



CISCO COLLEGE

**Mail or fax form to:**  
**Cisco College, Admissions Office/Residency Official**  
**101 College Heights**  
**Cisco, TX 76437**  
**Fax: 254-442-1449**

You may also email the form by filling it in, saving the form as a PDF and attaching it to an email- send the email to Admissions@cisco.edu.

## RESIDENCY QUESTIONNAIRE

The Texas Higher Education Coordinating Board rule 21.25 requires each student applying to enroll at an institution to respond to a set of core residency questions for the purpose of determining the student's eligibility for classification as a resident. Also, if you are seeking reclassification based on additional or changed information, the college requires that the student complete a set of core residency questions and provide relevant supporting information as outlined on Page 4 of this questionnaire.

### \*STUDENT ID OR SSN MUST BE PROVIDED

<b>Part A</b>  <b>Student Basic Information</b>	Last Name	First Name	Student ID or SSN (required)*	First Term at Cisco College(Admit Term)
	Street Address			Apartment No.
	City, State, Zip Code			

<b>Part B</b>  <b>Previous Enrollment</b>	1. During the 12 months prior to the term for which you are applying, did you attend a public college or university in Texas in a fall or spring term?	Yes ___ No ___ If you answered "no", please continue to <b>Part C</b> . If you answered "yes", complete questions 2-5:
	2. What Texas public institution did you last attend? (Give full name, not just initials.)	
	3. In which terms were you last enrolled? (check all that apply)	
	4. During your last semester at a Texas public institution, did you pay resident (in-state) or nonresident (out-of-state) tuition?	___ resident (in-state) ___ nonresident (out-of-state) ___ unknown
	5. If you paid in-state tuition at your last institution, was it because you were classified as a resident or because you were a nonresident who received a waiver?	___ resident ___ nonresident with a waiver ___ unknown

**IMPORTANT:** If you were enrolled at a Texas public institution during a fall or spring semester within the previous 12 months and were classified as a Texas resident, skip to **Part I**, sign and date this form and submit it to your institution. If you were not enrolled at a Texas public institution during a fall or spring semester within the previous 12 months, or if you were enrolled but classified as a nonresident, proceed to **Part C**.

<b>Part C</b>  <b>Residency Claim</b>	Are you a resident of Texas?	Yes ___ No ___
	If you answered yes, continue to <b>Part D</b> . If you answered no, complete the following question and continue to <b>Part I</b> . Of what state or country are you a resident? _____	
	If you are uncertain, continue to <b>Part D</b> .	

<b>Part D</b>  <b>Acquisition of High School Diploma or GED</b>	1. a. Did you graduate or will you graduate from high school or complete a GED in TX prior to the term for which you are applying?	Yes ___ No ___
	1. b. If you graduated or will graduate from high school, what was the name and city of the school?	Yes, I graduated ___ No, I have not graduated___
	2. Did you live or will you have lived in TX the 36 months leading up to high school graduation or completion of the GED?	Yes ___ No ___
	3. When you begin the semester for which you are applying, will you have lived in TX for the previous 12 months?	Yes ___ No ___
	4. Are you a U.S. Citizen or Permanent Resident?	Yes ___ No ___

#### Instructions to Part D:

1. If you answered "no" to question 1a or 2 or 3, continue to Part E.
2. If you answered "yes" to all four questions, skip to Part I.
3. If you answered "yes" to questions 1, 2 and 3, but "no" to question 4, complete the Residency Affidavit (available at Enrollment Services and online) and submit this form with the affidavit to your institution.

