

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION OF RESIDENCY

Please *carefully* read the VIII-2.70 POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES of the University System of Maryland, which contains residency requirements, and procedures. The full text of the policy can be found at:
<http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html>

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

For New Students for Fall & Spring:

Office of Admissions
Coppin State University
2500 West North Avenue
Baltimore, Maryland 21216
Attn: Director of Admissions

For New Students for Winter & Summer Continuing & Readmit Students:

Office of Records and Registration
Coppin State University
2500 West North Avenue
Baltimore, Maryland 21216
Attn: Registrar

IMPORTANT INFORMATION REGARDING PETITIONS

- The petition deadline is the **first day of classes for the term/session for which you are seeking in-state status.**
- Read the document carefully and complete all sections of the petition that apply to you. Failure to complete all applicable sections of the petition may result in a denial of in-state status.
- Only one petition may be filed per semester.
- No requests are accepted for retroactive changes.
- **No materials or documentation will be returned after the petition is submitted.**
- The **review of the petition and an initial determination** of the status may take as long as **six (6) weeks**, not including subsequent appeals. You will be responsible for all late fees and finance charges accrued during the entire process.
- If claiming dependence, the person upon whom the student is dependent **must** have his/her signature notarized.
- Affidavits are accepted if they must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.
- 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 status to in-state must file the petition

Section 1: Student Information

This section must be completed by all student petitioners for in-state status.

Section 2: Basis for claiming In-State Status

This section must also be completed by all student petitioners for in-state status. It is recommended that you again read the residency policy. Please pay particular attention to the definitions of financial independence, dependence, and support. The student petitioner must complete all sections of the petition regardless of dependence status.

Section 3: Income and Expense Information for Student

This section must be completed by all students who indicated either **A or B in Section 2, p.4**. Please be sure to include with your petition documentation for all sources of funds you list in this section. Any undocumented sources of funds cannot be considered. In most cases, acceptable forms of documentation are W-2 forms, check stubs showing year-to-date income, financial aid award letters, employer confirmation of employment dates and income on employer letterhead, and employment contracts. The evidence should document any 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. Note: 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. The purpose of this section is to aid the University in determining financial dependence or financial independence.

If you are seeking to demonstrate you are NOT financially dependant upon another individual, you must provide information on your finances for twelve (12) consecutive months. For example, if you are filing a petition for the fall semester, the last day of late registration usually occurs in August. Therefore, the twelve (12) months prior to that date will be the period reviewed. If you have filed a petition prior to the deadline, you may estimate future income; however, you must be able to explain the basis for your estimate. If you are uncertain about your exact expenses, please carefully estimate. Your figures regarding rent/mortgage, tuition and fees, utilities, and motor vehicle insurance should be exact; however, if exact figures are not available, please provide an explanation. Please list all employers for the past two (2) years, with specific dates of employment.

Section 4: Student Residency Information

The student petitioner must complete **Section 4, p.7**. Please make sure to attach photocopies of all requested documents. Students must complete this section even if claiming financial dependency upon another resident of the State of Maryland.

Section 5: Residency Information for Person Upon Whom Student is Financially Dependent

Students who are financially dependant on another person must have that person complete **Section 5, p.8**. Please make sure to attach photocopies of all requested documents. Financially independent students should NOT complete this section of the petition.

Section 6: Information Pertaining to Full-Time Member of the Armed Forces of the United States

Please review the residency policy before completing this section. (**Coppin State Residency Policy**).

Section 7: Rebuttal Evidence

Satisfying the requirements listed in paragraphs **A through I of Section II of Coppin State University Residency Policy** does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence. To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. 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 this policy. 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. 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 this policy.

In addition to financial evidence documenting a student's independent status, or dependence upon a Maryland resident, other evidence that may be considered includes, but is not limited to, 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; registration as a Maryland resident with the Selective Service, if male; 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.; 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 live permanently in Maryland.

Section 8: Affirmation of Petitioner and, if Dependent, of the Person Upon Whom Student is Financially Dependent.

The student petitioner must sign this section but a notarized signature is not required. A **NOTARIZED signature** is required of the person upon whom the student petitioner is financially dependent.

