

Submit your residency questionnaire

Use this guide to open, complete, and submit the Residency Questionnaire eForm in PeopleSoft.

01 Open the eForms Center

From **Student Home**, select the **eForms Center** tile.

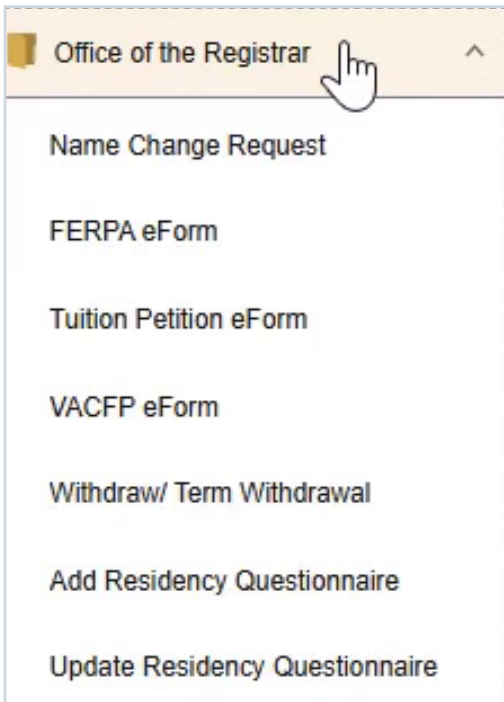


Before you begin

Have your school, requested term, residency information, and supporting documents available. Complete every field marked with an asterisk (*).

02 Select Add Residency Questionnaire

Expand **Office of the Registrar** in the left menu, then select **Add Residency Questionnaire**.



The form opens with the title **Core Residency : Questionnaire**.

Use **Add Residency Questionnaire** when starting a new form, as demonstrated in the video.

Complete the questionnaire

03 Review Student Basic Information

Check the displayed personal information. Select your **School** and **Requesting Term** using the lookup icons as needed, and verify the **Term Year**.

A - Student Basic Information

All Students must complete this section.

Name Student ID
 Date of Birth Telephone
 Email Address
 *School
 *Requesting Term Term Year 2026

B - Residency Claim

All Students must complete this section.

*Are you a resident of Texas?
 *Live/Stay in County

04 Answer the residency questions

In **B - Residency Claim**, answer **Are you a resident of Texas?** and complete **Live/Stay in County** when displayed. Continue through all additional sections and required questions that appear.

The demonstration also shows questions about a previous Texas public college or university: its full name, the terms and year you attended, whether you paid resident or non-resident tuition, and whether in-state tuition was based on residency or a waiver.

Use your own answers. The school, term, and residency selections in the screenshots are examples. Follow the directions displayed on your form; the questions may differ based on your responses.

05 Add comments and certify your information

If **H - General Comments** appears, provide any additional information relevant to your residency review. Read **I - Certification of Residency**, then type your name in the **Signature** field. Review the displayed date.

All students must complete the certification section.

Attach documents and submit

06 Upload the requested documentation

Under **File Attachments**, read each required document description and select **Upload** to choose the corresponding file. Accepted formats shown: **DOCX, JPEG, JPG, and PDF**.

File Attachments

Acceptable file types/extensions: DOCX, JPEG, JPG, PDF

Attachment Required	Upload	Description ¹	File Name ¹	Delete
1	Upload	Most Recent Proof of TX Public College/University Student Tuition/Fees		Delete

In the example, the required document is **Most Recent Proof of TX Public College/University Student Tuition/Fees**. Upload the document requested on your own form.

07 Verify the attachment

Confirm the red required-attachment symbol changes to a **green check mark** and the file name appears. Select **View** to review the file or **Replace** to correct it. Use **Add** if you need another attachment.

File Attachments

Acceptable file types/extensions: DOCX, JPEG, JPG, PDF

Attachment Uploaded	View	Description ¹	File Name ¹	Replace
1	View	Most Recent Proof of TX Public College/University Student Tuition/Fees	Most_Recent_Proof_of_TX_Public_College_Tuition.docx	Replace

08 Review and select Submit

Review your answers, signature, and attachments. Select **Submit** at the bottom of the form when you are ready to send it.

Save is also available. To send the completed form, select **Submit**.

Check for any on-screen messages after submitting and address any missing information. The video ends at the Submit button and does not show a submission confirmation.

Questions? The form lists 713-500-3388 and ResiForm@uth.tmc.edu for assistance.