

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN RESIDENCY STATUS

Please **carefully** read the "Policy for Student Residency Classification for Admission, Tuition and Charge-Differential Purposes" of the University System of Maryland, which contains residency requirements, procedures, and appeal information.

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

Salisbury University
Holloway Hall Room 226
1101 Camden Ave
Salisbury, MD 21801

IMPORTANT INFORMATION REGARDING PETITIONS

- The petition deadline is the last day of late registration for the semester for which you are seeking in-state status.
- Failure to complete all applicable sections of the petition may result in a denial of in-state status.
- Only one petition may be filed per semester.
- No requests are accepted for retroactive changes.
- 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 all late fees and finance charges during the entire process.
- Read the document carefully and complete all sections of the petition that apply to you.
- 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.
- If claiming dependence, the person upon whom the student is dependent must have his/her signature notarized. (if institution has notary services available for these purposes, it may be noted here)
- 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.
- Please note: Graduate Assistants who are not residents of Maryland are not classified as in-state, but are accorded some benefits of in-state status, and must see the Human Resources Office if they are having a billing problem. All graduate students, including graduate assistants, who wish to establish their status as permanent residents of Maryland, may file a petition.

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. It is recommended that you again read the residency policy. Please pay particular attention to the definitions of financial independence, dependence, and support. The student petitioner must complete all sections of the petition regardless of dependence 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, 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 purpose of this section is to aid the University in determining financial dependence or financial independence.

If you are seeking to demonstrate financial independence, that independence must exist for twelve (12) consecutive months prior to the last day of late registration for the semester you are seeking in-state status. For example, if you are filing a petition for the fall semester, the last day of late registration usually occurs in mid-September. Therefore, the twelve (12) months prior to that date will be the period reviewed. If you have filed a petition prior to the deadline, you may estimate future income; however, you must be able to explain the basis for your estimate. If you are uncertain about your exact expenses, please carefully 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 dependency upon another resident of the State of Maryland.

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

The person upon whom the student petitioner is financially dependent must complete Section 5. Please make sure to attach photocopies of all requested documents. Students not claiming financial dependence upon another resident of Maryland should NOT complete this section of the petition.

Section 6: Information Pertaining to Full-Time Member of the Armed Forces of the United States

Please review the residency policy before completing this section.

Section 7: 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.