resides within the geographic boundaries of the Midland College taxing district, excluding student housing or residence halls. To qualify for In-District tuition, a student must have been classified as a Texas resident, and have been a resident of the Midland College taxing district for a period of six months before first enrollment. A student may reclassify from Out-of-District to In-District status, with appropriate documentation, after six month's residency in the Midland College taxing district.

**OUT-OF-DISTRICT** - A Texas resident who does not physically reside within the geographic boundaries of the Midland Community College taxing District. Aliens living in the United States under a visa permitting residence must meet the same requirements for qualifying for resident status for tuition purposes as do U.S. citizens. A permanent resident must meet the same length of residency requirements as a citizen.

### WRITTEN DOCUMENTATION

**Reclassification to Texas resident:** At minimum Midland College will have on file a copy of one or more appropriately dated documents which certify that the student classified as a resident has legal right to the correct classification as of the official census date of the semester or term for which he or she is enrolling. Documents submitted will be reviewed before a reclassification is made. Documents acceptable for this purpose include:

**a. Texas high school transcript; b. Texas college or university transcript; c. Employer statement of date of employment; d. Permanent Texas drivers' license (at least one year old). Generally, the license expiration date minus date of enrollment should not exceed three years; e. Property tax payments; f. bank statement; g. Utility bill; h. other third party documentation.**

- I am requesting that my residence be changed from Non Resident (Out of State) to Texas Resident effective with the following semester:  
Please circle one:    Fall    Spring    Summer I    Summer II    Year \_\_\_\_\_

**Reclassification to in-district resident:** At minimum Midland College will have on file a copy of at least 2 of the appropriately dated documents which certify that the student classified as a resident has the legal right to the correct classification as of the official census date of the semester or term for which he or she is enrolling. Documents submitted will be reviewed before a reclassification is made. The Midland College Enrollment Services Office will provide a Residency Reclassification form that students will complete when applying for reclassification. Documents which may be accepted for this purpose include:

**a. Texas permanent driver's license showing MC taxing district address; b. • Current tax receipt showing MC taxing District tax status; c. Texas Voter Registration card showing MC taxing District address; d. Lease agreement showing MC taxing District address and student's name; e. Current utility bill showing service at MC taxing District address and student name (P.O. box excluded); f. Pay stubs with students name, address, and date; g. Employer statement of date of employment showing MC taxing district address and students name; h. Bank Statement showing MC taxing district address and students name; i. High School transcript showing MC taxing district address and students name; j. Other third party documentation**

- I am requesting that my residence be changed from Out of District to In District for the following semester  
Please circle one:    Fall    Spring    Summer I    Summer II    Year \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Date

-----**Office Use Only**-----

Previous Residency Code \_\_\_\_\_

Previous County Code \_\_\_\_\_

New Residency Code \_\_\_\_\_

New County Code \_\_\_\_\_

Date Entry Initials \_\_\_\_\_

Revised 10/15

# STUDENT INFORMATION UPDATE REQUEST

Name: \_\_\_\_\_ MC Student ID Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Please change the following checked item(s) in my student records:**

**Change of Address:**

**Physical or Mailing (Please circle one)**

New Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

County \_\_\_\_\_

I have lived in Midland, Texas for \_\_\_\_\_ years and/or \_\_\_\_\_ months

*\*Please note: If changing from Out-of-District/Out-of-State to In-District/In-State, you MUST complete the Midland College Application for Residency Reclassification form. Completing this Change of Address does not automatically update your residency status for tuition purposes. Contact the Enrollment Services Office (enroll@midland.edu) for details.*

**Change of Telephone Number:**

Home Telephone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

**Change of personal E-mail Address:**

New e-mail address: \_\_\_\_\_

**Change of Emergency Contact:**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Correction of Social Security Number:**

As it appears on file: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Correct Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

*\*Please note: Change of Social Security Number requires a copy of your Social Security card.*

**Name Change:**

From: \_\_\_\_\_

To: \_\_\_\_\_

*\*Please note: For a name change, you must provide a copy of your updated Social Security card.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit by:  
Fax: (432)685-6401  
Email: [records@midland.edu](mailto:records@midland.edu)

Mail: Midland College Student Records  
3600 N. Garfield  
Midland, TX 79705