

RESIDENCY CLASSIFICATION OFFICE PETITION FILING CHECKLIST

The Residency Classification Office accepts only timely and completed petitions for reclassification to in-state status. Your petition will **ONLY** be accepted if accompanied by **ALL** supporting documents. Petitions submitted without the required documentation will not be evaluated. It is your responsibility to ensure that **ALL** supporting information is submitted with your petition. The checklist provided below is designed as an aid and is not a substitute for the requirements stated in the petition or Board of Regents Policy on Student Residency Classification.

1. _____ Are you registered for classes during the term for which you are petitioning? If no, your petition will NOT be accepted.
2. _____ Statement/explanation (not to exceed one typed page) and any other relevant evidence (documentation) regarding the circumstances that brought you to the state of Maryland.
3. _____ Photocopy of deed or settlement statement if petitioner owns home, **OR**

Photocopy of lease agreement and either cancelled rent checks (front and back) or money order receipts for rent paid for each of the twelve (12) months immediately preceding the semester for which you are petitioning. Documentation regarding the payment of rent for 12 consecutive months is **always** required.
4. _____ Photocopy of petitioners' completed, signed and filed federal and state income tax returns and documentation of all sources of income for the last tax year. Documentation of income may include, but is not limited to: W-2 forms, 1099 forms, monthly statements for savings accounts, most recent pay stubs showing a year-to-date income total.
5. _____ Photocopies of vehicle registration (s) and title (s) of all vehicles owned by the petitioner.
6. _____ Photocopy of drivers' license of petitioner for the past twelve (12) months.
7. _____ Photocopy of voter registration card of petitioner for the past twelve (12) months.
8. _____ Photocopy of birth certificate, or U.S. passport or naturalization certificate for petitioners who **are U.S citizens, OR**

Photocopy of visa permanent residence card or other immigration documents for petitioners who are **not U.S. citizens**.
9. _____ Signed statement(s) showing activity and dates, and/or other letterhead statement(s) and/or notarize affidavit.

Military petitioners:

All military petitioners **must** provide a photocopy of current active duty orders and military ID card (front and back). Complete only Sections 1, 2, 6 and 8 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 a copy of active-duty military members' ID card (front and rear) along with documentation of dependency relationship (i.e. marriage certificate, birth certificate, or court order of adoption or guardianship) along with requested documentation.

Maryland National Guard petitioners:

Complete only Sections 1, 2, 6 and 8 and provide requested documentation.

Employee petitioners:

Complete only Sections 1, 2, and 8 and provide verification of employment. If you are a spouse or financially dependent child of an employee, provide documentation of dependency relationship (i.e. marriage certificate, birth certificate, or court order of adoption or guardianship) and a copy of the most recent federal and state income tax returns of the person upon whom dependent.

Dependent petitioners:

Items 3, 4 and 8 are required for both the petitioner AND the person upon whom you are financially dependent.

All petitioners: Is your petition signed? If claiming financial dependence upon another person, is their signature notarized? _____