<b>Part E</b>  <b>Basis of Claim to Residency</b>	<b>TO BE COMPLETED BY EVERYONE WHO DID NOT ANSWER "YES" TO QUESTIONS 1a, 2, AND 3 OF PART D.</b>	
	1. Do you file your own federal income tax as an independent tax payer? (An independent tax payer should not be claimed as a dependent for tax purposes by another person. <b>If you file a joint return with your spouse, answer "yes."</b> )	Yes ____ No ____
	2. Are you claimed as a dependent or are you eligible to be claimed as a dependent by a parent or court-appointed legal guardian? (To be eligible to be claimed as a dependent, your parent or legal guardian must provide at least one-half of your support. A step-parent does not qualify as a parent if he/she has not legally adopted you.)	Yes ____ No ____
	3. If you answered "No" to both questions above, who provides the majority of your support?	
	<i>Instructions to Part E.</i> 1. If you answered "yes" to question 1, and "no" to question 2, continue to <b>Part F</b> . 2. If you answered "yes" to question 2, skip to <b>Part G</b> . 3. If you answered "yes" to both questions 1 and 2, skip to <b>Part G</b> . 4. If you answered "no" to 1 and 2 and "self" to question 3, continue to <b>Part F</b> . 5. If you answered "no" to 1 and 2 and "parent or guardian" to question 3, skip to <b>Part G</b> . 6. If you answered "no" to 1 and 2 and "other" to question 3, skip to <b>Part H</b> and provide an explanation, and complete <b>Part I</b> .	

<b>Part F</b>	<b>Questions for students who answered "Yes" to Question 1 or "Self" to Question 3 of PART E.</b>	
	1. Are you a U.S. Citizen?	Yes ____ No ____
	2. Are you a Permanent Resident of the U.S.? (U.S. Citizens check "no".)	Yes ____ No ____
	3. Are you a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (You should have received a fee/filing receipt or Notice of Action (I-797) from USCIS showing your I-485 has been reviewed and has not been rejected).	Yes ____ No ____
	4. Are you a foreign national here with a visa or are you a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.	Yes ____ No ____ Visa type: _____
	5. Do you currently live in Texas? If you are out of state due to a temporary assignment by your employer or another temporary purpose, please check "no" and explain in <b>Part H</b> .	Yes ____ No ____
	6. a. If you currently live in Texas, how long have you been living here?	Years: _____ Months: _____
	6. b. What is your main purpose for being in the state? If for reasons other than those listed, give an explanation in <b>Part H</b> .	Go to College [ ] Establish/maintain a home [ ] Work Assignment [ ]
	7. If you are a member of the U.S. military: a. Is Texas your Home of Record? b. If not, what state will have been listed as your military legal residence for tax purposes on your Leave and Earnings Statement for the 12 months prior to enrollment?	7a. Yes ____ No ____ 7b. _____
	8. Do either of the following apply to you? (Check all that apply) a. Hold the title (Warranty Deed, Deed of Trust, or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____ b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____	
	9. While living in Texas, have you: (Check all that apply) a. Been gainfully employed for a period of at least 12 consecutive months? (Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships or research or teaching assistanceships does not constitute gainful employment.) b. Received primary support through services from a social service agency for a period of at least 12 consecutive months?	9a. Yes ____ No ____ 9b. Yes ____ No ____
	10. Spouse: a. Are you married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to any part of question 8 or 9? b. If yes, indicate which question (and which part of the question) could be answered yes by your spouse: c. How long will you have been married to the Texas resident prior to enrollment?	10a. Yes ____ No ____ 10b. Question # _____ 10c. Years: _____ Months _____
	<b>Skip Part G and Continue to Part H.</b>	

