

RESIDENCY

HOLDS AND NEEDED DOCUMENTATION



LSC-CYFAIR
Dual Credit





Residency Path **HOLD**

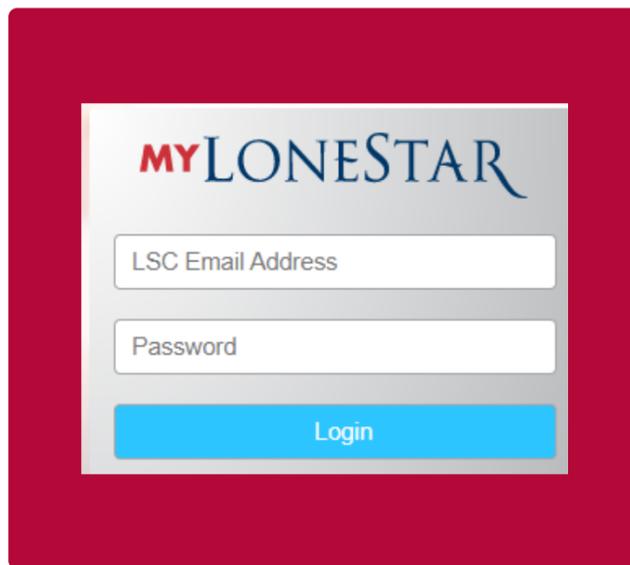
Students can get this hold a few different ways:

- They change their address in their profile
- They sit out a semester
- The system is unable to determine their residency from their GoApplyTexas application

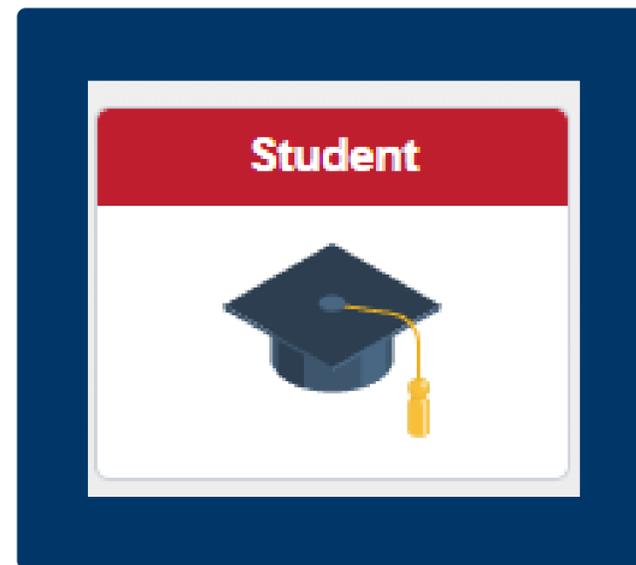
----->

HOW TO COMPLETE THE RESIDENCY OATH

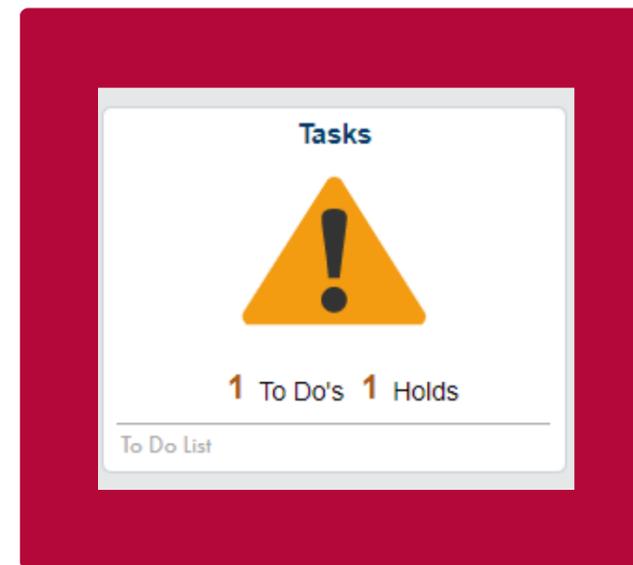
The questionnaire can be difficult for students to complete on their own. We encourage students to contact us with questions at 281-290-3426 or complete the oath with their parents.



