

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

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**NEWLY UPDATED:** Submit the completed petition and all supporting documentation by email **ONLY** in **ONE** PDF file to the Residency department at [residency@umgc.edu](mailto:residency@umgc.edu). Failure to submit the petition and supporting documentation in one PDF file will result in your petition not being reviewed.

### IMPORTANT INFORMATION REGARDING PETITIONS:

- The petition below is based upon USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes (“Policy”), which contains the requirements for establishing in-state status and which is found at <https://www.usmd.edu/regents/bylaws/SectionVIII/viii270.pdf>.
- **The petition submission deadline is listed on the undergraduate and graduate academic calendars under application deadlines, change in residency classification.**
- Read the petition carefully and complete ALL sections of the petition that apply to you. Petitions with incomplete applicable sections, and petitions missing required supporting documentation will not be evaluated.
- 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.**
- Petitions and requests for retroactive reclassification for tuition purposes are not granted.
- 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. While petitions are under review, petitioners are required to make full tuition payment at the out-of-state rate. If the University determines that the petitioner meets all of the requirements for in-state residency, the petitioner’s classification will be changed and a refund or account credit will be issued as appropriate.
- If claiming financial dependence, the person upon whom the petitioner is dependent must sign the petition and have their signature notarized.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.
- The petition refers to “the 12-month period prior to the last date to register for classes” which is defined as the twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the petitioner seeks in-state tuition status.



**SECTION 2: INCOME, SUPPORT, AND EXPENSE INFORMATION OF PETITIONER** (To be completed by Petitioner)

This section must be completed by all petitioners. The evidence should document any 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. The petitioner must list all employers for the past two (2) years, with specific dates of employment.

- 1) Have you been employed within the past two years?  Yes  No  
If **Yes**, list all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer	Address (City and State)	Dates of Employment (month/year to month/year)

- 2) Income Tax Information: For the 12-month period prior to the last date to register for classes, including the most recent tax year, did you file a state income tax return(s)?  Yes  No

If **No**, attach an explanation.

If **Yes**, list the following information regarding state income taxes (if necessary, attach a supplemental sheet):

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

**Attach:**

- photocopies of your most recent paystub, and
- signed and filed state income tax returns\* with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the last date to register for classes. (If you did not file a Maryland state income tax return for that tax year, attach an explanation. If you filed state income tax returns in more than one state, attach all returns and an explanation.)

\* For Maryland Income Tax returns, attach Maryland Comptroller's certified copies of each Maryland tax return.

(To obtain Maryland Comptroller's certified copies, complete Maryland Comptroller's Office Form 129 found at <https://marylandtaxes.gov/divisions/cd/docs/129.pdf>)

- 3) Please check one:
- I am financially independent.** I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.
- I am financially dependent** on another person who has claimed me as a dependent on their most recent income tax returns. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)  
Name of person upon whom you are dependent and relationship to you: \_\_\_\_\_

How long have you been dependent upon this person? \_\_\_\_\_

Is the person a resident of Maryland?  Yes  No

Address of this person: \_\_\_\_\_

- I am not financially independent (I do not provide 50% or more of my own living and educational expenses),** but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland. (Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4.)

Name of person who provides you with financial support for more than 50% of your living and educational expenses, and relationship to you: \_\_\_\_\_

How long has this person been providing such financial support? \_\_\_\_\_

Is the person a resident of Maryland?  Yes  No

Address of this person: \_\_\_\_\_

- I am a ward of the State of Maryland.** If a ward of the State, please submit your court decree or documentation from your social worker.

4) Complete the following chart below.