UNIVERSITY SYSTEM OF MARYLAND
PETITION FOR CHANGE IN CLASSIFICATION OF RESIDENCY

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. **THE DEADLINE** for which conditions for in-state classification must be met is the **published first day of classes for the semester for which in-state status is being sought**. Only one petition for change in status may be filed per semester. All petitioners must complete Section 1 (Student Information), Section 2 (Basis for claiming in-state status), and Section 7 (Affirmation). Other sections to be completed are indicated in Section 2.

SECTION 1: STUDENT INFORMATION (To be completed by Petitioner/Student)

Institution: _____

Program (please check one): Undergraduate Graduate Professional Other _____

Semester & Year Admitted: _____

Current Class Status: Freshman Sophomore Junior Senior Graduate Professional

- (1) Name: Mr. _____ (2) Student Identification #: _____
Ms. _____
Last First MI
- (3) Address _____ (4) Date of Birth (mm/dd/yy): _____
Street
_____ (5) Home Telephone: _____
City State Zip (6) Work Telephone: _____
- (7) Term or Session/Year of Petition: _____ (8) E-Mail: _____
- (9) Have you filed a residency petition before? Yes No If yes, indicate semester and year: _____
- (10) Are you financially dependent upon another person? Yes No
- a) If yes, name of person upon whom you are financially dependent: _____
- b) Is this person a Maryland Resident? Yes No

SECTION 2: BASIS FOR CLAIMING IN-STATE STATUS (To be completed by Petitioner/Student)

Check only one:

- A) I am seeking in-state status because I am a permanent Maryland resident.
Complete sections 3- p.6, 4-p.7 and 7-p.10. If you answered yes to question (10)(b) in Section I, that person must complete section 5, p.8.
- B) I am seeking in-state status because I am a full-time or part-time (50%) regular employee of a University System of Maryland institution, or the spouse or financially dependent child of such an employee.
Complete Section 7, p.10 and provide verification of employment. If you are a spouse or financially dependent child of an employee, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent federal and state income tax returns of the person upon whom dependent.

- C) I am seeking in-state status because I am a full-time member of the U.S. Armed Forces, residing or stationed in Maryland, or whose home of residency is Maryland, or the spouse or dependent child of such a member of the armed forces.

Complete Sections 6, p.9 and 7, p.10 and provide requested documentation. If you are a spouse or financially dependent child of a full-time member of the U.S. Armed Forces, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent income federal and state tax returns of the person upon whom dependent.

- D) I am seeking in-state status because I am an eligible member under the Maryland National Guard Nonresident Tuition Exemption.

Complete Sections 6, p.9 and 7, p.10 and provide requested documentation. If you are a spouse or financially dependent child of a full-time member of the U.S. Armed Forces, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent income federal and state tax returns of the person upon whom dependent.

SECTION 3: INCOME AND EXPENSE INFORMATION OF STUDENT (To be completed by
Petitioner/Student)

Support and Expense Information During the Past Twelve Months

Student's Sources of Funds and Other Support	Total prior 12 months Indicate Dates	Student's Expenses	Total prior 12 months Indicate Dates
Please Be as Specific as Possible		Please Be as Specific as Possible	
Self-Generated Income		Rent or Mortgage ³	
Father's Contribution		Tuition and Fees Specify full or part-time/credit hrs. _____	
Mother's Contribution		Books and Supplies	
Legal Guardian		Food	
Spouse		Transportation ⁴ _____	
Other Person Providing Support _____		Utilities (phone, water, electric, etc.)	
Loans ¹		Motor Vehicle Insurance	
Savings		Other Insurance	
Gifts (estimated value)		Clothing	
Trusts		Recreation	
Social Security &/or VA Benefits		Motor Vehicle Payments	
Alimony &/or Child Support		Medical	
Scholarships and Grants ^{1,2} _____		Dental	
Other (describe) _____		Miscellaneous (describe) _____	
TOTAL		TOTAL	

¹ Identify type and source.

² If you receive scholarship or grant funds from a state other than Maryland, indicate state.

³ If you share living quarters with parents, estimate the fair market value of housing costs.

⁴ If you had use of a motor vehicle registered in another person's name, indicate name and relationship.

Year, Vehicle Make & Model	State of Registration(s) (For the past 12 months)	Date of Vehicle Purchase	Currently Owned? If not, date vehicle sold.

Please attach photocopy of the registration(s) and title(s) of all vehicles listed; if sold, a photocopy of the Bill of Sale.

