

# INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

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Please **carefully** read the VIII-2.70 POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES of the University System of Maryland, which contains residency requirements, procedures and appeal information. The full text of the policy is available at <http://www.testudo.umd.edu/rco/policy.html>. I affirm that I have read the policy and requirements for establishing in-state status as well as the information provided below. **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit the completed petition and all supporting documentation to the following address (faxes not accepted):

**RESIDENCY CLASSIFICATION OFFICE**  
1130 Mitchell Building  
College Park, MD 20742-5321  
Phone: 301.314.9596  
Email: [resclass@umd.edu](mailto:resclass@umd.edu)  
Web Site: [www.testudo.umd.edu/rco](http://www.testudo.umd.edu/rco)  
Fax: 301-314-7915

## IMPORTANT INFORMATION REGARDING PETITIONS:

- **The petition submission deadline is FIRST day of classes for the semester for which you are seeking in-state status.**
- Read the petition carefully and complete ALL sections of the petition that apply to you. Failure to complete all applicable sections of the petition and submit ALL required documentation may result in a denial of in-state status.
- If you cannot provide the required information, you must attach a separate sheet with an explanation or write your explanation in the margins of the petition.
- Only one petition may be filed per semester.
- Requests for retroactive changes are not accepted.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and an initial determination of the status may take as long as six (6) weeks, not including subsequent appeals. You will be responsible for non-resident tuition as well as all late fees and finance charges accrued during the entire process.
- If claiming dependence, the person upon whom the student is dependent must have his/her signature notarized. For your convenience there is a Notary Public at the Residency Classification Office. Please call ahead to check for availability.
- In the cases where affidavits are accepted, they must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc. Please check in advance for instructions.
- Please note: Graduate Assistants who were admitted as out-of-state students are assessed tuition at the in-state rate, **only** as a benefit of their employment. All out-of-state graduate assistants who have met all residency requirements and wish to change their status to in-state must file a timely petition with the Residency Classification Office in accordance with policy requirements.

### Section 1: Student Information

This section must be completed by all student petitioners for in-state status.

### Section 2: Basis for claiming In-State Status

This section must also be completed by all student petitioners for in-state status.

### Section 3: Income and Expense Information for Student

This section must be completed by all students who indicated either A or B in Section 2. Please be sure to include with your petition documentation for all sources of funds you list in this section. Any undocumented sources of funds cannot be considered. In most cases, acceptable forms of documentation are W-2 forms, pay-check stubs showing year-to-date income, financial aid award letters, employer confirmation of employment dates and income on employer letterhead, and employment contracts. The evidence should document any Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. Note: Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.

If you are uncertain about your exact expenses, please carefully estimate, however you must be able to explain the basis for your estimate. Your figures regarding rent/mortgage, tuition and fees, utilities, and motor vehicle insurance should be exact; however, if exact figures are not available, please provide an explanation. Please list all employers for the past two (2) years, with specific dates of employment.

**Section 4: Student Residency Information**

The student petitioner must complete Section 4. Please make sure to attach photocopies of all requested documents. Students must complete this section even if claiming financial dependence upon another resident of the State of Maryland.

**Section 5: Residency Information for Person upon Whom Student is Financially Dependent**

Students who are financially dependent on another person must have that person complete Section 5. Please make sure to attach photocopies of all requested documents.

**Section 6: Information Pertaining to Full-Time Active Duty Members of the Armed Forces of the United States or Members of the Maryland National Guard**

Please review the residency policy before completing this section.

**Section 7: Rebuttal Evidence**

This section must be completed by **all** students who indicated “A” in Section 2. Satisfying the requirements listed in paragraphs A through I of Section II of the policy does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student’s intent, the University will evaluate evidence of a student’s objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student is seeking in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility, and relevance of the evidence. The absence of objective, relevant evidence is generally considered an unfavorable factor. A student’s statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

In addition to financial evidence documenting a student’s independent status, or dependence upon a Maryland resident, other evidence that may be considered includes, but is not limited to substantial participation as a member of a professional, social, community, civic, political, athletic, or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student’s community or to the State of Maryland; registration as a Maryland resident with the Selective Service, if male; evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.; an affidavit from a person unrelated to the student that provides objective, relevant evidence of a student’s conduct demonstrating the student’s intent to live permanently in Maryland.

**Section 8: Affirmation of Petitioner and, if Dependent, of the Person upon Whom Student is Financially Dependent**

The student petitioner must sign this section but a notarized signature is not required. A NOTARIZED signature is required of the person upon whom the student petitioner is financially dependent.

