

SALISBURY UNIVERSITY

RESIDENCY/DOMICILE INFORMATION

Office of Admissions, 1200 Camden Avenue, Salisbury, Maryland 21801-6862 • 410-543-6161 • toll free at 888-543-0148 • FAX 410-546-6016

Applicant's last name _____ First name _____ Middle initial _____

Social Security Number _____ Semester applying for _____

Undergraduate degree student Graduate student Undergraduate non-degree student

Do you wish to be considered for in-state tuition status? Yes No (If yes, you must complete this section of the application)

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENT, AND GO TO ITEM 10.

I am a part-time (50 percent) or full-time regular employee of the University System of Maryland (USM) or I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the USM.

Please indicate relationship: _____

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military: _____

If none of the above is checked, applicants seeking in-state status must complete the following questions. Failure to complete all of the required items may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the USM policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

I am financially independent. I have earned taxable income that covered one half or more of my total expenses for the past 12 months, and I have not been claimed as a dependent on another person's most recent income tax returns.

I am financially dependent on another person who has provided me with half or more of my total expenses for the past 12 months, and/or has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the state of Maryland. If a ward of the State, please submit documentation and go to item 10.

Name of person upon whom dependent: _____ Relationship to applicant: _____

a. How long have you been dependent upon this person? _____

b. Is the person a resident of Maryland? Yes No

c. Address of this person: _____

d. Is this person a citizen of the United States? Yes No

i. If no, type of visa: _____ ii. Expiration date of visa: _____

iii. Alien registration no.: _____ iv. Date of issuance: _____

e. Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland?

Yes No If yes, list actual years Maryland income tax returns have been filed within the past three years.

i. Years filed: _____

ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____

f. Signature of this person: _____

THE STUDENT APPLICANT IS RESPONSIBLE FOR COMPLETING ITEMS 1-10.

Yes No **1. Are you residing in Maryland primarily to attend an educational institution?**

Yes No **2. Permanent address:** _____

Length of time at permanent address: years _____ months _____

If less than 12 months, provide previous address: _____

Length of time at previous address: years _____ months _____

Yes No **3. Are all, or substantially all, of your possessions in Maryland?**

Yes No **4. Do you possess a valid driver's license?**

a. If yes, initial date of issue: _____ b. In what state? _____

c. Most recent date of issue: _____ d. In what state? _____

Yes No **5. Do you own any motor vehicles?**

a. If yes, initial date of registration: _____ b. In what state? _____

c. Most recent date of registration: _____ d. In what state? _____

Yes No **6. Are you registered to vote?**

a. If yes, in what state? _____ b. Date of registration: _____

c. Were you previously registered to vote in another state? _____

Yes No **7. Have you filed a Maryland state income tax return for the most recent year?** If yes, list years you have filed Maryland income tax returns within the past three years.

a. Years filed: _____

b. If you did not file a tax return in Maryland within the last 12 months, state reason(s): _____

Yes No **8. Is Maryland state income tax currently being withheld from your pay?** If no, provide explanation. _____

Yes No **9. Do you receive any public assistance from a state or local agency other than one in Maryland?**

a. If yes, please explain _____

10. Signature of Applicant: _____ **Date:** _____

POLICY ON STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION, TUITION AND CHARGE DIFFERENTIAL PURPOSES

I. Policy

It is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the categories of in-state and out-of-state students for the purpose of admission, tuition, and charge differentials at those institutions where such differentiation has been established.

A. An in-state student is a student whom the University determines to be a permanent resident of the state of Maryland. For the purposes of this policy, "permanent resident" is defined as a person who satisfies all the following conditions and has done so for at least 12 consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the person seeks in-state status:

1. Is not residing in the state of Maryland primarily to attend an educational institution; and,
2. Owns and continuously occupies or rents and continuously occupies living quarters in Maryland. There must exist a genuine deed or lease in the individual's name reflecting payments/rents and terms typical of those in the community at the time executed. Persons not having such a lease may submit an affidavit reflecting payments/rents and terms as well as the name and address of the person to whom payments are made which may be considered as meeting this condition. As an alternative to ownership or rental of living quarters in Maryland, a student may share living quarters in Maryland which are owned or rented and occupied by a parent, legal guardian, or spouse; and,
3. Maintains within Maryland substantially all personal property; and,
4. Pays Maryland income tax on all earned taxable income including all taxable income earned outside the state; and,
5. Registers all owned motor vehicles in Maryland in accordance with Maryland law; and,
6. Possesses a valid Maryland driver's license, if licensed, in accordance with Maryland law; and,
7. Is registered in Maryland, if registered to vote; and,
8. Receives no public assistance from a state other than the state of Maryland or from a city, county or municipal agency other than one in Maryland; and,
9. Has a legal ability under federal and Maryland law to live permanently without interruption in Maryland.

