

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

Submit the completed petition and all supporting documentation to the University of Baltimore, 1420 N. Charles St. Baltimore, MD 21201. Faxes and emails are not accepted.

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 status and which is found at:

[Bylaws changes in classification](#)

- **The petition submission deadline is the last add/drop date of each semester.**
- 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.**
- Petitions and requests for retroactive reclassification for tuition purposes are not accepted.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and the initial determination of the status 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 who the petitioner is dependent must sign the petition and have his/her signature notarized.
- Affidavits must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc. Please check in advance for instructions.
- 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 status.

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 requirement and wish to change their status to in-state must file a timely petition with the Residency Reclassification Services in accordance with Policy requirements.

UNIVERSITY OF BALTIMORE PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

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. **Only one petition for change in status may be filed per semester.** 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 Petitioner is Financially Dependent). Petitioners who raised the presumption that they are in the State of Maryland primarily for the purpose of attending an educational institution and wish to rebut the presumption will need to complete Section 5 (Rebuttal Evidence) (see Section 5 for explanation). Provide documentation where appropriate/required.

SECTION 1: PETITIONER INFORMATION (To be completed by Petitioner)

This section must be completed by the petitioner for in-state status.

Program (Check One): Undergraduate Graduate

1) Are you currently registered? Yes No

2) Semester and Year Admitted: _____

3) Current Class Status: freshman sophomore junior senior graduate/professional

4) Name: Last: _____ First: _____ MI: _____

5) University ID Number: _____ 6) Date of Birth (mm/dd/yy): _____

7) Address: Street: _____

City: _____ State: _____ Zip: _____

8) Daytime/Cell Phone: _____ 9) Email: _____

10) Semester/Year of Petition:

11) Have you filed a residency petition before? Yes No

If Yes, indicate the semester and year: _____

SECTION 2: INCOME, SUPPORT, AND EXPENSE INFORMATION OF 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.

1) Have you been employed within the past two years? Yes No. **If Yes**, list all employers below (most recent first) for the past 2 years. Use a separate sheet if necessary.

Name of Employer: _____ Address (City and State): _____

Period of Employment (mm/dd/yy): _____

Name of Employer: _____ Address (City and State): _____

Period of Employment (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 (attach a supplemental sheet, if necessary):

Income Tax Returns: Indicate state(s) and Year(s) filed below:

State: _____ Year Filed: _____, State: _____ Year Filed: _____,

State: _____ Year Filed: _____, State: _____ Year Filed: _____,

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 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 a Maryland Comptroller's certified copy of each Maryland tax return. To obtain Maryland Comptroller's certified copies, complete the Maryland Comptroller's Office Form 129 found at: [Request a Certified Copy of Income Tax](#).

3) Are you financially dependent upon another person who has claimed you as their dependent on their most recent tax return?

Yes No

If Yes, name the person and relationship to the person who has claimed you as a dependent on their most recent tax return.

Name: _____ Relationship to petitioner: _____

Is this person a Maryland resident? Yes No

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

Expense Table

Expenses	Annual Amount
Tuition and Fees	
Housing and Food (on or off campus)	
Personal Expenses (health insurance, transportation, clothing etc.	
Books and Supplies (if applicable)	
Other	
Total Annual Amount	

Source of Funds Table

Source of Funds	Annual Amount
Income (employment and self-employment income)	
Contribution from another person(alimony, child support, family support or others)	
Trust and or Investment Funds	
Loans, Grants, Fellowships, Stipends, Scholarships	
Savings and Checking Account Balances	
Other	
Total Annual Amount	

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

- 1) 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.

- 2) If you were admitted as a freshman or transfer student, indicate the names and addresses of all high schools you attended. Use a separate sheet if necessary.

Name of High School: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Name of High School: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

If you were enrolled in another higher education institution(s) during the previous 12 months, complete the following:

Name of Institution: _____

Address: Street: _____

City: _____ State: _____ Zip: _____

Were you assessed in-state or out of state tuition and fees while enrolled at that institution?

In-state out-of- state Not Applicable If you attended more than one institution, attach a list

and indicate whether you were assessed in-state or out-of-state tuition and fees at each of those institutions.

3) Did you own or rent and occupy living quarters in Maryland during the entire 12-month period prior to the last date to register for classes? Yes No **If No**, attach and explanation.