(7) Motor Vehicle Operator's License:

- a) Do you possess a Maryland driver's license? Yes No If yes, date issued: _____
 - b) Have you possessed a driver's license in any other state? Yes No If yes, state? _____
Date issued: _____
 - c) Has your driver's license been renewed in the last 12 months? Yes No
- **Please attach a photocopy of any driver's license you currently possess.**

(8) Voter Registration

- a) Are you currently registered to vote? Yes No If yes, in what state? _____
- b) Have you been registered to vote in any other state during the twelve month period directly prior to the deadline? Yes No

Please attach a photocopy of your voter's registration card(s) for the past 12 months.

- (9) Have you received public assistance in the twelve months prior to the deadline from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland? Yes No If yes, please indicate source and type of assistance: _____

(10) Citizenship Status

- a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)
- b) Country of Citizenship: _____
- c) Visa Type: _____ Alien Registration Number _____

Date of Issue: _____ Expiration Date: _____ ▪ **Please attach a photocopy of visa.**

- d) Are you a permanent resident? Yes No Alien Registration Number: _____

Date of Issue: _____ Expiration Date: _____

▪ **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

- e) Other (please explain): _____

SECTION 5: RESIDENCY INFORMATION FOR PERSON UPON WHOM STUDENT IS FINANCIALLY DEPENDENT (To be completed by the person upon whom the petitioner is dependent.)

- (1) Did you own or rent and occupy living quarters in Maryland for the 12 months prior to the deadline? _____
If no, please attach explanation.

▪ **Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks-if cancelled checks are not available or applicable, submit evidence of payment from your rental agent) for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.**

List residence(s) for the 12-month period prior to the deadline.

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(2) Are all, or substantially all, of your possessions, such as furniture and pets, in the State of Maryland?
 Yes No If not, please attach explanation.

(3) Will you claim or have you claimed as a dependent the student seeking in-state status on your federal income tax returns for the tax year(s) during the 12-month period prior to the deadline? Yes No
If yes, please attach a certified copy of the 502/503 Maryland state tax form and a copy of your federal tax return for the tax year ending within the 12-month period prior to the deadline.

If you did not file an income tax return, indicate reason: _____

Citizenship Status

a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)

If yes, please attach satisfactory evidence of U.S. citizenship. (e.g., copy of birth certificate or passport or naturalization certificate. If such forms cannot be photocopied, please bring the original to the Director of Admission or Registrar for inspection.)

b) Country of Citizenship: _____

c) Visa Type: _____

Alien Registration Number:

Date of Issue: _____ Expiration date: _____

▪ **Please attach a photocopy of visa.**

d) Are you a permanent resident? Yes No

Alien Registration Number: _____

Date of Issue: _____ Expiration Date: _____

▪ **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain): _____

4. Copy of your valid Maryland driver's license or Maryland state identification.

SECTION 6: INFORMATION PERTAINING TO FULL-TIME MEMBER OF THE ARMED FORCES

(To be completed by the Petitioner/Student or person upon whom the petitioner is dependent)

Name of person completing this section: _____
Last First Middle

Relationship to petitioner: _____

(1) Are you a full-time member of the U.S. Armed Forces? Yes No

(2) Are you presently stationed in Maryland? Yes No

What is your expected separation date from the U.S. Armed Forces? _____

(3) Are you presently residing in Maryland? Yes No

(4) **Please attach a copy of your lease, deed, or documentation of base housing.**

(5) Have you established Maryland as your home of residency? Yes No

- **Please attach your most recently filed state income tax return and military document showing Maryland as your home of residency.**
- **All military, please submit a photocopy of your most recent orders and your military I.D.**
- **If student petitioner is claiming dependence, please submit a photocopy of military dependent I.D. card.**

(6) Are you a member of the Maryland National Guard? Yes No

- **If you joined or subsequently served to provide a critical military occupational skill, or are a member of the Air Force critical specialty code, please submit documentation of your eligibility from your Company Commander.**

SECTION 7: REBUTTAL EVIDENCE

(To be completed by the Petitioner/Student)

Please complete all applicable information.

Please list participation in all professional, social, community, civic, political, athletic or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to your community or to the State of Maryland.

Activity	Start Date	End Date

Please attach evidence that 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., is in the state of Maryland.

Please attach notarized affidavit(s) from a person(s) unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