B. In addition, persons with the following status shall be accorded the benefits of in-state status for the period in which they hold such status:

1. A full-time or part-time (at least 50 percent time) regular employee of the USM.
2. The spouse or financially dependent child of a full-time or part-time (at least 50 percent time) regular employee of the USM.
3. A full-time active member of the Armed Forces of the United States whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.
4. For UMUC, a full-time active member of the Armed Forces of the United States on active duty, or the spouse of a member of the Armed Forces of the United States on active duty.
5. A graduate assistant appointed through the USM for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

C. Students not entitled to in-state status under the preceding paragraphs shall be assigned out-of-state status for admission, tuition and charge-differential purposes.

D. Assignment of in-state or out-of-state classification will be made by the University upon an assessment of the totality of facts known or presented to it. The person seeking in-state status shall have the burden of proving that he or she satisfies all requirements.

E. The following circumstances raise a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution:

1. The student was attending high school or residing outside Maryland at the time of application for admission to a USM institution.
2. The student is both (a) not financially independent and (b) is financially dependent upon a person not a resident of Maryland. The burden shall be on the student to rebut the presumption.

II. Procedures

A. An initial determination of in-state status will be made by the University at the time a student's application for admission is under consideration. The determination made at that time, and any determination made thereafter, shall prevail for each semester/term until the determination is successfully challenged in a timely manner.

B. A change in status must be requested by submitting a USM "Petition for Change in Classification for Admission, Tuition and Charge Differential". A student applying for a change to in-state status must furnish all required documentation with the petition by the last published date to register for the forthcoming semester/term for which the change in classification is sought.

C. The student shall notify the institution in writing within 15 days of any change in circumstances which may alter in-state status.

D. In the event incomplete, false, or misleading information is presented, the institution may, at its discretion, revoke in-state status and take disciplinary action provided for by the institution's policy. Such action may include suspension or expulsion. If in-state status is gained due to false or misleading information, the University reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

E. Each institution of the USM shall develop and publish additional procedures to implement this policy. Procedures shall provide that on request the president or designee has the authority to waive any residency criterion set forth in Section I if it is determined that the student is indeed a permanent resident and the application of the criteria creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

III. Definitions

A. Financially Dependent: For the purposes of this policy, a financially dependent student is one who is claimed as a dependent for tax purposes or who receives more than one-half of his or her support from another person during the 12 month period immediately prior to the last published date for registration for the semester or session. If a student receives more than one-half of his or her support in the aggregate from more than one person, the student shall be considered financially dependent on the person providing the greater amount of support.

B. Financially Independent: A financially independent student is one who declares himself or herself to be financially independent as defined herein; does not appear as a dependent on the federal or state income tax return of any other person; receives less than one-half of his or her support from any other person or persons; and demonstrates that he or she provides through self-generated support one-half or more of his or her total expenses.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the law of the state of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the law of the state of Maryland.

E. Spouse: A spouse is a partner in a legally contracted marriage.

F. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

G. Self-Generated: Self-generated describes income which is derived solely from compensation for an individual's own efforts as evidenced, for example, by federal or state W-2 forms or IRS Form 1099 where interest income is based upon finances created from one's own efforts. For the purposes of this policy, grants, stipends, awards, benefits, loans and gifts (including federal and state aid, grants and loans) may not be used as self-generated income.

H. Regular Employee: A regular employee is a person employed by USM who is assigned to a state budget line or who is otherwise eligible to enroll in a state retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees and independent contractors.



APPLICATION FOR GRADUATE PROGRAM ADMISSION

SOCIAL SECURITY NO. _____ BEGIN AT SU Winter Spring Summer Fall Year _____

NAME _____
last first middle maiden/previous

ADDRESSES

Permanent

street address/box number city state/territory
zip/postal code county (if in USA)/country (if not USA) phone

Local

street address/box number city state/territory
zip/postal code county (if in USA)/country (if not USA) phone

E-mail

RESIDENCY Are you eligible to be considered a MARYLAND RESIDENT for TUITION PURPOSES? No Yes (You must complete and return the Residency Domicile Information Form.)