**Expense and Sources of Funds and other Financial Support  
Information for Petitioner for the 12-Month Period Prior to Last Date to Register for Classes**

Expenses		Sources of Funds and other Financial Support	
	Annual Amount		Annual Amount
Tuition and Fees		Income (including employment and self-employment income) <ul style="list-style-type: none"> <li>• Attach paystub(s), W-2(s), 1099(s), and/or tax return(s)</li> </ul>	
Housing and Food (on-campus or off-campus)		Contribution from another person (e.g. alimony, child support, contribution from family member or others) <ul style="list-style-type: none"> <li>• Attach statement(s) or affidavit(s) evidencing source of contribution.</li> </ul>	
Personal Expenses (e.g. Health Insurance and Medical Expenses, Transportation, Clothing, etc.)		Trust and/or Investment Funds <ul style="list-style-type: none"> <li>• Attach investment/portfolio statement(s).</li> </ul>	
Books and Supplies (if applicable)		Loans/Grants/Fellowships/Stipends/Scholarships <ul style="list-style-type: none"> <li>• Attach your promissory note(s), with disbursement dates listed, for all loans.</li> </ul>	
Other		Savings and Checking Account Balances <ul style="list-style-type: none"> <li>• Attach your bank statement(s) verifying these amounts.</li> </ul>	



- if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and
- a statement of your 12-month residence history.

List living quarters for the 12-month period prior to the last date to register for classes.

Address (Street Address, City and State)	Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)

- 4) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland?  Yes  No If **No**, attach an explanation.
- 5) Motor Vehicle Registration: Do you own/co-own or lease/co-lease or have you owned/co-owned or leased/co-leased any vehicle(s) during the 12 months prior to the last date to register for classes?  Yes  No If **Yes**, complete the following information:

Year, Vehicle Make & Model	State of Registration(s) (For the 12-month period prior to the last date to register for classes)	Date(s) of Original Registration & Date(s) of Renewal	Date of Vehicle Purchase or Lease	Currently Owned or Leased? If not, date vehicle sold or lease terminated

Attach:

- a photocopy of the current and previous registration(s) and title(s), or registration and lease agreement, of all vehicles, and
- if your current registration and title, or registration and lease agreement, were issued less than 12 months ago, provide a photocopy of previous registration(s) and title(s) of all vehicles listed, and
- if sold, provide a photocopy of the Bill of Sale, and
- if the vehicle was purchased within the previous 12 consecutive months, provide a photocopy of Purchase Order.

6) Motor Vehicle Operator's License:

a) Do you possess a valid driver's license?  Yes  No If **Yes**, in what state? \_\_\_\_\_

b) If Maryland, what was the original date of issue? \_\_\_\_\_  
If you've renewed your license, what is the most recent date of issue (not expiration date): \_\_\_\_\_

c) Have you possessed a driver's license in a state other than Maryland within the last 12 months?  Yes  No

Attach:

- a photocopy of any driver's license you currently possess, and
- if issued or renewed during the 12-month period prior to the last date to register for classes, provide a photocopy of previous license or an uncertified copy of your MVA driving record.

7) Voter Registration

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

**Attach:**

- a photocopy of your most recent voter's registration.

8) Do you receive non-Maryland public assistance (i.e. housing assistance, Medicaid, or food vouchers)?  Yes  No

**If Yes, attach a photocopy of source and type of assistance that covers the 12-month period prior to the last date to register for classes.**

9) Citizenship Status

a) Are you a citizen of the United States?  Yes  No (If **No**, complete b through g, as applicable).

**If Yes, attach a photocopy of a document demonstrating current U.S. citizenship status that covers the 12-month period prior to the last date to register for classes (e.g. copy of birth certificate or passport or naturalization certificate) and skip to Section 4.**

b) If not a U.S. citizen, what is your Country of Citizenship: \_\_\_\_\_

c) If you have a Visa, what type? \_\_\_\_\_

- **Attach a photocopy of visa for the 12-month period prior to the last date to register for classes.**

d) If you do not have a Visa, are you a permanent resident of the U.S.?  Yes  No

- **If yes, attach a copy of Permanent Resident Card (front and back) that covers the 12-month period prior to the last date to register for classes.**

e) Are you an applicant for Permanent Residency and have filed the I-485 Application to Register Permanent Residence or Adjust Status?  Yes  No

