



## OUT OF STATE RESIDENCY

Dear Applicant,

Thank you for choosing San Antonio College to pursue your educational goals. In a review of your records, we found that you have been classified as an **Out-of-State** student. To assist colleges or universities in residency determinations, the Apply Texas application asks applicants a series of core questions. Based on answers to these questions, ApplyTexas estimates the residency classification of each applicant. College or university personnel make final residency determinations based on rules set out in the Texas Administrative Code Title 19, Part 1, Chapter 21, Subchapter B. This is a courtesy letter to inform you of your current residency classification.

If you feel that your current residency classification is incorrect, please call us at (210) 486-0640 or email us at [sac-Residency@alamo.edu](mailto:sac-Residency@alamo.edu). We will be happy to discuss pathways to a residency status reclassification.

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 Gainful Employment

Employment intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care) that is sufficient to provide at least one-half of the individual's tuition, fees and living expenses as determined in keeping with the institution's student financial aid budget or that represents an average of at least twenty hours of employment per week. A person who is self-employed or who is living off his/her earnings (present or past - such as pensions, veterans' benefits, social security, social services, 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. ***\*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 Residential Real Property

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 a Warranty Deed, with the person or the dependent's parent having established and maintained domicile at that residence.

### 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.

### 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 has established and maintained domicile in Texas for 12 consecutive months prior to the census date of the term in which the person enrolls.

Visit our website for more information

Thank you,  
The Office of Student Records, Residency and Reports

**DISCLAIMER:** The content of this letter is confidential and intended for the recipient specified in this message only. Should this information pertain to you, please follow the instructions provided above. If it does not pertain to you, please disregard and we apologize for any inconveniences this may have caused.



## Out of District Residency

Dear Applicant,

Thank you for choosing San Antonio College to pursue your educational goals. In reviewing your record, your residency status has been classified as Out-of-District. This classification is based on the primary address provided on your [ApplyTexas](#) admission application.

If you feel that your current residency classification is incorrect, please call us at (210) 486-0640 or email us at [sac-Residency@alamo.edu](mailto:sac-Residency@alamo.edu). We will be happy to discuss pathways to a residency status reclassification. In order to qualify for an in-district residency classification a student must provide evidence of residing within the Alamo Colleges taxing district.

### 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
- Go 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 current and valid copy of your Texas Driver’s License or Texas ID with the in-district address. Or,
- A current formal lease agreement indicating that the student resides within the Bexar County Taxing District. Or,
- A property title (in the student's name)

**Our email address is:**  
[sac-Residency@alamo.edu](mailto:sac-Residency@alamo.edu)

Thank you,  
The Office of Student Records  
Residency and Report

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