**UNIVERSITY OF MARYLAND COLLEGE PARK  
PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION**

**DIRECTIONS:** This form is intended for use by those who seek a change in residency classification or by those whose status cannot be determined from the information submitted with the application for admission. THE DEADLINE for which conditions for in-state classification must be met is the first day of the term for which in-state status is being sought. Only one petition for change in status may be filed per semester. All petitioners must complete Section 1 (Student Information), Section 2 (Basis for claiming in-state status), and Section 7 (Affirmation). Other sections to be completed are indicated in Section 2. **Please provide documentation where appropriate/required.**

**SECTION 1: STUDENT INFORMATION** (To be completed by Petitioner/Student)

Program (please check one):  Undergraduate  Graduate Are you currently registered?  Yes  No

Semester & Year Admitted: \_\_\_\_\_

Current Class Status:  Freshman  Sophomore  Junior  Senior  Graduate

(1) Name: Mr.  
Ms. \_\_\_\_\_  
Last First MI

(2) Student Identification #: \_\_\_\_\_

(3) Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

(4) Date of Birth (mm/dd/yy): \_\_\_\_\_

(5) Home Telephone: \_\_\_\_\_

(6) Daytime/Cell: Telephone: \_\_\_\_\_

(7) Semester/Year of Petition: \_\_\_\_\_

(8) E-Mail: \_\_\_\_\_

(9) Have you filed a residency petition before?  Yes  No If yes, indicate semester and year: \_\_\_\_\_

(10) Are you financially dependent upon another person?  Yes  No

a) If yes, name of person upon whom you are financially dependent (i.e. person who has claimed you on their most recent tax return):  
\_\_\_\_\_

b) Is this person a Maryland Resident?  Yes  No

**SECTION 2: BASIS FOR CLAIMING IN-STATE STATUS** (To be completed by Petitioner/Student)

**Check only one:**

- A) I am seeking in-state status because I am a permanent Maryland resident.  
**Complete sections 3, 4, 7, and 8. In addition, if you answered yes to question (10)(b) in Section 1 (above), that person must complete section 5.**
  
- B) I am seeking in-state status because I am a full-time or part-time (50%) regular employee of a University System of Maryland institution, or the spouse or financially dependent child of such an employee.  
**Complete Section 8 and provide verification of employment. If you are a spouse or financially dependent child of an employee, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent federal and state income tax returns of the person upon whom dependent.**
  
- C) I am seeking in-state status because I am a full-time member of the U.S. Armed Forces, residing or stationed in Maryland, or whose home of residency is Maryland, or the spouse or dependent child of such a member of the armed forces OR I am a member of the Maryland National Guard. **Complete Sections 6 and 8 and provide requested documentation. If you are a spouse or financially dependent child of a full-time member of the U.S. Armed Forces, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent federal and state income tax returns of the person upon whom dependent.**

**SECTION 3: INCOME AND EXPENSE INFORMATION OF STUDENT** (To be completed by Petitioner/Student)

**Support and Expense Information During the Past Twelve Months**

<b>Student's Sources of Funds and Other Support</b>	<b>Total prior 12 months Indicate Dates</b>	<b>Student's Expenses</b>	<b>Total prior 12 months Indicate Dates</b>
Please Be as Specific as Possible		Please Be as Specific as Possible	
Self-Generated Income		Rent or Mortgage <sup>3</sup>	
Father's Contribution		Tuition and Fees <small>Specify full or part-time/credit hrs.</small> _____	
Mother's Contribution		Books and Supplies	
Legal Guardian		Food	
Spouse		Transportation <sup>4</sup>	
Other Person Providing Support _____		Utilities <small>(Phone, water, electric, etc.)</small>	
Loans <sup>1</sup>		Motor Vehicle Insurance	
Savings		Other Insurance	
Gifts (estimated value)		Clothing	
Trusts		Recreation	
Social Security &/or VA Benefits		Motor Vehicle Payments	
Alimony &/or Child Support		Medical	
Scholarships and Grants <sup>1,2</sup> _____		Dental	
Other (describe) _____		Miscellaneous (describe) _____	
<b>TOTAL</b>		<b>TOTAL</b>	

- <sup>1</sup> Identify type and source.
- <sup>2</sup> If you receive scholarship or grant funds from a state other than Maryland, indicate state.
- <sup>3</sup> If you share living quarters with parents, estimate the fair market value of housing costs.
- <sup>4</sup> If you had use of a motor vehicle registered in another person's name, indicate name and relationship.

