

**UNIVERSITY SYSTEM OF MARYLAND  
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 last day of late registration for the semester 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.

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

Institution: \_\_\_\_\_

Program (please check one):  Undergraduate  Graduate  Professional  Other \_\_\_\_\_

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

Current Class Status:  Freshman  Sophomore  Junior  Senior  Graduate  Professional

(1) Name: Mr. \_\_\_\_\_ (2) Student Identification Number: \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First MI

(3) Address: \_\_\_\_\_ (4) Date of Birth (mm/dd/yy): \_\_\_\_\_  
Street \_\_\_\_\_  
\_\_\_\_\_ (5) Home Telephone: \_\_\_\_\_  
City State Zip \_\_\_\_\_ (6) Work 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: \_\_\_\_\_

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, and 7. If you answered yes to question (10)(b) in Section I, 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 7 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.  
**Complete Sections 6 and 7 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 income federal and state 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**

Student's Sources of Funds and Other Support	Total prior 12 months Indicate Dates	Student's Expenses	Total prior 12 months Indicate Dates
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 Specify full or part-time/credit hrs. _____	
Mother's Contribution		Books and Supplies	
Legal Guardian		Food	
Spouse		Transportation <sup>4</sup> _____	
Other Person Providing Support _____		Utilities (phone, water, electric, etc.)	
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.**

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

**•PLEASE ATTACH DOCUMENTATION OF ALL SOURCES OF INCOME FOR THE PREVIOUS 12 MONTHS AND A COPY OF THE STUDENT'S MOST RECENT FEDERAL AND STATE INCOME TAX RETURNS.**



(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)
- 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 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? \_\_\_\_\_  
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, such as 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 photocopies of your 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 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**

(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: \_\_\_\_\_

(1) Are you a full-time member of the U.S. Armed Forces or their associated reserves?  Yes  No

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

(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.**
- **All military, please submit a photocopy of your most recent orders and your military I.D.**
- **If student petitioner is claiming dependence, please submit a photocopy of military dependent I.D. card.**

**SECTION 7: REBUTTAL EVIDENCE**

(To be completed by the Petitioner/Student)

**Please complete all applicable information.**

**Please list all professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the your community or to the State of Maryland.**

Activity	Start Date	End Date

Please attach evidence that 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.

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.