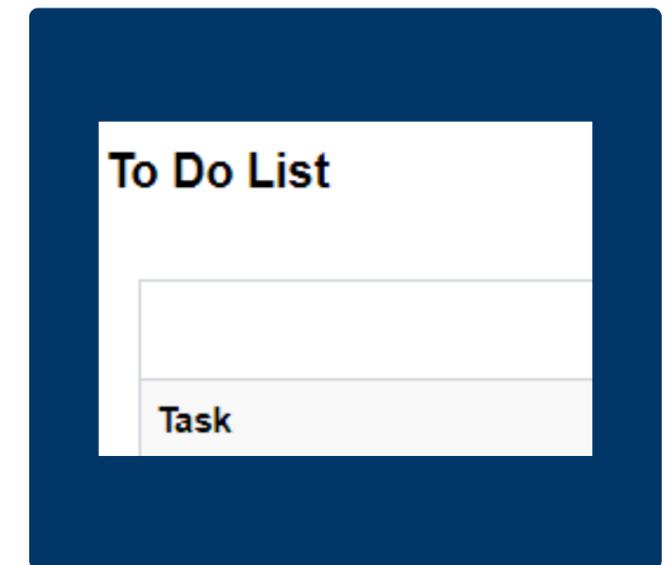
Log into MyLonestar



Click on the student tile



Click on the tasks tile



Find the Texas Residency Questionnaire and answer all questions accurately



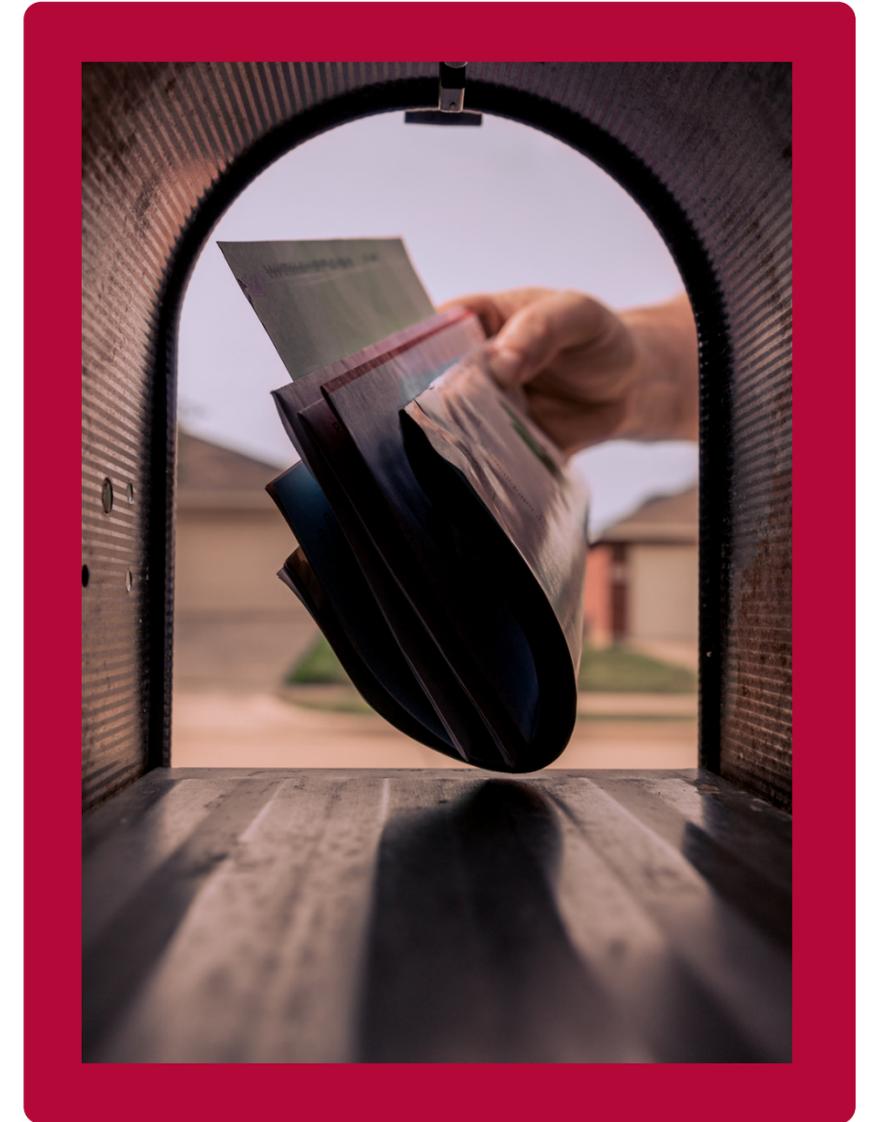
See Residency Official **HOLD**

- Placed on a student's account after a change in address or change in residency status
- Student must provide documentation to residency official
- Documentation needed depends on the residency status change

Returned Mail

HOLD

- Placed on a student's account because mail was undeliverable to the address on file
- Student must provide one item from below that is current, has the address on file and has the student's name:
 - Texas Driver's License or Texas ID
 - Rental or lease agreement / mortgage statement
 - Deed or title to real property
 - Utility bill
 - Current voter's registration card
 - Current credit report
 - Automobile insurance/vehicle registration
 - Current bank statement
- Documentation may be submitted in parent/guardian name. Tax return (1040) showing dependency required as well.