<b>Part G</b>	<b>Questions for students who answered "Yes" to Question 2 of Part E or who answered "Parent or Guardian" to Question 3 of PART E.</b>	
	1. Is the parent or legal guardian upon whom you base your claim of residency a U.S. citizen?	Yes ___ No ___
	2. Is the parent or legal guardian upon whom you base your claim of residency a Permanent Resident? (If U.S. Citizen, check "no".)	Yes ___ No ___
	3. Is this parent or legal guardian a foreign national whose application for Permanent Resident Status has been preliminarily reviewed? (He or she should have received a fee/filing receipt or Notice of Action (I-797) from the USCIS showing his or her I-485 has been reviewed and has not been rejected)	Yes ___ No ___
	4. Is this parent or legal guardian a foreign national here with a visa or a Refugee, Asylee, Parolee or here under Temporary Protective Status? If so, indicate which.	Yes ___ No ___ Visa type: _____
	5. Does this parent or guardian currently live in Texas? If he or she is out of state due to a temporary assignment by his or her employer or another temporary purpose, please check "no" and explain in <b>Part H</b> .	Yes ___ No ___
	6. a. If he or she is currently living in Texas, how long has he or she been living here?	Years: _____ Months: _____
	6. b. What is your parent's or legal guardian's main purpose for being in the state? If for reasons other than those listed, give an explanation in Part H.	Go to College [ ] Establish/maintain a home [ ] Work Assignment [ ]
	7. If you are a member of the U.S. military: a. If he or she is a member of the U.S. military, is Texas his or her Home of Record? b. If not, what state will have been listed as his or her military legal residence for tax purposes on his or her Leave and Earnings Statement for the 12 months prior to enrollment?	7a. Yes ___ No ___ 7b. _____
	8. Do any of the following apply to your parent or guardian? (Check all that apply) a. Hold the title (Warranty Deed, Deed of Trust or other similar instrument that is effective to hold title) to residential real property in Texas? If yes, date acquired: _____ b. Have ownership interest and customarily manage a business in Texas without the intention of liquidation in the foreseeable future? If yes, date acquired: _____	
	9. While living in Texas, has your parent or guardian: (Check all that apply) a. Been gainfully employed for a period of at least 12 consecutive months? (Gainful employment requires an average employment of at least 20 hours per week for one year or earnings equal to at least half of tuition and living expenses for one 9-month academic year. Employment conditioned on student status such as work-study, the receipt of stipends, fellowships, or research or teaching assistantships does not constitute gainful employment.) b. Received services from a social service agency for a period of at least 12 consecutive months? Note: the dollar value of social services received may be combined with earnings to total at least one-half of tuition and living expenses for one 9-month academic year.	9a. Yes ___ No ___ 9b. Yes ___ No ___
	10. Spouse: a. Is your parent or legal guardian married to a person who has been classified as a Texas resident by a Texas public institution or who could answer "yes" to any part of question 8 or 9? b. If yes, indicate which question (and which part of the question) could be answered yes by your parent or guardian's spouse: c. How long will your parent or guardian have been married to the Texas resident prior to enrollment?	10a. Yes ___ No ___ 10b. Question # _____ 10c. Years: _____ Months: _____
	<b>Continue to Part H.</b>	

<b>Part H</b>  <b>General Comments</b>	Is there any additional information that you believe your college/university should know in evaluating your eligibility to be classified as a resident? If so, please provide it below (attach additional sheets as necessary):	

<b>Part I</b>  <b>Certification of Residency</b>	I understand that officials of my college/university will use the information submitted on this form to determine my status for residency eligibility. I authorize the college/university to verify the information I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment and/or appropriate disciplinary action.	
	Signature: _____	Date: _____

## **Documentation to Support Establishing and Maintaining Domicile in Texas**

The following documentation may be requested by the institution regarding a person's responses to the Core Residency Questions. Documents that may be used as proof that:

- (1) The person or the dependent's parent established domicile in Texas, and
  - (2) The person or the dependent's parent has maintained domicile in Texas continuously for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls,
- include but are not limited to the following:

### **Part A**

#### **Documents that may Support the Establishment of a Domicile in Texas and Maintenance of Domicile in Texas**

##### **1. SIGNIFICANT GAINFUL EMPLOYMENT**

- a. An employer's statement of dates of employment in Texas (beginning and current or ending dates) that encompass at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls.
- b. Other documents that show the person or the dependent's parent, for at least 12 consecutive months immediately preceding the census date of the term in which the person enrolls:
  - 1) has been engaged in 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 and living expenses or represents an average of at least 20 hours per week; or
  - 2) is self-employed in Texas or is living off his/her earnings; or
  - 3) is primarily supported by public assistance in Texas.
- c. For a homeless person, written statements 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.

