Overview

This document details Collin College's process for validation of Texas residency for tuition purposes. For more information on Texas requirements, please review Texas Administrative Code Title 19, Part 1, Chapter 21, Subchapter B, sections 21.21-21.30.

Update Residency Status

1. Navigate to your profile by clicking your photo in the upper right corner of the Home page. Select **View Profile.**
2. Click **Actions**, hover over **Residency**, then select **Change My Residency**.
3. Enter the **Effective Academic Period**, then the Current and Proposed Residency Status will update automatically.
   a. If you are listed as a Nonresident currently, the Proposed Residency Status will automatically update to Resident.
   b. If you are listed as a Resident currently, the Proposed Residency Status will automatically update to Nonresident.
4. Click **OK** then **Done**.
5. Click on the **Inbox** next to your profile picture in the upper right corner.
6. Complete the Residency Reclassification Questionnaire by answering all questions and uploading copies of legal documents, if necessary, then select **Submit**.
7. Depending on your answers to the Residency Reclassification Questionnaire, a second questionnaire may appear in your inbox. If so, complete the second questionnaire by answering all questions and uploading supporting documents, then select **Submit**.

After submission, your residency request and questionnaires will be reviewed by the Registrar Office. If additional documentation or information is needed, the request will be sent back to your inbox with comments about what is needed. To view comments, click on the **Alert** icon in the upper right corner and selecting the Student Residency Event item.

If no additional documentation or information is needed, the Registrar Office will review your request and make any eligible updates to your residency status. You will receive a notification in the **Alert** tab once the review is completed. Then you can view your residency status by navigating to your profile, selecting **Personal** from the menu on the left, then clicking on the **Residency** tab. The current residency status will show at the top and a history of any residency statuses will appear in the History table below.