- **If yes, attach a copy of I-485/I-797C document that covers the 12-month period prior to the last date to register for classes.**

f) Are you an applicant for Naturalization and have filed the N-400 Application for Naturalization?  Yes  No

- **If yes, attach a copy of N-400 document that covers the 12-month period prior to the last date to register for classes.**

g) Other status (explain): \_\_\_\_\_

- **Attach a photocopy of current immigration documentation that covers the 12-month period prior to the last date to register for classes.**

**SECTION 4: RESIDENCY INFORMATION FOR PERSON UPON WHOM PETITIONER IS FINANCIALLY DEPENDENT**

(To be completed by the person who has financially supported or claimed the petitioner as a dependent on the most recent state income tax return.)

1) Did you own or rent or occupy living quarters in Maryland for the 12-month period prior to the last date for the petitioner to register for classes?  Yes  No If **No**, attach an explanation.

**List living quarters for the 12-month period prior to the last date to register for classes.**

Address (Street Address, City and State)	Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)

**Attach, for the 12-month period prior to the last date for the petitioner to register for classes:**

- a photocopy of your deed(s) or lease agreement(s) (if your name does not appear on the deed or lease, then provide a notarized statement from the deed or leaseholder specifying the address and dates of occupancy), and
  - if you provide a lease, also provide cancelled rent checks (front and back of checks) or evidence of payment from your rental agent if cancelled rent checks are not available or applicable, and
  - a statement of your 12-month residence history.
- 2) Are all, or substantially all, of your personal property such as household effects, furniture, and pets in the State of Maryland?  
 Yes  No If **No**, attach an explanation.
- 3) Will you claim or have you claimed the petitioner as your dependent on your state income tax returns for the tax year(s) during the 12-month period prior to the last date for the petitioner to register for classes?  Yes  No If **No**, attach an explanation.

**Attach:**

- photocopies of all your completed, signed and filed state income tax returns\* with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the last date for the petitioner to register for classes, and
- if you did not file a Maryland state income tax return for that tax year, attach an explanation, and
- if you filed state income tax returns in more than one state, attach all returns and an explanation.

\* For Maryland Income Tax returns, attach Maryland Comptroller’s certified copies of each Maryland tax return.

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**SECTION 5: REBUTTAL EVIDENCE (To be completed by the Petitioner)**

As provided in Section II.B of USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes, either of the following circumstances raises a presumption that the student is residing in the State of Maryland primarily for the purpose of attending an educational institution, and, therefore, does not qualify for in-state status under the Policy:

- A student is attending school or living outside of Maryland at the time of application for admission to the USM institution; or
- A student is Financially Dependent on a person who is not a resident of Maryland. A Financially Dependent student is one who has been claimed as a dependent on another person’s prior year tax returns or is a ward of the State of Maryland. A student will be considered financially independent if the student provides 50% or more of his or her own living and educational expenses and has not been claimed as a dependent on another person’s most recent tax returns.

If the information received by the institution has raised the presumption set forth above, the student bears the burden of rebutting the presumption by presenting additional evidence of objectively verifiable conduct to rebut the presumption and show the requisite intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland. Rebuttal 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 and the totality of facts known to the institution. 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 seeks in-state tuition status is generally considered an unfavorable factor under the Policy. 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 the Policy.

For purposes of rebutting the presumption, additional evidence that will be considered includes, but is not limited to:

