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

Submit the completed petition and all supporting documentation to the following address (faxes and emails are not accepted):

University of Maryland Baltimore
Office of the Registrar: Residency Reclassification Services
601 W. Lombard St. Suite 240
Baltimore, MD 21201
Email: residency@umaryland.edu for any questions

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 classification and which is found at https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf.
- This Petition must be completed by the Student.
- The petition submission deadline is the FIRST day of classes for the semester/term for which you are seeking in-state status. See https://www.umaryland.edu/petition/ for specific semester/term deadline dates
- 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/term.
- 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 classification 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. For your convenience there is a Notary Public at the Office of the Registrar. Please call ahead to check for availability.
- 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 classification.

Please note: Graduate Assistants who were admitted as out-of-state students are assessed tuition at the in-state rate only as a benefit of their employment. All out-of-state graduate assistants who have met all residency requirements and wish to change their classification to in-state must file a timely petition with the Office of the Registrar: Residency Reclassification Services in accordance with Policy requirements.
University of Maryland Baltimore
PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

DIRECTIONS: This petition is intended for use by students who seek a change in residency classification or by those whose classification cannot be determined from the information submitted with the application for admission. Only one petition for change in classification may be filed per semester. A petitioner is the student who wishes to have their residency classification changed. All petitioners must complete Section 1 (Petitioner Information), Section 2 (Income, Support, and Expense Information of Petitioner), Section 3 (Petitioner Residency Information), and Section 6 (Affirmation of Petitioner and Person Upon Whom Dependent). Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4 (Residency Information for Person Upon Whom Petitioner is Financially Dependent) and Section 6 (Affirmation of Petitioner and Person Upon Whom Dependent). Petitioners who raised the presumption that they are in the State of Maryland primarily for the purpose of attending an educational institution and who wish to rebut this presumption will need to complete Section 5 (Rebuttal Evidence) (see Section 5 for explanation). Provide documentation where required and supplement with documentation where appropriate or helpful to your circumstances.

SECTION 1: PETITIONER INFORMATION (To be completed by Petitioner)
This section must be completed by the petitioner.

Program (Check one): ☐ Undergraduate ☐ Graduate/Professional

1) Are you currently registered? ☐ Yes ☐ No

2) Semester & Year Admitted: ______________

3) Current Class Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate/Professional

4) Name: ______________________________________ 5) University ID Number: __________________________

Last                 First                 MI

Address: _____________________________________________________ 6) Date of Birth (mm/dd/yyyy): ______________

Street

City State Zip 7) Daytime/Cell Telephone: _______________________

8) University email address: ______________________________________

9) Semester/Term & Year of Petition (cannot be a past semester/year): ______________

10) Have you filed a residency petition before? ☐ Yes ☐ No If Yes, indicate semester(s) and year(s): ______________
SECTION 2: INCOME, SUPPORT, AND EXPENSE INFORMATION OF PETITIONER (To be completed by Petitioner)

This section must be completed by all petitioners. The documentation provided by the petitioner should evidence any employment and earnings history through sources beyond those related 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.

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Address (City and State)</th>
<th>Dates of Employment (month/year to month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

   Income Tax Returns: Tax Year(s) Filed for
   State [indicate state(s)]: ___________ ________________

   Attach:
   • photocopies of your most recent paystub(s) from all employers listed, and
   • signed and filed state income tax returns* with all attachments and W-2 forms or 1099(s) from all employers 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, please attach an explanation. If you filed state income
     tax returns in another state or more than one state, please 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, submit Form 129 to the Maryland Comptroller’s Office found at
   https://www.marylandtaxes.gov/forms/current_forms/129.pdf or visit the Maryland Comptroller’s Office web page to
   find Form 129)

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 that person’s 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 of Maryland, please submit your court decree or documentation from your social worker.

