How Do I Qualify for In-State Tuition?

The University System of Maryland (USM) requires Towson University to collect certain information from students to verify Maryland residency for tuition purposes.

A student seeking reclassification from out-of-state to in-state tuition status must demonstrate the continuous intent to make Maryland their permanent home and to reside in Maryland indefinitely and for a purpose other than that of attending an educational institution in Maryland.

If you meet all of the necessary criteria for the 12 months preceding and including the deadline, you may be eligible for in-state residency status, and should complete the Petition for In-State Residency.

The petition submission deadline is the last day to drop/add for the term for which you are seeking in-state status.

Criteria

The following criteria must be met for 12 consecutive months immediately prior to and including the last day to drop or add courses for the term in which in-state residency is requested.

There are 9 the criteria. They may be condensed as follows:

1. Owning or renting and continuously occupying living quarters in Maryland.
2. Having substantially all personal property in Maryland.
3. Paying Maryland income tax.
4. Registering all vehicles in Maryland.
5. If licensed, possessing a valid Maryland driver's license.
6. If registered, being registered to vote in Maryland.
7. Receiving no public assistance from a state other than Maryland.
8. Having the legal ability under law to live permanently and without interruption in Maryland.
9. Rebutting the presumption that you are in Maryland primarily to attend an educational institution.

You must carefully read the USM policy (enclosed, and also located in Appendix C in TU catalog) for details of each requirement.

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

Updated 3/2019
Non-Resident Special Circumstances

If you meet the requisite criteria of any category on this page, you may be eligible for in-state tuition status.

Please contact the Registrar’s In-State Residency Office to obtain information regarding the requisite documentation you will need to provide.

Questions: registrarresidency@towson.edu
410-704-3104

Please read the USM residency policy for more details on the various categories and requirements.

Full-Time and Part-Time Regular Employees of the University System of Maryland

Employee:
Can you provide verification of employment status with USM from the appropriate human resources office?

Spouse or Dependent Children of Full-Time or Part-Time (at least 50 percent) Regular Employees:
Can you provide a copy of a birth or marriage certificate or other legal document confirming legal dependency, state tax documents, along with verification of employment by USM of the person upon whom you are dependent from the appropriate human resources office?

Members of U.S. Armed Forces

To determine if you are eligible to apply for in-state residency status, you must be able to answer positively to any question below:

1. Are you a full-time member of the armed forces of the United States currently stationed in Maryland, and can you provide a copy of your transfer orders?

2. Are you a full-time member of the armed forces of the United States currently residing in Maryland, and can you provide a copy of a lease or deed in your name? If you are living on base, can you provide current evidence of living quarters in Maryland?

3. Are you a veteran of the armed forces of the United States who can provide documentation that you were honorably discharged and are currently residing or are domiciled in Maryland?

4. Are you a veteran who lives in Maryland and was “discharged” from a period of at least 90 days of service in the active military, navy, or air service less than three years before the date of your enrollment and is pursuing a course of education with educational assistance under 38 U.S.C. 3001 or 38 U.S.C. 3301?

Dependents of a Full-Time Member of the U.S. Armed Forces

To determine if you are eligible to apply for in-state residency status, you must be able to answer positively to ALL questions below:

1. Are you a legal dependent of an active member of the armed forces of the United States stationed in Maryland and can you provide a copy of a birth certificate or other legal document confirming legal dependency, along with a copy of the active member’s transfer orders?

2. Are you a legal dependent of an active member of the armed forces of the United States who is stationed elsewhere but who has established Maryland as his or her home of residence and can the person upon whom you are dependent provide a military document showing Maryland as his or her home of residence?

3. And if so, do you reside in Maryland, and can you provide evidence of that residence?

4. Are you a dependent of a veteran who was discharged honorably from active duty (see #4 members of U.S. armed forces above) and are you pursuing a course of education with educational assistance under 38 U.S.C. 3001 or 38 U.S.C. 3301?