EMPLOYMENT N/A Full-time Part-time _____
company position/number of years phone

GENDER Male Female **DATE OF BIRTH** ____/____/____
month day year

CITIZENSHIP USA Resident (non-citizen) Visa (type) _____

ETHNICITY (optional) African American American Indian Asian (or Pacific Islander)
 Hispanic White Other (Specify) _____

INTENDED PLAN OF STUDY

Check one of the following majors.

- M.S. - Applied Health Physiology
- M.B.A. (check your track)
 - General M.B.A.
 - Accounting
- M.A.-English (check your track)
 - Composition and Rhetoric
 - Literature
 - TESOL
- Master of Arts in Teaching
- Master of Education in School Administration
- Master of Education (check your track)
 - Early Childhood
 - Elementary
 - Middle/Secondary
 - Post-Secondary
 - Reading
- M.A. - History
- M.S. - Nursing (check your track)
 - Nursing Administration
 - Home Health Nursing Clinical Specialist
 - Family Nurse Practitioner
- Accelerated Nursing B.S.M.S.
- Post-M.S. Family Nurse Practitioner
- Master of Social Work

APPLICATION STATUS

Initial application to above major Readmission to above major

Have you ever taken undergraduate courses at SU? Yes No If yes, when term(s) _____ year(s) _____

Have you ever taken graduate courses at SU? Yes No If yes, when term(s) _____ year(s) _____

COLLEGES/UNIVERSITIES ATTENDED	LOCATION	MAJOR/DEGREE	DATE RECEIVED
Undergraduate _____			
Undergraduate _____			
Graduate _____			
Graduate _____			

SIGNATURE OF APPLICANT _____ **DATE** _____

Send completed application and a \$30 nonrefundable application fee to: Office of Admissions, Salisbury University, 1200 Camden Avenue, Salisbury, MD 21801-6862.

Enclosed fee in the form of: Cash (in-person only) Check Money order Visa MasterCard

Credit Card Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Exp. Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	M	M	Y	Y								

Authorized Signature _____ Name as it Appears on Card _____



Office of Admissions
1200 Camden Avenue
Salisbury, MD 21801-6862
410-543-6161 www.salisbury.edu

**INSTRUCTIONS FOR COMPLETING THE APPLICATION
FOR GRADUATE PROGRAM ADMISSION**

STUDENTS SUBMITTING THEIR INITIAL APPLICATION FOR ADMISSION TO A SPECIFIC GRADUATE PROGRAM must send a completed Application for Graduate Program Admission form; a \$30 application fee; a completed Residency/Domicile Information Form (if applying for in-state tuition); and official copies of all undergraduate and graduate transcripts; to: Office of Admissions, 1200 Camden Avenue, Salisbury University, Salisbury, MD 21801-6862. When Admissions receives all these items, the application folder will be forwarded to the appropriate graduate program for consideration. Requirements for admission to the graduate degree programs vary from school to school, so it is important to consult the *Catalogue* for information pertaining to your program. Questions regarding admission to a specific graduate program should be addressed to the director of the graduate program you intend to pursue.

STUDENTS ADMITTED TO A GRADUATE PROGRAM AT SU WHO HAVE NOT ATTENDED AN SU GRADUATE CLASS WITHIN ONE CALENDAR YEAR must reapply to their graduate program by submitting this Application for Graduate Program Admission to: Office of Admissions, 1200 Camden Avenue, Salisbury University, Salisbury, MD 21801-6862. Students must also have official transcripts from every college or university attended since leaving SU, sent to Admissions. There is no readmission fee for reapplying to your previous graduate degree program.

STUDENTS NOT FORMALLY ADMITTED TO AN SU GRADUATE DEGREE PROGRAM MAY SCHEDULE UP TO SIX GRADUATE CREDITS A TERM AS A NON-DEGREE STUDENT by completing a Course Registration Form at the Registrar's Office. This Course Registration Form explains the process for scheduling graduate classes as a non-degree graduate student. Graduate assistantships are not offered to non-degree graduate students.

It is the policy of the Board of Regents of the University System of Maryland to differentiate between in-state and out-of-state residency for tuition purposes. Those students eligible for in-state residency classification must complete and submit the Residency/Domicile Information Form (the last page of the *Catalogue*). Regulations and requirements for receiving in-state residency classification are stated on the back of the form.

Students needing additional room for an item on the Application for Graduate Program Admission should use the spaces provided at the bottom of the page.
