

## In-State Tuition Rate for Graduate Student Employees who are not Texas Residents

Graduate students who are not Texas residents are allowed to pay resident tuition rates if appointed at least 20 hours/week as a student employee in a position that relates to their degree (see [this website](#)). A graduate student employee's spouse and children are also eligible for the in-state tuition rate.

### Process for non-Texas residents to request in-state tuition rate

- Programs submit in-state tuition request for all non-resident students who will be employed 20 hours/week (see submission process below).
  - Requests should be submitted only by faculty or staff (requests submitted by students will be canceled and not be processed).
  - Requests should be submitted as early as possible (weeks before semester begins) so student isn't charged the non-Texas rate (if student is not appointed tuition rate will be corrected to non-Texas later)
  - Do NOT submit requests for students who are Texas residents or Mexican nationals who are eligible for resident tuition through the PASE program.
    - Have Mexican Nationals apply for resident tuition through the [PASE program](#).
  - Do NOT use this form for students who have a competitive scholarship and are eligible for in-state tuition. Scholarship-based waivers are provided by the Office of Scholarships. Please contact Ashley Hernandez at Office of Scholarships ([amhernandez24@utep.edu](mailto:amhernandez24@utep.edu)) to confirm the award qualifies. A Student Notice of Award ([SNOA](#)) can then be used to process the request.
  - Do NOT use this form for students who are eligible residents of New Mexico. Students can fill out the New Mexico waiver linked on [this page](#) and send, with a copy of their driver's license or state ID, to [gradschooladmissions@utep.edu](mailto:gradschooladmissions@utep.edu).
  - Do NOT use this form for students who are active-duty service members or dependents of active duty service members. They can submit a [military waiver](#) to the [Military Student Success Center](#) to receive resident tuition.
- **Deadline to submit in-state tuition request is Census Day.** Requests after Census Day will not be processed.
- Requests submitted for Fall are valid for both Fall and Spring semesters.
  - Do NOT submit a request in the Spring if student received in-state rate in the Fall.
- Submit requests in Spring *only for new students or students who were not employed in the Fall.*
- Submit request in the Summer only for students who are taking summer classes (graduate students are allowed to work without taking classes in the summer).
- Multiple students can be entered into the same form.
  - Submit separate forms for Doctoral and Master's students.

### Process for non-Texas residents to request in-state tuition rate

- To comply with the [Texas Educational Code](#), the Graduate School must verify that non-Texas residents:
  - meet the [criteria for student employment](#) (admitted in graduate program, good academic standing, and enrolled full-time), and
  - are working 20 hours/week as a student employee.
- Prior to census day, the Graduate School will generate reports to check on the appointment, enrollment, and GPA status of non-TX students who received the in-state rate.
  - College CAOs, Business Center Managers, and Coordinators will be notified if students are not eligible for the in-state rate so corrective action can be taken if possible.
- After Census Day, the in-state tuition rate will be removed if the student is not eligible (e.g., not employed 20 hours, not taking 9 Semester Credit Hours (SCH), GPA lower than 3.0).

### **How to submit an In-state Tuition Waiver Request form**

1. Go to the “Faculty” Tab on the Graduate School [Forms Webpage](#) and log in using your UTEP credentials-(it may be necessary to disable a pop up blocker).
2. Select a Level: DR for doctoral students or GR for master’s students.
3. Select the appropriate college, program, and term.
4. Enter the student ID number. The student name and email will automatically populate and display.
5. Click on the certification box at the bottom of the form and submit the form by clicking on OK button.

The form will route for approval to the CAO/Dean of the college associated with the program selected in Step 2. Once approved by the CAO/Dean, the form will route to the Graduate School. The Graduate School will process the request. Each student listed on the form will then receive an email requesting that they acknowledge the notification of the waiver.

The form originator will receive a View Approvals notification email to track the routing progress of the form.

Program Directors, Program Advisors, and the form originator will receive a PDF copy of the form after the entire process is completed.