Members of the Maryland National Guard

Are you a member of the Maryland National Guard, as defined in the Public Safety Article of the Maryland Annotated Code, who joined or subsequently serves in the Maryland National Guard to: (i) provide a critical military occupational skill, or (ii) be a member of the Air Force Critical Specialty Code as determined by the National Guard?

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

Updated 3/2019
I. POLICY

A. Purpose
To extend the benefits of its system of higher education while encouraging the economical use of the State's resources, it is the policy of the Board of Regents of the University System of Maryland (USM) to recognize the categories of in-state and out-of-state residency for the purpose of admission and assessing tuition at USM institutions.

B. Qualification for the In-State Status
Generally, in order to qualify for in-state status, a prospective, returning or current student must demonstrate that he or she is a permanent Maryland resident. Under certain circumstances, as set forth in this Policy, students who are not permanent Maryland residents may qualify temporarily for in-state status. Students who do not qualify for in-state status under this Policy shall be assigned out-of-state status for admission and tuition purposes.

C. Standard of Proof
The student seeking in-state status shall have the burden of proving by clear and convincing evidence that he or she satisfies the requirements and standards set forth in this Policy. Assignment of in-state or out-of-state status will be made by the applicable USM institution upon a review of the totality of facts known or presented to it.

II. DETERMINATION OF RESIDENCY STATUS

A. Criteria for Determination of Residency Status
An initial determination of residency status will be made at the time of admission and readmission based upon information provided by the student with the signed application certifying that the information provided is complete and correct. Additional information may be requested by the institution to clarify facts presented. To qualify for in-state status, the student must demonstrate that for at least 12 consecutive months immediately prior to and including the last date available to register for courses for the semester/term for which the student seeks in-state status, the student had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland. The student will demonstrate the requisite intent by satisfying all of the following requirements for the 12-month period (or shorter period indicated):

1. Has continuously maintained his or her primary living quarters in Maryland.
2. Has substantially all personal property, such as household effects, furniture, and pets, in Maryland.
3. Has paid Maryland income tax on all taxable income, including all taxable income earned outside of Maryland, and has filed a Maryland Resident Tax Return.
4. Has registered all owned or leased motor vehicles in Maryland for at least 12 consecutive months, if previously registered in another state. Students who have lived in Maryland for at least 12 consecutive months but who have had their motor vehicle(s) registered in Maryland for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their owned or leased motor vehicle(s) was (were) registered in Maryland within 60 days after moving to the state.
5. Has possessed a valid Maryland driver's license for at least 12 consecutive months, if previously licensed to drive in another state. Students who have lived in Maryland for at least 12 consecutive months but who have held a Maryland driver's license for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their driver's license was issued in Maryland within 60 days after moving to the state.
6. Is currently registered to vote in Maryland if previously registered to vote in another state (no time requirement).
7. Receives no public assistance from a state other than the State of Maryland or from a city, county, or municipal agency other than one in Maryland.
8. Has a legal ability under Federal and Maryland law to live permanently and without interruption in Maryland.

B. Presumption of Out-of-State Status
Either of the following circumstances raises a presumption that the student residing in the State of Maryland primarily for the purpose of attending an educational institution and, therefore, does not qualify for in-state under this Policy:

1. A student is attending school or living outside Maryland at the time of application for admission to a USM institution, or
2. A student is Financially Dependent on a person who is not a resident 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.

1 Annotated Code of Maryland, Education Article, §12-101
III. CHANGE IN CLASSIFICATION FOR TUITION PURPOSES

A. Petition for Change in Classification for Tuition Purposes

After the initial determination is made, a student seeking a change to in-state tuition status must submit a Petition for Change in Classification for Tuition Purposes that includes all of the information the student wishes the institution to consider. All information must be submitted by the institution’s deadline for submitting a petition for the semester for which the student seeks reclassification. Only one Petition may be filed per semester.

B. Criteria for Change in Tuition Status

A student seeking reclassification from out-of-state to in-state tuition status must demonstrate, by clear and convincing evidence, that for 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 student has the continuous intent to 1) make Maryland his or her permanent home; 2) abandon his or her former home state; 3) reside in Maryland indefinitely; and reside in Maryland primarily for a purpose other than that of attending an educational institution in Maryland.