##### **2. SOLE OR JOINT MARITAL OWNERSHIP OF RESIDENTIAL REAL PROPERTY**

Title to residential real property in Texas with documentation to verify 12 consecutive months of ownership immediately preceding the census date of the term in which the person enrolls, such as a 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 ESTABLISHED AND MAINTAINED DOMICILE IN TEXAS**

Marriage Certificate or Declaration of Registration of Informal Marriage with documentation to support that spouse has established and maintained domicile in Texas for the 12 consecutive months preceding the census date of the term in which the person enrolls.

##### **4. OWNERSHIP OF A BUSINESS ENTITY**

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.

### **Part B**

#### **Documents that May Provide Support to a Claim of Maintaining a Domicile in Texas for the 12 Consecutive Months Immediately Preceding the Census Date of the Term in which the Person Enrolls**

1. Utility bills for the 12 consecutive months preceding the census date;
2. A Texas high school transcript for full senior year immediately preceding the census date;
3. A transcript from a Texas institution showing presence in the state for the 12 consecutive months preceding the census date;
4. A Texas driver's license or Texas ID card that has not expired and, if it reflects an origination date, shows an origination date at least 12 months prior to the census date;
5. Cancelled checks that reflect a Texas residence for the 12 consecutive months preceding the census date;
6. A current credit report that documents the length and place of residence of the person or the dependent's parent to be in Texas and the length of residence to be at least 12 consecutive months preceding the census date.
7. Texas voter registration card that was issued at least 12 months prior to the census date.
8. Pay stubs for the 12 consecutive months immediately preceding the census date, reflecting significant gainful employment in Texas;
9. Bank statements reflecting a Texas address for the 12 consecutive months immediately preceding the census date;
10. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 consecutive months immediately preceding the census date.
11. Lease or rental of residential real property in the name of the person or the dependent's parent for the 12 consecutive months immediately preceding the census date.

### **Part C**

#### **Other Documents that May be Used to Lend Support To or Clarify an Individual's Claim of Domicile or Residence, as Appropriate, in Texas**

Among other documents that may be used to lend support to or clarify an individual's claim of having established and maintained domicile or residence, as appropriate, in Texas are the following:

1. Tax return of the student or parent(s).
2. Visa, passport or other pertinent immigration documents.
3. Leave and Earnings Statements (LES).
4. Documents or statements to clarify answers to Core Residency Questions.
5. A Texas high school transcript to verify thirty-six months' presence in the state and graduation from a Texas high school.
6. State or local licenses to conduct a business or practice a profession in this state.



The attached IRS form W-9S **MUST** be completed, signed and returned with your Residency Questionnaire form. The second box marked “Taxpayer identification number” refers to your social security number. This box is for the purpose of certifying under penalty and perjury that the information provided is true and correct.

PLEASE NOTE: If your address or name changes you are responsible for reporting that change to Cisco College. Addresses can be updated through your Campus Connect account. Name changes require supporting documents and can only be made through the Admissions/Enrollment Services office.

## Request for Student's or Borrower's Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

### Part I Student or Borrower Identification (All must complete.)

Print or type	Name of student or borrower (see instructions)	Taxpayer identification number
	Address (number, street, and apt. or suite no.)	
	City, state, and ZIP code	

### Part II Student Loan Certification (Complete for student loans only.)

I certify that **all** of the loan proceeds are solely to pay for qualified higher education expenses.

