Checklist for Submitting a Petition for Change in Classification for Tuition Purposes

Your petition will only be accepted if accompanied by ALL supporting documents for the 12-month period* prior to the last day to register for classes the semester of reclassification. The checklist provided below is designed as an aid and is not a substitute for the requirements stated in the Petition.

NOTE: Do not staple your documents or use sticky notes on your documents. Remove all Social Security Numbers, Employee Identification Numbers, and bank account numbers.

All Petitioners: Please submit your 11-page petition together, then your supporting documents should follow.

___ Are you registered for classes for the term in which you are submitting a petition?
* If you have withdrawn or taken a Leave of Absence for the semester, you are unable to submit a petition.

___ Read the Policy on Student Classification for Admission and Tuition purposes?
___ Have you updated your permanent address in SURFS to reflect MD residence?

___ Signed and completed the Petition form. (If you are financially dependent on someone, that person (not the student) must complete Section 4 and provide all documentation for that section of the petition. They must also include their notarized signature on Page 9. As defined by the Policy, a financially dependent student is one who is claimed as a dependent on another person’s prior year tax returns or is a ward of the State of Maryland.

___ Notarized Statement/explanation why you did not file state income taxes (if applicable).

___ Copy of Maryland Comptroller’s Certified state income tax return and documentation of all sources of income for the last year. This includes, as applicable:
- W-2 forms
- 1099 forms
- Most recent paystubs showing year-to-date income total for all individuals filing the return
- Unemployment/Public Assistance documentation

___ Statement/explanation why you filed state income tax returns in more than one state, and attach copies of all other filed state returns (if applicable)

___ Complete the Expense and Support Chart in Section 2 of the Petition and include all applicable supporting documents. This includes, as applicable:
- Financial Aid Award Letters
- Trust/Investment Funds Statements
- Savings/Checking Account Statements (12 months of statements or Annual Statement)
- W-2 or most recent paystubs showing year-to-date income
- Full promissory notes (14pgs)
- If you have a contribution from a family member or spouse, please provide a notarized statement indicated the contribution amount

___ Statement/explanation regarding the circumstances that brought you to the state of Maryland. Documentation that you owned or rented, and continuously occupied, including during weekends, breaks and vacations, living quarters in Maryland for the applicable 12-month period:
___ Copy of lease agreement(s) with your name AND proof of 12 consecutive monthly rental payments. Lease agreements must include signatures, address of residence and terms. Proof of rental payments may include copies of electronically processed checks (front and back); or copies of money order receipts; or copies of bank statements with rental payments highlighted; or a ledger of rental transactions, provided by your rental agency or landlord, with your name included on the documentation. OR

___ Signed and notarized letter from the deed or lease holder with whom you reside if you are not the deed holder or if your name does not appear on the lease agreement. This letter must be dated and include: address and time period of residence, the amount of rent and method of rent payment. The leaseholder must provide proof of their rental payments (e.g. copies of electronically processed checks, bank statements with rental payments highlighted; or a ledger of rental transactions, provided by rental agency.)

*Full lease. If lease has expired, please provide proof of extension

___ Statement/explanation regarding why you did not occupy living quarters in Maryland for the 12 month period prior to the last date to register for classes (if applicable).

___ Copy of vehicle registration and title of all vehicles, if owned by the petitioner for 12 month period prior to the last date to register for classes.

___ Statement/explanation of why you did not own or rent and occupy living quarters in Maryland for the 12-month period prior to the last date for the petitioner to register for classes (if applicable).

___ Documentation that you owned or rented, and continuously occupied living quarters in Maryland for the applicable 12-month period:

___ Deed or settlement papers showing home ownership; OR

___ Lease agreement(s) with your name AND proof of rental payments. Lease agreements must include signatures, address of residence and terms. Proof of rental payments may include copies of electronically processed checks (front and back); or copies of money order receipts; or copies of bank statements with rental payments highlighted; or a ledger of rental transactions, provided by your rental agency or landlord, with your name included on the documentation. OR

___ Statement/explanation of why you did not live own or rent and occupy living quarters in Maryland for the 12-month period prior to the last date to register for classes (if applicable).

___ Documentation that you owned or rented, and continuously occupied living quarters in Maryland for the applicable 12-month period:

___ Deed or settlement papers showing home ownership; OR

___ Lease agreement(s) with your name AND proof of rental payments. Lease agreements must include signatures, address of residence and terms. Proof of rental payments may include copies of electronically processed checks (front and back); or copies of money order receipts; or copies of bank statements with rental payments highlighted; or a ledger of rental transactions, provided by your rental agency or landlord, with your name included on the documentation. OR

___ Statement/explanation of why you did not live own or rent and occupy living quarters in Maryland for the 12-month period prior to the last date to register for classes (if applicable).

___ Documentation that you owned or rented, and continuously occupied living quarters in Maryland for the applicable 12-month period:

___ Deed or settlement papers showing home ownership; OR

___ Lease agreement(s) with your name AND proof of rental payments. Lease agreements must include signatures, address of residence and terms. Proof of rental payments may include copies of electronically processed checks (front and back); or copies of money order receipts; or copies of bank statements with rental payments highlighted; or a ledger of rental transactions, provided by your rental agency or landlord, with your name included on the documentation. OR
Signed and notarized letter from the deed or lease holder with whom you reside if you are not the deed holder or if your name does not appear on the lease agreement. This letter must be dated and include: address and time period of residence, the amount of rent and method of rent payment. The leaseholder must provide proof of their rental payments (e.g. copies of electronically processed checks, bank statements with rental payments highlighted; or a ledger of rental transactions, provided by rental agency.)

Statement/explanation why all your personal property is not in the State of Maryland (if applicable).

Statement/explanation why you will not/have not claim the petitioner as your dependent on your state income tax returns for the tax year(s) during the 12 month period to the last date for the petitioner to register for classes (if applicable).

Maryland Comptroller’s Certified State income tax return is required if filed in Maryland. If filed in other state(s), include copy of that state income tax returns filed during the 12-month period. Include W-2 forms and all attachments.

*12 month periods:
Fall – September of last year to August of current year
Spring – February of last year to January of current year
Summer – June of last year to May of current year
Winter – January to December of this year

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