**List all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.**

<b>Name of Employer</b>	<b>Address (City and State)</b>	<b>Period Employed (mm/dd/yy)</b>

**PLEASE ATTACH DOCUMENTATION OF ALL SOURCES OF INCOME FOR THE PREVIOUS 12 MONTHS INCLUDING MOST RECENT PAYSTUBS SHOWING YEAR-TO-DATE EARNED INCOME TOTALS FOR EACH EMPLOYER, AND A COPY OF THE STUDENTS' MOST RECENT FEDERAL AND STATE INCOME TAX RETURNS.**

**SECTION 4: STUDENT RESIDENCY INFORMATION** (To be completed by the Petitioner/Student)

- (1) Is your primary reason for living in the state of Maryland to attend the University?  Yes  No **If yes, proceed directly to Section 8.**  
 ▪ **Please attach a statement regarding the circumstances that brought you to the state of Maryland.**

- (2) If you were admitted as a freshman or transfer student, indicate name(s) and address (s) of high school(s) attended:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

- **If this is a public institution, were you assessed In-State \_\_\_\_\_ or Out-of-State \_\_\_\_\_ tuition and fees while enrolled?**

- (3) Did you own or rent and occupy living quarters in Maryland during the entire 12 month period prior to the deadline?  Yes  No

If no, please attach explanation.

- **Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks) or evidence of payment from your rental agent for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.**

**List residence(s) for the 12-month period prior to the deadline.**

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

- (4) Are all, or substantially all, of your possessions (including bank accounts, furniture and pets) in the State of Maryland?  Yes  No

If not, please attach explanation.

- (5) Income Tax Information: For the last 2 years prior to the deadline, list the following information regarding federal and state income taxes (if necessary, attach a supplemental sheet):

<b>Income Tax Returns</b>	<b>Year(s) Filed</b>
Federal	_____
State [indicate state(s)]: _____	_____

- **Please attach photocopies of your completed, signed and filed federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline. If you did not file income tax, please attach explanation.**

- (6) Motor Vehicle Registration: Do you own or have you owned any vehicle(s) during the 12 months prior to the deadline?  Yes  No

If yes, for each owned motor vehicle, please provide the following information (if necessary, attach a supplemental sheet):

Year, Vehicle Make & Model	State of Registration(s) (For the past 12 months)	Date of Vehicle Purchase	Currently Owned? If not, date vehicle sold.

- **Please attach a photocopy of the registration(s) and title(s) of all vehicles listed; if sold, a photocopy of the Bill of Sale.**

- (7) Motor Vehicle Operator's License:

a) Do you possess a Maryland driver's license?  Yes  No If yes, date issued: \_\_\_\_\_

b) Have you possessed a driver's license in any other state?  Yes  No If yes, state? \_\_\_\_\_  
 Date issued: \_\_\_\_\_

c) Has your driver's license been renewed in the last 12 months?  Yes  No

- **Please attach a photocopy of any driver's license you currently possess.**

(8) Voter Registration

a) Are you currently registered to vote?  Yes  No If yes, in what state? \_\_\_\_\_

b) Have you been registered to vote in any other state during the twelve month period directly prior to the deadline?  Yes  No **Please attach a photocopy of your voter's registration card(s) for the past 12 months.**

(9) Have you received public assistance in the twelve months prior to the deadline from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland?  Yes  No

If yes, please indicate source and type of assistance: \_\_\_\_\_

(10) Citizenship Status

a) Are you a citizen of the United States?  Yes  No (If no, complete b and c, or d or e).

▪ **If yes, please attach satisfactory evidence of U.S. citizenship (e.g. copy of birth certificate or passport or naturalization certificate). If such forms cannot be photocopied, please bring the original to the Residency Classification Office for inspection.**

b) Country of Citizenship: \_\_\_\_\_

c) Visa Type: \_\_\_\_\_ Alien Registration Number \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Expires: \_\_\_\_\_

▪ **Please attach a photocopy of visa.**

d) Are you a permanent resident?  Yes  No Alien Registration Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

▪ **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain): \_\_\_\_\_

**SECTION 5: RESIDENCY INFORMATION FOR PERSON UPON WHOM STUDENT IS FINANCIALLY DEPENDENT**

(To be completed by the person upon whom the petitioner is dependent.)

(1) Did you own or rent and occupy living quarters in Maryland for the 12 months prior to the deadline?  Yes  No

If no, please attach explanation.

