

## 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\* If you have withdrawn or taken a Leave of Absence for the semester, you are unable to submit a petition.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.

\_\_\_ 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 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)

\_\_\_ 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 (Include Letters of Recommendation)

### **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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