- 1) Source of financial support:
  - a. 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. (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.), or
  - b. Evidence the student is Financially Dependent, for the previous 12 months, upon a person who is a resident of Maryland.
- 2) 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.
  - **Attach signed statement(s) on letterhead from the professional, social, community, civic, political, athletic, or religious organizations showing the activity and applicable dates.**
- 3) Registration as a Maryland resident with the Selective Service, if applicable.
  - **Attach a copy of Selective Service registration.**
- 4) Evidence that the student is married to a Maryland resident.
  - **Attach a copy of marriage certificate.**
- 5) Evidence that the student attended schools in Maryland for grades K-12.
  - **Attach a copy of transcripts with years of attendance.**
- 6) 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.
  - **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.).**
- 7) 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 reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.
  - **Attach notarized affidavit(s) from a person(s) unrelated to you that provides objective, relevant evidence of your conduct demonstrating your intent to live permanently in Maryland.**
- 8) Evidence of life and employment changes that caused the student to relocate to Maryland for reasons other than primarily educational purposes (e.g. divorce, family relocation, taking care of a sick family member, etc.)
  - **Attach evidence of life and employment changes (e.g. employment offer letter) and other documentation supporting the life changes.**

**SECTION 6: AFFIRMATION OF PETITIONER AND PERSON UPON WHOM DEPENDENT** (To be completed by the petitioner and/or person upon whom the petitioner is financially dependent.)

I affirm that I have read USM BOR VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes, which contains the requirements for establishing in-state status and which is found at <https://www.usmd.edu/regents/bylaws/SectionVIII/viii270.pdf>.

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, in writing, within fifteen (15) days of any change of circumstances that may alter my eligibility for in-state status.

\_\_\_\_\_  
Signature of Petitioner (notary not required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
**NOTARIZED** signature of person upon whom petitioner is 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 University 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.

## SUPPORTING DOCUMENTATION

### **IMPORTANT:**

Please note that a decision regarding your residency status cannot be made without the following documentation so you must provide all items with your completed petition form.

Documentation must cover the 12-month time period prior to the deadline for the semester for which you are submitting your petition. Generally, the deadlines are: mid-March for Spring Petitions, mid-June for summer petitions, and mid-October for fall petitions. Please check the academic calendar at [www.umgc.edu](http://www.umgc.edu).

**Note:** We generally do not need the following types of documentation: utility bills, cable bills, credit card statements, cell phone statements, car insurance cards or statements, financial aid reports, or UMGC account statements.

1. Brief statement explaining the circumstances that brought you to the state of Maryland. This item applies to every student.
2. A copy of your most recent paycheck stub if you are currently employed.
3. Your most recent W-2 form(s) if you were employed during the last tax year.
4. Comptroller's copy of your most recently filed state income tax return if you were employed during the last tax year. Please visit the following link for more information on how to make that request:  
[https://taxes.marylandtaxes.gov/Resource\\_Library/Tax\\_Forms\\_and\\_Instructions/Request\\_A\\_Copy\\_of>Returns.shtml](https://taxes.marylandtaxes.gov/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of>Returns.shtml)  
(This request will take about 10 days and is a free service. You are welcome to submit your petition while you are waiting for this document to arrive and then submit it as soon as it is received.)
5. A copy of your lease or leases covering the last 12 months AND proof of 12 months of rent payments if you rent and you have a lease. (The lease or leases must include your name, the address of the residence, and the term of the lease agreement. Proof of rent can be one of the following: printout of rental transactions OR a letter on letterhead from your rental agency OR cancelled rent checks OR money order receipts OR copies of bank statements with rent payments highlighted.
6. A signed, notarized letter from an individual who you pay rent to or with whom you reside if you do not have a lease or if you share a residence with a family member. (The notarized letter must include the date that the letter was written, the address of the residence, the time period that you have resided there, and if the person writing the letter is your landlord, family member, roommate, etc.)
7. Deed or settlement statement if you own a house.
8. One of the following: your birth certificate OR social security card OR U.S. passport if you are a U.S. citizen.
9. One of the following: your permanent resident card OR documentation such as a I-485 or I-797 showing when you applied for permanent residency OR your visa and I-94 departure card OR other applicable immigration documentation if you are not a U.S. citizen.
10. Voter's registration card OR information printed out from the Maryland Board of Elections website at <https://www.mdelections.umd.edu/> if you are registered to vote.
11. Driver's license if you are licensed to drive.
12. Vehicle registration certificate(s) if you own any motor vehicles