A student will demonstrate the requisite intent by satisfying all of the following requirements for a period of at least twelve (12) consecutive months (or for the shorter period of time indicated) 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. 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. The student must demonstrate (providing appropriate documentation as necessary) that for the relevant period he or she:

1. Continuously maintained his or her primary living quarters in Maryland.
2. Has substantially all of his or her personal property, such as household effects, furniture, and pets, in Maryland.
3. Has paid Maryland income tax on all taxable income, including all taxable income earned outside the state and has filed a Maryland Resident Tax Return.
4. Has registered all owned or leased motor vehicles in Maryland for at least 12 consecutive months, if previously registered in another state. Students who have lived in Maryland for at least 12 consecutive months but who have had their motor vehicle(s) registered in Maryland for less than 12 months will be deemed to have satisfied this requirement if they can show evidence that their owned or leased motor vehicle(s) was (were) registered in Maryland within 60 days after moving to the state.
5. Has held a valid Maryland driver’s license, if licensed, for at least 12 consecutive months, if a driver's license was previously held in another state. Has possessed a valid Maryland driver's license for at least 12 consecutive months, if previously licensed to drive in another state. Students who have lived in Maryland for at least 12 consecutive months but who have held a Maryland driver's license for less than 12 consecutive months will be deemed to have satisfied this requirement if they can show evidence that their driver’s license was issued in Maryland within 60 days after moving to the state.
6. Is currently registered to vote in Maryland, if previously registered to vote in another state (no time requirement).
7. Receives no public assistance from a state other than the State of Maryland or from a city, county, or municipal agency other than one in Maryland.
8. Has a legal ability under Federal and Maryland law to live permanently and without interruption in Maryland.
9. Has either not raised the presumption set forth in Section II.B above; or alternatively, if the student’s circumstances have raised the presumption set forth in Section II.B above, the student has rebutted that presumption.

C. Rebuttal Evidence

If the information received by the institution about the student has raised the presumption set forth in Section II.B, the student bears the burden of rebutting the presumption set forth in Section II.B by presenting additional evidence of objectively verifiable conduct to rebut the presumption and show the requisite intent. 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 this Policy. The absence of objective, relevant evidence is generally considered an unfavorable factor under this Policy. A student’s statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this 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.

3. Registration as Maryland resident with the Selective Service, if applicable.

4. Evidence that the student is married to a Maryland resident.

5. Evidence that the student attended schools in Maryland for grades K-12.

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.

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.

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.).

D. Appeal

A student may appeal an adverse decision on a Petition for Change in Classification.

E. Change in Circumstances Altering In-State Status

The student shall notify the USM institution in writing within 15 days of any change in circumstances which may alter in-state status. Failure to do so could result in retroactive charges for each semester/term affected.

F. Incomplete, Untimely, False, or Misleading Information

If necessary information is not provided by the institution’s deadline, the USM institution may, at its discretion, deny or revoke in-state status. In the event incomplete, false, or misleading information is presented, the USM institution may, at its discretion, revoke in-state status and take disciplinary action provided for by the institution’s policies. Such action may include suspension or expulsion. In such cases, the institution reserves the right to retroactively assess all out-of-state charges for each semester/term affected.

IV. CRITERIA FOR TEMPORARY QUALIFICATION OF NON-RESIDENTS FOR IN-STATE STATUS

Non-residents with the following status shall be accorded the benefits of in-state status for the period in which they hold such status, if they provide clear and convincing evidence through documentation, by the institution’s deadline for the semester for which they seek in-state status, showing that they fall within one of the following categories:

A. A full-time or part-time (at least 50%) regular employee of USM or a USM institution.

B. The spouse or Financially Dependent child of a full-time or part-time (at least 50%) regular employee of USM or a USM institution.

