

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION

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, and procedures. The full text of the policy can be found at: <http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html>.

If you read the residency policy and the Frequently Asked Questions at www.umgc.edu/changeresidency and feel that you have been classified as out-of-state in error, do NOT submit a petition form until you have contacted a residency staff member and verified that this process is necessary for you. Residency staff members can be reached at 1-800-888-8682, extension 22107, or at residency@umgc.edu.

Please be aware that if you have just been admitted or readmitted, you may be classified as out-of-state for one of the following reasons:

- You indicated on your admissions application that you are not a U.S. citizen. Please see your To-do List through the student portal at www.umgc.edu to submit required immigration or visa documentation to be considered for the in-state rate.
- You indicated on your admissions application that you are affiliated with the military. Please see your To-do List through the student portal at www.umgc.edu to submit required military documentation to be considered for the military tuition rate.
- You did not answer all of the questions in the residency section of the admissions application. Please contact the Admissions Office at admissions@umgc.edu to request a list of the residency questions.

If you do wish to submit a Petition for Change in Classification for Tuition, you must mail or drop off your petition and the required supporting documentation to the mailing address or office location below.

FAXES AND E-MAIL SUBMISSIONS ARE NOT ACCEPTED.

Mailing Address: University of Maryland Global Campus
ATTN: Shaneek Celedon (Residency)
3501 University Boulevard East
Adelphi, MD 20783

Please note that petitions sent by any method through the United State Post Office (USPS) must use the address above.

If you choose to send your petition via a private company such as Federal Express (FedEx), United Parcel Service (UPS) or DHL, it must be mailed to the address below rather than to the mailing address above.

Office Location: University of Maryland Global Campus
ATTN: Shaneek Celedon (Residency)
1616 McCormick Drive
Largo, MD 20774

Note: If you are planning to drop off your petition please call 1-800-888-8682 for the current hours at the Academic Center at Largo as they may vary.

Questions: Contact a residency staff member at 1-800-888-8682, extension 22107 or at residency@umgc.edu.

You will be notified by e-mail when your petition is received. If you do not receive an e-mail within two weeks of sending in your petition, please contact a residency staff member at the phone number or e-mail address above. You will be notified by either e-mail or regular mail once your petition is processed. If you do not receive this notification within six weeks of submitting your petition, please contact a residency staff member immediately.

YOU ARE RESPONSIBLE FOR FOLLOWING UP IN A TIMELY MANNER IF YOU DO NOT RECEIVE THESE NOTIFICATIONS. IF YOU DO NOT FOLLOW UP WITHIN THE TIME FRAMES DESCRIBED ABOVE, WE MAY NOT CONSIDER YOU FOR IN-STATE STATUS FOR THE SEMESTER FOR WHICH YOU APPLIED.

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. (Check the Academic Calendar online at www.umgc.edu for specific dates.)
- 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 on the last page of the form.
- 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.

Section 1: Petitioner Information

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

Section 3: Petitioner Residency Information

This section must be completed by all petitioners. The student petitioner must complete Section 3. 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 4: Residency Information for Person Upon Whom Student is Financially Dependent

The person upon whom the student petitioner is financially dependent must complete this section. 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 5: Rebuttal Evidence

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 seeks 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 6: 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 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 published last date to the register 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 3 (Petitioner Residency Information) and Section 6 (Affirmation).

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

Mr.
(1) Name: Ms. _____ (2) Student ID Number: _____
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: _____
 No

b) Is this person a Maryland Resident? Yes

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

(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)	Period Employed (mm/dd/yy)

(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):

Income Tax Returns Year(s) Filed
State [indicate state(s)]: _____

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 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 http://taxes.marylandtaxes.com/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of_Returns.shtml)

(3) Are you financially dependent upon another person (i.e. person who has claimed you as their dependent on their most recent tax return)? Yes No

If Yes, name of person upon whom dependent (i.e. person who has claimed you as a dependent on their most recent tax return) _____

Relationship to the petitioner: _____

Is this person a Maryland Resident? Yes No

(4) Complete the following form and attach documentation of all sources of income for the 12-month period prior to the last date to register for classes including most recent pay stubs showing year-to-date earned income totals for each employer.

Expense and 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)	

Housing and Food (on-campus or off-campus)		Contribution from another person (e.g. alimony, child support, contribution from family member or others)	
Personal Expenses (e.g. Health Insurance and Medical Expenses, Transportation, Clothing, etc.)		Trust and/or Investment Funds	
Books and Supplies (if applicable)		Loans/Grants/Fellowships/Stipends/Scholarships	
Other		Savings and Checking Account Balances	
		Other	
TOTAL		TOTAL	

SECTION 3: PETITIONER RESIDENCY INFORMATION (To be completed by the Petitioner)

Items correspond to the policy requirements established by the USM Board of Regents. (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
2. If you were admitted as a freshman or transfer student, indicate name(s) of high school(s) attended:

Address: _____

Street City State Zip

If you enrolled in another educational institution since high school, please complete the following:

Name of the Institution: _____

Address: _____

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) and proof of rent payments or affidavit from a family member with whom you reside (see Supporting Documentation page for more details).

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 (such as furniture and pets) in the State of Maryland? _____ 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:

Income Tax Returns

Year(s) Filed

Federal

State [indicate state(s)]: _____

Please attach a Comptrollers copy of your STATE income tax return and W2 forms for the tax year ending within the 12 month period prior to the deadline. If you did not file an income tax return, please indicate reason.

Please see the last page of this petition labeled Supporting Documentation for information on how to request a certified copy of your Maryland income tax return from the Comptroller's office.

6. Motor Vehicle Registration: Do you own or have you owned any vehicle(s) during the 12 months prior to the deadline? _____

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 and state Registered In At the time of purchase	Currently Owned? If not, date vehicle sold and state the vehicle registered in.

Please attach a photocopy of the registration(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, original date issued: _____

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

c) Has your Maryland 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 12 months 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 12 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 your Permanent Resident Card that covers the entire twelve (12) month period.

e) Other (please explain): _____

SECTION 4: 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.

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 the student seeking in-state status as a dependent 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 W2 forms for the tax year ending within the 12-month period prior to the deadline.

If you did not file an income tax return, please indicate reason:

SECTION 5: REBUTTAL EVIDENCE

(To be completed by the Petitioner/Student)

Please complete all applicable information.

Please list participation in 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.

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., is in the state of Maryland.

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 6: AFFIRMATION OF PETITIONER AND PERSON UPON WHOM DEPENDENT

(To be completed by the Student and, if applicable, the person upon whom the student is dependent.)

I affirm that I have read the policies and requirements for establishing the in-state rate as well as the instructions at the beginning of the petition.

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.



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

FOR DEPENDENT STUDENTS ONLY:

NOTARIZED signature of person upon whom dependent.
(Petition will not be accepted without notarized signature.)

Date

Sworn to and subscribed before me this _____ day of _____

Signature of Notary Public Date

My commission expires: _____

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

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.

Academic Calendar at www.umgc.edu for the specific dates.

- __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 (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.**