Sign Here

Signature of borrower ►

Date ►

### Part III Requester Information (Optional)

Requester's name and address	Tuition account number
	Loan account number

## General Instructions

**Purpose of form.** An eligible educational institution, such as a college or university, or a lender of a student loan must get your correct identifying number to file certain information returns with the IRS and to furnish a statement to you. For students, this will be your social security number (SSN) or, if you are not eligible to obtain an SSN, your individual taxpayer identification number (ITIN). The returns they must file contain information about qualified tuition and related expenses (Form 1098-T, Tuition Statement) and student loan interest (Form 1098-E, Student Loan Interest Statement). The information about your tuition will help to determine whether you, or the person who can claim you as a dependent, may take either the tuition and fees deduction or claim an education credit to reduce federal income tax. The information about your student loan interest will help to determine your deduction for such interest. For more information, see Pub. 970, Tax Benefits for Education.

Use Form W-9S to give your correct SSN or ITIN to the person requesting it and, if applicable, to certify that the proceeds of a loan are being used, or will be used, solely to pay for qualified higher education expenses (defined on page 2). You are required to provide the requested information.

**Note.** The educational institution or lender may request your SSN or ITIN and certification on paper or electronically.

## Specific Instructions

### Part I. Student or Borrower Identification

You must complete this part.

**Name and address.** Enter the name and mailing address of the student if the request for the student's SSN or ITIN is being made because of tuition payments. Enter the name

and mailing address of the borrower if the request for the borrower's SSN or ITIN is being made because of a student loan.

**Note.** If you pay tuition to and have a student loan from the same educational institution and the student is not the loan borrower (for example, the borrower is the student's parent), complete two Forms W-9S, one for the student and one for the loan borrower.

**Taxpayer's identifying number.** Enter your SSN or ITIN. If you do not have an SSN or ITIN and you have applied for one or you intend to apply for one soon, write "Applied For" in the space provided.

**How to get an SSN or ITIN.** To apply for an SSN, use Form SS-5, Application for a Social Security Card, that you can get from your local Social Security Administration office or get this form online at [www.ssa.gov/online](http://www.ssa.gov/online). You may also get this form by calling 1-800-772-1213.

To apply for an ITIN because you are not eligible to get an SSN, use Form W-7, Application for IRS Individual Taxpayer Identification Number, that you can get from the IRS website at [www.irs.gov](http://www.irs.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

### Part II. Student Loan Certification

If your loan is a student loan incurred solely to pay for qualified higher education expenses, sign the certification in Part II. If you do not sign the certification, the lender may not issue or file Form 1098-E for student loan interest on your behalf. Do not sign the certification for a mixed use loan because such a loan is not used solely for qualified higher education expenses. However, you may sign the certification for a revolving line of credit or similar loan if you use the line of credit solely to pay for qualified higher education expenses.

**Qualified higher education expenses.** These expenses are the costs of attending an eligible educational institution, including graduate school, on at least a half-time basis. Generally, these costs include tuition and certain related expenses. See Pub. 970 for more information.

### Part III. Requester Information

This part is not required to be completed. It is provided for the convenience of the requester to help identify the account to which this Form W-9S relates. The requester may enter its name and address and a tuition or loan account number.

**Note.** For information about electronic submission of Forms W-9S, see the Instructions for Forms 1098-E and 1098-T.

### Penalties

**Failure to furnish correct SSN or ITIN.** If you fail to furnish your correct SSN or ITIN to the requester, you are subject to a penalty of \$50 unless your failure is due to reasonable cause and not to willful neglect.

**Misuse of SSN or ITIN.** If the requester discloses or uses your SSN or ITIN in violation of federal law, the requester may be subject to civil and criminal penalties.

### Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, taxpayer identification number (TIN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your TIN to receive a refund.

To reduce your risk:

- Protect your TIN,
- Ensure the requester is protecting your TIN, and
- Be careful when choosing a tax preparer.

Call the IRS at 1-800-829-1040 if you think your identity has been used inappropriately for tax purposes.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS personal property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit the IRS website at [www.irs.gov](http://www.irs.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct SSN or ITIN to persons who must file information returns with the IRS to report certain information. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, or to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.