OUT OF DISTRICT TO IN DISTRICT

Students will need to provide **ONE** document from the following section:

1

Proof of Address - One of the below options that is current, shows the student's name, and shows the address on file:

- Texas Driver's License or Texas ID
 - Rental or lease agreement / mortgage statement
 - Deed or title to real property
 - Utility bill
 - Current voter's registration card
 - Current credit report
 - Automobile insurance/vehicle registration
 - Current bank statement
-

OUT OF STATE TO IN DISTRICT

Students will need to provide **ONE** document from each of the following **TWO** sections:

1

Proof of Address - One of the below options that is current, shows the student's name, and shows the address on file:

- Texas Driver's License or Texas ID
- Rental or lease agreement / mortgage statement
- Deed or title to real property
- Utility bill
- Current voter's registration card
- Current credit report
- Automobile insurance/vehicle registration
- Current bank statement

OUT OF STATE TO IN DISTRICT

2

Proof of Domicile (requires 12 months of consecutive documentation prior to the census date). One of the below options that is current and shows the name of the student:

- TX real estate ownership (title or deed showing ownership for the past 12 months)
 - Employer's statement of dates of employment, self-employment, pay stubs, or other proof of earned income showing presence in Texas for the past 12 months
 - Statements from one or more social service agencies in Texas attesting to the provisions of services for the past 12 months
 - Residential real property in Texas (Title or Deed showing ownership for the last 12 months)
 - Ownership of a Business Entity with evidence of ownership (for the last 12 months)
-

INTERNATIONAL TO IN DISTRICT

Students will need to provide **ONE** document from each of the following **THREE** sections:

1

Proof of Address - One of the below options that is current, shows the student's name, and shows the address on file:

- Texas Driver's License or Texas ID
- Rental or lease agreement / mortgage statement
- Deed or title to real property
- Utility bill
- Current voter's registration card
- Current credit report
- Automobile insurance/vehicle registration
- Current bank statement

INTERNATIONAL TO IN DISTRICT

2 Proof of Domicile (requires 12 months of consecutive documentation prior to the census date). One of the below options that is current and shows the name of the student:

- TX real estate ownership (title or deed showing ownership for the past 12 months)
- Employer's statement of dates of employment, self-employment, pay stubs, or other proof of earned income showing presence in Texas for the past 12 months
- Statements from one or more social service agencies in Texas attesting to the provisions of services for the past 12 months
- Residential real property in Texas (Title or Deed showing ownership for the last 12 months)
- Ownership of a Business Entity with evidence of ownership (for the last 12 months)

INTERNATIONAL TO IN DISTRICT

3

Proof of citizenship or eligibility to domicile. One of the below options:

- US passport
 - US birth certificate
 - Visa eligible for domicile (if the student is on an H4 or O3 visa, they must also present their parent's H1B or O1 visa)
 - Asylee status, Refugee status, or Parolee status documentation (MUST BE APPROVED)
 - TPS Documentation
 - Permanent residency (approved or pending) documentation
-



Is the student a **DEPENDENT?**

- Proof of address and proof of domicile may be submitted in the name of a parent or guardian. The student must then also submit the latest tax return (1040) showing their name as a dependent on the person listed in the documentation.

SB 1528 AFFIDAVIT



Texas state law states a person who is not a US citizen or permanent resident shall be classified as a Texas resident if they meet the following criteria:

- The student graduated or will graduate from a Texas high school
- The student resided in Texas for three years leading up to graduation from high school
- The student will file an application for permanent residency at the earliest opportunity.

**Undocumented students must remain international until their senior year. Once a senior, they may submit an affidavit along with an official work in progress transcript showing the past three years in a Texas high school.

----->

IMPORTANT

Students in the US on a B1/B2 visa are unable to take any credit courses at Lone Star College. These students are only eligible for continuing education courses.

Students can study credit if they meet the following requirements:

- Their B1/B2 is expired AND
- They qualify to use an affidavit OR have applied for another status





Bio Demo or SSN **HOLD**

- Placed on a student's account due to wrong/missing information (DOB/Name/SSN)
- Student may clear the hold by submitting the following:
 - Social security card AND government issued photo ID for legal name issues
 - If the student does not have a social security card, a home country passport may be used
 - Birth certificate, TX DL, or passport for DOB issues



SEE RESIDENCY OFFICIAL HOLD

Documentation will need to be emailed to CF-DualCreditAdvising@LoneStar.edu or submitted in person

BIO/DEMOGRAPHIC OR SSN HOLDS

Documentation can be submitted in person or emailed to CF-DualCreditAdvising@LoneStar.edu