▪ **Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks-if cancelled checks are not available or applicable, submit evidence of payment from your rental agent) for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.**

**List residence(s) for the 12-month period prior to the deadline.**

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(2) Are all, or substantially all, of your possessions (including bank accounts, furniture and pets) in the State of Maryland?  Yes  No

If not, please attach explanation.

(3) Will you claim or have you claimed as a dependent the student seeking in-state status on your federal income tax returns for the tax year(s) during the 12-month period prior to the deadline?  Yes  No

**If yes, please attach a) photocopies of your completed, signed and filed federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline and a most recent pay-stub showing year-to-date earned income totals for each employer.**

**If you did not file an income tax return, indicate reason:** \_\_\_\_\_

(4) Citizenship Status

a) Are you a citizen of the United States?  Yes  No (If no, complete b and c, or d or e)

**If yes, please attach satisfactory evidence of U.S. citizenship. (e.g., copy of birth certificate or passport or naturalization certificate. If such forms cannot be photocopied, please bring the original to the Residency Classification Officer for inspection.**

b) Country of Citizenship: \_\_\_\_\_

c) Visa Type: \_\_\_\_\_ Alien Registration Number \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Expires: \_\_\_\_\_ **▪ Please attach a photocopy of visa.**

d) Are you a permanent resident?  Yes  No

Alien Registration Number: \_\_\_\_\_

Date of Issue: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**▪ Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain): \_\_\_\_\_

**SECTION 6: INFORMATION PERTAINING TO FULL-TIME MEMBER OF THE ARMED FORCES OR MEMBERS OF THE MARYLAND NATIONAL GUARD**

Full-Time Member of the U.S. Armed Forces:

(To be completed by the Petitioner/Student or person upon whom the petitioner is dependent)

Name of person completing this section: \_\_\_\_\_  
Last First Middle

Relationship to petitioner: \_\_\_\_\_

**▪ All full time active duty members of the U.S. Armed Forces: please submit a photocopy of your most recent orders and a photocopy of your military I.D (front and back).**

**▪ Dependent petitioners: If the student petitioner is claiming dependence upon a full time active duty member of the U.S. Armed Forces, please submit a photocopy of the military dependent's I.D. card (front and back)**

(1) Are you a full-time active duty member of the U.S. Armed Forces?  Yes  No

(2) Are you presently stationed in Maryland?  Yes  No  
What is your expected separation date from the U.S. Armed Forces? \_\_\_\_\_

(3) Are you presently residing in Maryland?  Yes  No

**▪ Please attach a copy of your lease, deed, or documentation of base housing.**

(4) Have you established Maryland as your home of residency?  Yes  No

**▪ Please attach your most recently filed state income tax return and military document showing Maryland as your home of residency.**

Maryland National Guard Members

Name of person completing this section: \_\_\_\_\_  
Last First Middle

**▪ Please submit documentation confirming that you are a current member of the Maryland National Guard (i.e. a photocopy of your most recent Maryland National Guard orders or a signed letter, on letterhead, from your commanding officer verifying your status with the Maryland National Guard).**

**SECTION 7: REBUTTAL EVIDENCE**

(To be completed by the Petitioner/ Student). Please complete all applicable information. Failure to do so indicates that you have chosen not to offer any rebuttal evidence.

1. Please list all professional, social, community, civic, political, athletic, or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to your community or to the State of Maryland. Please attach a signed statement on letterhead showing the activity and applicable dates.

Activity	Start Date	End Date

2. Please attach evidence of your sole address of record for all purposes (including on health and auto insurance records, bank accounts, tax records, loan, and scholarship records, school records, military records, leases, etc.).

3. Please attach notarized affidavit(s) from a person(s) unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

**SECTION 8: AFFIRMATION OF PETITIONER AND PERSON UPON WHOM DEPENDENT** (To be completed by the Student and/or person upon whom the student is dependent.)

I hereby swear and affirm that all information provided in this petition is accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. I understand that failure to include all requested documents will render this petition invalid. If false or misleading information is submitted the University may, at its discretion, revoke in-state status and take disciplinary action, including suspension or expulsion. I agree to notify the University System of Maryland of enrollment in writing within fifteen (15) days of any change of circumstances that may alter my eligibility for in-state status.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
NOTARIZED signature of person upon whom dependent.

\_\_\_\_\_  
Date

(Petition will not be accepted without notarized signature.)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public

My commission expires: \_\_\_\_\_  
Date



**Attachments:** Please be advised the Residency Classification Office will be unable to accept your petition for in-state status if photocopies of the documents are not provided with your petition. Petitions not having the required documentation will not be evaluated and will be returned to the sender.