UNIVERSITY of MARYLAND BALTIMORE

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

Required Documents / Actions	Details / Notes	Check
Signed Petition Form	You must sign the signature page of the petition.	
Remove Personal Identifiers numbers	Redact all Social Security Numbers, bank account numbers, etc.	
Maryland Comptroller Certified State	Must have Comptroller stamp on the front of the 502 forms. (check website for link) If unemployed please provide a notarized statement confirming no taxable income for the year.	
Driver's License (Front and Back)	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.	
Vehicle Registration and Title	For all owned vehicles in petitioner's name.	
Bill of Sale, lease documentation or Purchase Order of vehicle	Required ***only if*** vehicle was purchased within the past 12 months.	
Proof of Citizenship or Immigration Status	**Provide at least one of these:** Passport, Birth Certificate, PR Card, **or** other Immigration Documents.	
Statement of Residency History	Explain where and with whom you lived.	
Lease Agreement(s) for 12 Months	Include pages 1-10 and signature pages. Do **NOT** submit a full lease. If providing a notarized statement, please confirm if rent is being paid.	
12 Months of Rental Payments	**Please provide ledger, or billing statement, or a notarized statement from homeowner. Highlight** or **circle** rental payments on statements. *Do not submit pages that are not needed.*	
Expense & Support Chart	Provide support/evidence for any source of expenses (Loan: promissory notes (ONLY pg. 1 &2) AND a copy of the financial aid statement), grants, contribution, income, other etc.) *Contribution letters must be notarized and indicate the associated cost listed in the expense chart.*	
Voter Registration	If you are registered, retrieve your voter registration card from the Maryland Board of Elections website.	
Intent Evidence	We advise providing additional documents to confirm intent: see pages 12-13 of the petition.	

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 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 https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf?

___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 3a and provide all documentation for that section of the petition. They must also include their notarized signature on Page 14. 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 3 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 (pages 1&2) and 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 proof of a government Identification card or explanation.

___ Voter registration card or information printed from the Maryland Board of Elections website, 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.

___ Intent Evidence (Including notarized letters of recommendation, proof of community involvement, or proof of sole address; see pages 12-13 of the petition)

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

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