



## Acceptable Residency Documentation

### TO DOMICILE IN TEXAS

In order to be considered a Texas Resident, a person must have:

(A) established domicile in Texas not less than 12 months before the census date of the academic semester in which the person enrolls at San Antonio College; and

(B) maintained domicile continuously in Texas for the 12 months immediately preceding the census date of the academic semester in which the person enrolls at San Antonio College.

#### To domicile is to meet one or more of the criteria below:

#### 1. Must provide 12 consecutive months of Gainful Employment

- a. Employer statement of dates employed (*beginning & current or ending dates*)
- b. Other documents that show the person
  - i. Has been engaged in *12 consecutive months* of employment intended to provide an income to the person or allow the person to avoid the expense of paying another to perform tasks (*as in child care*) that is sufficient to provide at least one-half of the individual's tuition, fees and living expenses or that represents an average of at least 20 hours of employment per week.
  - ii. A person who is *self-employed for 12 consecutive months* or who is living off his/her earnings
  - iii. Primarily supported by *Public Assistance for 12 consecutive months* (such as: TANF, SNAP, WIC, Supplemental Security Income (SSI), Social Security, Medicaid, and savings from previous earnings) may be considered gainfully employed for purposes of establishing residency, as may a person whose primary support is public assistance.
  - iv. For a *homeless person*, a written statement from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the *12 consecutive months* immediately preceding the census date of the term in which the person enrolls.

*Note: Employment conditioned on student status, such as work-study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment for purposes of residency determination*

#### 2. Must provide 12 consecutive months of Sole or Joint Marital Ownership of Residential Real Property

- a. Title of Sole or joint marital ownership of residential real property in Texas with documentation to verify *12 consecutive months* of ownership prior to the census date of the term in which the person enrolls (*such as: Warranty Deed*) with the person or the dependent's parent having established and maintained domicile at that residence.

#### 3. Marriage to a Person who has

- a. Established and Maintained Domicile in Texas for 12 consecutive months prior to the census date of the term in which the person enrolls. Documents needed are: Marriage Certificate or Declaration of Registration of Informal Marriage

#### 4. Ownership of a Business Entity

- a. Documents that evidence the organization of the business in *Texas* that reflect the ownership interest of the person or dependent's parent, and the customary management of the business by the person or dependent's parent without the intention of liquidation for the foreseeable future.

### TO QUALIFY FOR *In-District* RESIDENCY CLASSIFICATION

In order to qualify for an in-district residency classification a student must provide evidence of residing within the Alamo Colleges District taxing district.

The student must:

1. Update your address through your ACES account

Please follow the steps below:

- Log in to ACES
  - Click on "Student" tab
  - Click on "Web Services"
  - Click on "Personal Information"
  - Click on "Update Addresses and Phones"
  - Click on "Permanent: Current"
  - Go to the middle of the page and put a check mark the "Delete this Address" box
  - Click the "Submit" button on the bottom of the page
  - You will be directed to the Updated Addresses and Phones - Select Address" Page
  - Got to the drop-down menu and select "Permanent"
  - Then, select "Submit"
  - Last: Update your information and then select "Submit"
2. Submit, via email ([sac-Residency@alamo.edu](mailto:sac-Residency@alamo.edu))
    - a. A current and valid copy of your Texas Driver's License or Texas ID with the in-district address. Or,
    - b. A current formal lease agreement indicating that the student resides within the Bexar County Taxing District. Or,

For more information, you may visit our website at <https://www.alamo.edu/sac/admissions-aid/pay-for-college/residency-information/>