4) Complete the following chart below.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Sources of Funds and other Financial Support</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Amount</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>Income (including employment and self-employment income)</td>
</tr>
<tr>
<td></td>
<td>• Attach paystub(s), W-2(s), 1099(s), and/or tax return(s)</td>
</tr>
<tr>
<td>Housing and Food (on-campus or off-campus)</td>
<td>Contribution from another person (e.g., from family member or others, alimony, child support)</td>
</tr>
<tr>
<td></td>
<td>• Attach statement(s) or affidavit(s) evidencing source of contribution.</td>
</tr>
<tr>
<td>Personal Expenses (e.g., Health Insurance and Medical Expenses, Transportation, Clothing)</td>
<td>Trust and/or Investment Funds</td>
</tr>
<tr>
<td></td>
<td>• Attach investment/portfolio statement(s).</td>
</tr>
<tr>
<td>Books and Supplies (if applicable)</td>
<td>Loans/Grants/Fellowships/Stipends/Scholarships</td>
</tr>
<tr>
<td></td>
<td>• Attach your promissory note(s), with disbursement dates listed, for all loans.</td>
</tr>
<tr>
<td>Other</td>
<td>Savings and Checking Account Balances</td>
</tr>
<tr>
<td></td>
<td>• Attach your bank statement(s) verifying these amounts.</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td>• Attach supporting documentation.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
SECTION 3: PETITIONER RESIDENCY INFORMATION (To be completed by the Petitioner)

1) Have you ever lived outside the State of Maryland? □ Yes □ No
   a. If Yes, did you move to Maryland primarily to attend an educational institution? □ Yes □ No
      If No, attach a statement regarding the circumstances that brought you to the State of Maryland.
   b. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a
      primary purpose other than that of attending an educational institution in Maryland? □ Yes □ No

2) a. Indicate name(s) and address(es) of high school(s) attended (if necessary, attach a supplemental sheet):
   Name of High School: ________________________________________________________________
   Address: _______________________________________________________________________
   Street     City  State  Zip
   Dates Attended: From ____________ To ________________

   2) b. If applicable, indicate name(s) and address(es) of all other previously attended higher education institution(s) (if necessary, attach a supplemental sheet):
   Name of Institution: ______________________________________________________________
   Address: _______________________________________________________________________
   Street     City  State  Zip
   Dates Attended: From ___________ To ________________
   Were you assessed in-state or out-of-state tuition and fees while enrolled at that institution?
      □ In-state    □ Out-of-state    □ Not Applicable

3) Did you occupy, own or rent living quarters in Maryland during the entire 12-month period prior to the last date to register for classes? □ Yes □ No    If No, please attach an explanation.
   Attach, for the 12-month period prior to the last date to register for classes:
   • a photocopy of 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.

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

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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, please 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 (answer No if your name does not appear on the vehicle registration for the vehicle you use).

<table>
<thead>
<tr>
<th>Year, Vehicle Make &amp; Model</th>
<th>State(s) of Registration(s) (For the 12-month period prior to the last date to register for classes)</th>
<th>Date(s) of Original Registration &amp; Date(s) of Renewal</th>
<th>Date of Vehicle Purchase or Lease</th>
<th>Currently Owned or Leased? If not, date vehicle sold or lease terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach:
- a photocopy of the current and previous registration(s) and title(s), or registration and lease agreement, of all vehicles (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 vehicle was 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 Maryland MVA driving record (https://mva.maryland.gov/drivers/Pages/driving-record-information.aspx).

7) Voter Registration
   Are you currently or have been registered to vote in the last 12 months? ☐ 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 (Check all boxes that apply to fully detail your status during the applicable 12-month period)
   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 occupy, own or rent 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, please attach an explanation.

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates of Occupancy From (mm/dd/yyyy) To (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

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, please attach an explanation.

3) 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.

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Address (City and State)</th>
<th>Dates of Employment (month/year to month/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Yes ☐ No If No, please attach an explanation.

4) 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, please attach an explanation.

Attach:
   • photocopies of your most recent paystub(s) from all employers listed, and
   • signed and filed state income tax returns* with all attachments and W-2 forms or 1099(s) from all employers 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, please attach an explanation. If you filed state income tax returns in another state or more than one state, please 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, submit Form 129 to the Maryland Comptroller’s Office found at https://www.marylandtaxes.gov/forms/current_forms/129.pdf)

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 classification 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 classification 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) 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)

9) 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 classification and which is found at https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.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 classification 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 classification.

___________________________________________________________  ______________________________
Signature of Petitioner (notary not required)                        Date

___________________________________________________________  ______________________________
Signature of person upon whom Petitioner is financially dependent (Signature must be Notarized) (Petition will not be accepted without notarized signature.)                        Date

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 classification if photocopies of the documents are not provided with your petition. Petitions not having the required documentation will not be evaluated.