C. An active duty member of the Armed Forces of the United States as defined in 38 U.S.C.A. §101(10) as the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof, who is stationed in Maryland, resides in Maryland, or is domiciled in Maryland, or his/her spouse or a financially dependant child of that active duty member. Spouses and children who qualify for exemptions under this provision will retain in-state status for tuition purposes as long as they are continuously enrolled, regardless of whether the active duty member’s station assignment, residence, or domicile remains in Maryland.

D. A veteran of the Armed Forces of the United States who provides documentation that he or she was honorably discharged and currently resides or is domiciled in Maryland.

E. A veteran who lives in Maryland and was discharged from a period of at least 90 days of service in the active military, naval, or air service less than three years before the date of the veteran’s enrollment and is pursuing a course of education with educational assistance under the Montgomery G.I. Bill (38 U.S.C. §3001) or the Post 9/11 G.I. Bill (38 U.S.C. §3301). A veteran so described will continue to retain in-state status if the veteran is enrolled prior to the expiration of the three-year period following discharge, is using educational

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2 Annotated Code of Maryland, Education Article § 15-106.4.
3 Annotated Code of Maryland, Education Article § 15-106.4.
4 38 U.S.C.A. § 3679(c).
benefits under either chapter 30 or chapter 33, of the title 38, United States Code, and remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school.

F. Anyone who lives in Maryland and:

1. Is using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) and enrolls within three years of the transferor's discharge or release from a period of at least 90 days of service in the active military, naval, or air service; or
2. Is using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) and the transferor is a member of the uniformed services who is serving on active duty; or
3. Is using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)).

An individual as described in F(1) will continue to retain in-state status if the individual is enrolled prior to the expiration of the three-year period following the veteran's discharge, is using educational benefits under chapter 33, of title 38, United States Code, and remains continuously enrolled (other than during regularly scheduled breaks between courses, semester, or terms) at the same school.

G. A member of the Maryland National Guard, as defined in the Public Safety Article of the Maryland Annotated Code, who joined or subsequently serves in the Maryland National Guard to: (i) provide a critical military occupational skill; or (ii) be a member of the Air Force Critical Specialty Code as determined by the National Guard.

H. For UMUC, only, a full-time active member of the Armed Forces of the United States on active duty, or his/her spouse.

I. A graduate assistant appointed through a USM institution for the semester/term of the appointment. Except through prior arrangement, this benefit is available only for enrollment at the institution awarding the assistantship.

V. ADDITIONAL PROCEDURES

Each USM institution shall develop and publish additional procedures to implement this Policy. Procedures shall provide that on request the institution President or designee has the authority to waive any requirement set forth in Section II if it is determined that the application of the requirements creates an unjust result. These procedures shall be filed with the Office of the Chancellor.

VI. DEFINITIONS

A. Financially Dependent: For the purposes of this Policy, 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.

B. Financially Independent: For the purposes of this Policy, a financially independent student is one who 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.

C. Parent: A parent may be a natural parent, or, if established by a court order recognized under the laws of the State of Maryland, an adoptive parent.

D. Guardian: A guardian is a person so appointed by a court order recognized under the laws of the State of Maryland.

E. Spouse: A spouse is a partner in a legally contracted marriage.

F. Child: A child is a natural child or a child legally adopted pursuant to a court order recognized under the law of Maryland.

G. Regular Employee: A regular employee is a person employed by USM or a USM institution who is assigned to a State budget line or who is otherwise eligible to enroll in a State retirement system. Examples of categories NOT considered regular employees are graduate students, contingent employees, and independent contractors.

H. Continuous Enrollment:

1. Undergraduate Student - An undergraduate student who is enrolled at a USM institution for consecutive fall and spring semesters, until completion of the student's current degree program or unless on an approved leave of absence or participating in an approved program off-campus.
2. Graduate and Professional - Continuous enrollment for a graduate or professional student is defined by the institution in accordance with program requirements.

I. Armed Forces of the United States: As defined in 38 U.S.C.A § 101(10) as the United States Army, Navy, Marine Corps, Air Force, and Coast Guard, including the reserve components thereof.

