Maryland Residency Proof Documentation

Before a request for classification to in-state status will be considered, a student must comply with all of the following requirements for 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. The Residency Form and documented proof are **due to the Office of Admissions within 15 days of being admitted** into the University.

Independent Applicants (No one claims you on their Taxes)	Dependent Applicants (Someone claims you on their Taxes)
➢ Valid Maryland Driver's License ➢ Valid Maryland Driver's Registration ➢ Maryland State 502 Taxes from the year(s) preceding the dated you applied to Coppin State. ➢ **Note: If your most recent taxes have not be prepared (dated 12 months prior to the semester you would like to start school); and you do not have any of the other forms of Maryland proof as described on this chart, you can submit your Residency form and 502 State taxes by May 15, 2012.** ➢ Authorized Mortgage or License documentation with proper signatures ➢ Social Security Benefits Annual Summary Report from the year(s) preceding the dated you applied to Coppin State. ➢ Maryland State Public Assistance reports from the year(s) preceding the dated you applied to Coppin State. ➢ Maryland Voter's Registration from the year preceding the dated you applied to Coppin State. ➢ Maryland Judicial documentation providing Maryland residency.	➢ Valid Maryland Driver's License ➢ Valid Maryland Driver's Registration ➢ Parent/Guardian Maryland State 502 Taxes, with your name listed, from the year(s) preceding the dated you applied to Coppin State. ➢ **Note: If your Parents most recent taxes have not be prepared (dated 12 months prior to the semester you would like to start school); and you do not have any of the other forms of Maryland proof as described on this chart, you can submit your Residency form and 502 State taxes by May 15, 2012.** ➢ Parent/Guardian Authorized Mortgage or License documentation with proper signatures ➢ Parent/Guardian, with your name listed, Social Security Benefits Annual Summary Report from the year(s) preceding the dated you applied to Coppin State. ➢ Parent/Guardian Maryland State Public Assistance, with your name listed, reports from the year(s) preceding the dated you applied to Coppin State. ➢ Maryland Voter's Registration from the year preceding the dated you applied to Coppin State. ➢ Parent/Guardian Maryland Judicial documentation, with your name listed, providing Maryland residency.

Next Step: Complete the Residency Form, attach the documented proof from the list above, and mail all documentation to the Office of Admissions within 15 days of being admitted.

RESIDENCY INFORMATION (Maryland Residents must complete the section below.)

Applicant's Name: _____ SSN: _____ CSU ID: _____

Do you wish to be considered for in-state tuition status? ☐ Yes ☐ No (If yes, follow the instructions below.)

A. IF ANY OF THE CATEGORIES BELOW APPLY: Please check the appropriate boxes and provide requested information and documentation. Failure to answer all questions that apply may result in a non-Maryland resident classification and out-of-state charges being applied. Residency classification information is evaluated in accordance with the University System of Maryland policy on residency. The applicant may be contacted for clarification of an item, or for additional information as necessary.

☐ I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.
Please indicate relationship: _____

Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.

☐ I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person. Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military
_____

☐ I am a veteran of the United States Armed Forces who received an honorable discharge within the past 12 months and received my high school education in Maryland. Please attach a copy of form DD-214 and documentation of enrollment in a Maryland high school for a minimum of three years, and, graduation from a Maryland high school or receipt of a GED diploma in Maryland.

If none of the above is checked, applicants seeking in-state status must complete the following questions.

B. PLEASE CHECK ONE:

☐ I am financially independent. I have earned taxable income and I have not been claimed as a dependent on another person's most recent income tax returns. (Proceed to Section C.)

☐ I am financially dependent on another person who has claimed me as a dependent on his/her most recent income tax returns, or I am a ward of the State of Maryland. If a ward of the State, please submit documentation and go to item 10.

Name of person upon whom dependent and relationship to applicant: _____

How long have you been dependent upon this person? _____ Is the person a resident of Maryland? ❑ Yes ❑ No

Complete address of this person: _____

Is this person a citizen of the United States? ❑ Yes ❑ No

i. If no, type of visa: _____ ii. Expiration date of visa: _____

iii. Alien Registration No. _____ iv. Date of Issuance: _____

Has this person filed a Maryland state income tax return for the most recent year on all earned income including income earned outside of Maryland? ■ Yes ❑ No

If yes, list actual years Maryland income tax returns have been filed within the past 3 years. (Example: 2009, 2010, 2011) Years filed: _____.

Please attach of copy of the most recent MD 502/503 tax form.

ii. If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____

Signature of this person: _____

Section C. The Student Applicant must complete items 1 - 10.

1. Permanent address: _____
Length of time at permanent address _____ years _____ months

If less than 12 months, provide previous address: _____

_____

Length of time at previous address _____ years _____months (Complete The Back)

2. Are you residing in Maryland only to attend an educational institution? ❑ Yes ❑ No

3. Are all or substantially all of your possessions in Maryland? ❑ Yes ❑ No

4. Do you possess a valid driver's license or state ID? Please attach a copy of your identification. ❑ Yes ❑ No
   a. If yes, initial date of issue_____ b. In what state? _____

   c. Most recent date of issue _____ d. In what state? _____

5. Do you own any motor vehicles? Please attach a copy of your registration. ❑ Yes ❑ No
   a. If yes, initial date of registration? _____ b. In what state? _____

   b. Most recent date of registration _____ d. In what state? _____

6. Are you registered to vote? Please attach a copy of your voter registration form. ❑ Yes ❑ No
   a. If yes, in what state? _____ b. Date of registration: _____

   c. Were you previously registered to vote in another state? _____

7. Have you filed a Maryland state income tax return for the most recent year? If yes, list years you have filed Maryland income tax returns within the past 3 years. (Example: 2008, 2009, 2010) Please attach a copy of your MD 502/503 form as proof. ❑ Yes ❑ No

8.
   a. Years filed: _____

   b. If you did not file a tax return in Maryland within the last 12 months, state reason(s):

   _____

9. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation. ❑ Yes ❑ No

   _____

10. Do you receive any public assistance from a state or local agency other than one in Maryland? ❑ Yes ❑ No
    a. If yes, please explain_____

I certify that the information provided is complete and correct. I understand that the Coppin State University reserves the right to request additional information if necessary. In the event the University discovers that false or misleading information has been provided, the Student Applicant may be billed by the University retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

11. _____ _____
    Signature of Applicant Date

_____

Office Use Only: Init_____RM____NM____