

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

Required Documents / Actions	Details / Notes	Completed
<b>Signed Petition Form</b>	You must sign the signature page of the petition.	
<b>Maryland Comptroller Certified State</b>	Must have Comptroller stamp on the front of the 502 forms.	
<b>Driver's License (Front and Back)</b>	Must cover a full 12-month period; include previous license if not 12 months and/or a driving record to confirm initial licensing in Maryland.	
<b>Vehicle Registration and Title</b>	For all owned vehicles in petitioner's name.	
<b>Bill of Sale or Purchase Order of vehicle</b>	Required <i>only if</i> purchased within the past 12 months.	
<b>Proof of Citizenship or Immigration Status</b>	<b>Provide at least one of these:</b> Passport, Birth Certificate, PR Card, <b>or</b> other Immigration Documents.	
<b>Statement of Residency History</b>	Explain where and with whom you lived. <i>Does not need to be notarized</i>	
<b>Lease Agreement(s) for 12 Months</b>	Include pages with your name, address, dates, signatures, and terms. Do <b>NOT</b> submit a full lease.	
<b>12 Months of Rental Payments</b>	<b>Highlight</b> or <b>circle</b> rental payments on statements. <i>Do not submit pages that are not needed.</i>	
<b>Expense &amp; Support Chart</b>	Provide support/evidence for any source of expenses (loans, grants, family contribution, income) <i>contribution letters must be notarized.</i>	
<b>Remove Personal Identifiers numbers</b>	Redact all Social Security Numbers, bank account numbers, etc.	
<b>Voter Registration</b>	If you are registered, retrieve your voter registration card from Maryland Board of Elections website.	
<b>Rebuttal Evidence</b>	To strengthen your residency case: see page 9 for suggestions.	

### 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*.

**Please review the website for submission dates.**

**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 10-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, deferred, 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 paystub
- 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 (current or annual statement)
- W-2 or most recent paystubs showing year-to-date income
- Promissory notes or financial aid statements in student SURFS account.
- **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. DO NOT PROVIDE FULL LEASE. 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. Indicate if you do not pay rent. 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.)

*\*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.

If your current registration has been valid for less than the 12 months, provide a copy of your previous registration and title (see <http://www.mva.maryland.gov/drivers/driving-record-information> for more information) **OR**

Purchase order /Buyers order/Sales Contract (if vehicle was purchased less than 12 months ago)

Front/ Back Copy of your Driver license for the 12-month period prior to the last date to register for classes, if licensed. If your current license is valid for less than 12 months, provide:

Previous driver's license **OR**

Maryland driving record from the MVA (see <http://www.mva.maryland.gov/drivers/driving-record-information> for more information)

- If not licensed, please provide a government Identification card or explanation.

Voter registration card or information printed from the [Maryland Board of Elections website](http://www.maryland.gov/elections), if registered to vote.

Documentation of citizenship status:

\_\_\_ If you are a U.S. Citizen, you must provide your birth certificate, U.S. Passport or naturalization certificate.

OR

\_\_\_ Permanent Resident card (copied front and back), or immigration documentation such as I-485 or I-797 showing when you applied for permanent residency, **OR**

\_\_\_ Copy of your visa, **OR**

\_\_\_ Copy of other immigration documentation.

\_\_\_ Rebuttal Evidence (Including letters of recommendation, see page 9 for suggestions)

### **Dependent Petitioners:**

If you are financially dependent on another person (that is, if you have been claimed as a dependent on that person's prior year tax returns), the following documentation (if applicable) is required for that person:

\_\_\_ 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 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**

\_\_\_ **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**