Attach a photocopy of deed(s) or lease agreement(s) or affidavit, and 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, for the 12-month period prior to the last date to register for classes, or evidence of residing with a spouse, parent or legal guardian, relative, or non-family member.

List residences and dates of occupancy for the 12-month period prior to the last date to register for classes.

Address: Street: _____ City: _____

State: _____ Zip: _____ Dates of Occupancy (mm/dd/yy): from: _____ to _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Dates of Occupancy (mm/dd/yy): from: _____ to _____

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**, attach and explanation.

5) Motor Vehicle Registration: Do you own or lease or have you owned or leased any vehicle during the 12 months prior to the last date to register for classes? Yes No **If Yes**, complete the following information.

Vehicle Information Table

Vehicle Make Model and Year	State of Registration (for the twelve month period prior to the last date to register for classes)	Date of Registration	Date of Vehicle Purchase or Lease	Currently Owned or Leased If not, date vehicle sold or lease terminated

Attach a photocopy of the current and previous registrations(s) and title(s) of all vehicles. If your current registration and title were issued less than 12 months ago, provide a photocopy of previous of previous registrations and titles of all vehicles listed; if sold, a photocopy of the Bill of Sale. If the vehicle was purchases within the previous 12 consecutive months, include a photocopy of the Purchase Order.

6) Motor Vehicle Operator’s License Information: Do you possess a valid driver’s license? Yes No

If Yes, in what state: _____ **If Maryland**, what was the initial date of issue? _____

If you’ve renewed your license, what is the most recent date of issue (not expiration date): _____

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. If issued or renewed during the 12-month period prior to the date to register for classes, provide a photocopy of previous license or MVA driving records.

7) Voter Registration

Are you currently registered to vote? Yes No **If Yes**, in what state? _____

Attach a photocopy of your most recent voter’s registration.

8) Do you receive any public assistance (i.e. Housing assistance, Medicaid or food vouchers) from a state or local agency other than one in Maryland? Yes No

If Yes, indicate source and type of assistance: _____

9) Citizenship Status

a) Are you a citizen of the United States? Yes No (If No, complete "b" through "f", as applicable).

If Yes, attach satisfactory evidence of U.S. citizenship (e.g. Copy of birth certificate or passport or naturalization certificate).

b) Country of Citizenship: _____

c) Visa Type: _____ Alien Registration Number: _____

Date of Issue: _____ Date of Expiration _____

Attach a photocopy of visa.

d) Are you a permanent resident of the U.S.? Yes No Alien Registration Number _____

Date of Issue: _____ Date of Expiration: _____

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 Residence and have filed the I-485 Application to Register Permanent Residence or Adjust Status? Yes No

If Yes, provide receipt date of application _____ and attach a copy of I-485/I-797C document.

f) Other status (explain): _____

Attach a photocopy of current citizenship status for 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 claimed the petitioner as a dependent on the most recent state income tax return)

1) Did you 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? Yes No If No, attach an explanation.

List residences for the 12-month period prior to the last date to register for classes below.

Address: Street: _____ City: _____

State: _____ Zip: _____ Dates of Occupancy (mm/dd/yy): from: _____ to _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Dates of Occupancy (mm/dd/yy): from: _____ to _____

Address: Street: _____ City: _____

State: _____ Zip: _____ Dates of Occupancy (mm/dd/yy): from: _____ to _____

If you owned or rented an occupied living quarters in Maryland for the 12-month period prior to the last date for the petitioner to register for classes, attach a photocopy of your deed(s) or lease agreement(s) or affidavit, and 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, for the 12-month period prior to the last date for the petitioner to register for classes.

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, attach an explanation.

3) 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, attach an explanation.

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 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 a Maryland Comptroller's certified copy of each Maryland tax return. To obtain Maryland Comptroller's certified copies, complete the Maryland Comptroller's Office Form 129 found at:

[Request a Certified Copy of Income Tax.](#)

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 status 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 status 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, etc. (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, etc.)

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 status and which is found at [USM Policy on student classification](#).

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 status and take disciplinary action, including suspension or expulsion. I agree to notify the University System of Maryland institution 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: _____

Notarized signature of person upon whom petitioner is dependent: _____

(Petition will not be accepted without notarized signature.) Date: _____

Sworn to and subscribed before me: _____ this date: _____

My commission expires: _____

Signature of Notary Public

Attachments: Please be advised the University will be unable to accept your petition for in-state status if photocopies of the documents are not provided with your petition. Petitions not having the required documentation will not be evaluated.