VII. IMPLEMENTATION

This policy as amended by the Board of Regents on February 17, 2017, and as further amended on June 16, 2017, shall be applied to all student tuition classification decisions effective Spring semester 2018 and thereafter.
Important Petition Submission Information

- The petition deadline is the last day to drop/add for the term for which you are seeking in-state status.
- Failure to complete ALL sections of the petition that apply to you and/or failure to provide ALL required documents will delay the processing of your petition or cause it to be denied.
- 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 6 weeks. You will be responsible for all late fees and finance charges accrued during the entire process.

University System of Maryland Information

Frequently asked questions regarding this policy can be found on the University System of Maryland’s website:

usmd.edu
Go to FAQs Question 14:
How do I qualify as a Maryland resident for in-state tuition?

The USM Policy on Student Classification for Admission and Tuition Purposes (VIII-2.70) is on the USM website (listed above), Appendix C of the TU Catalog, and is enclosed.

You must read the policy for the details of each requirement.
Instructions for the Residency Petition

Submit the completed and signed petition, as well as all supporting documentation, by mail or hand delivered, to the following office:

Registrar’s In-State Residency Office
Towson University
Enrollment Services Center, Room 247
8000 York Road
Towson, MD 21252-0001

Questions and Follow-up Inquiry:

Phone: 410-704-3104
Email: registrarresidency@towson.edu
Website: towson.edu/registrar

All follow-up communication will be through your TU email address.

DO NOT EMAIL your completed petition and/or documents.

Important Instructions Regarding Petitions

- Make sure to carefully read the USM policy (enclosed, and also located in Appendix C in TU catalog).
- Only one petition may be filed per term.
- You must be registered for classes during the term for which you are petitioning.
- Use the accompanying checklist for guidance.
- The petition must be SIGNED AND COMPLETED.
- No requests are accepted for retroactive changes.
- Complete all portions of the petition and attach ALL required documents. Failure to do so will result in delayed processing and/or denial.
- If you cannot provide the required information, you must attach a separate written explanation of the circumstances that do not allow you to comply. Please note, an explanation will not necessarily result in the waiver of the required document.
- If claiming dependence, the person upon whom you are dependent must have his/her signature notarized.
- In the cases where affidavits are accepted, they must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc.
Instructions for the Residency Petition (Continued)

Section 1: Student Information

Complete all questions in this section.

Section 2: Income, Support and Expense Information of Petitioning Student

Attach the appropriate documentation for all sources of income and funding.

Section 3: Petitioner Residency Information

Complete this section even if you are claiming financial dependency upon another resident of the State of Maryland. You must provide a statement regarding the circumstances that brought you to the State of Maryland.

Include all documentation required for verification of living quarters.

Renters:
- Copy of your signed lease and proof of rental payments.
- The lease must include your name, landlord name, address of residence, and term of lease agreement.
- Documentation for proof of payment for all 12 applicable months is always required.

Owners:
- Deed, settlement sheet, or most recent property tax bill showing property ownership.

If your name is not on the lease or you are not the owner, you will need to submit the following:
- A notarized letter from the person with whom you are residing, that includes the date the letter was written, the address of the residence, the time period you resided at the property, and whether that person is your landlord or family member.
- The lease and verification rental payments OR proof of ownership from the person with whom you are residing.

Section 4: Residency Information for Person upon whom Student is Financially Dependent

If you are financially dependent on another person, you must have that person complete Section 4. Please make sure to attach copies of all requested documents.

Financially independent students should NOT complete this section of the petition.

Section 5: Rebuttal Evidence

Satisfying the requirements listed in items 1 through 8 of the policy does not rebut the presumption that a student is in Maryland primarily to attend an educational institution.

To overcome that presumption, you must present additional evidence. The burden of proof lies with you.

There is no formula to rebutting this presumption. You must demonstrate that you intend to make Maryland your permanent home and reside in Maryland indefinitely.

The policy’s section entitled “Rebuttal Evidence” (as well as the petition itself) provides some examples of objectively verifiable evidence upon which Towson University bases the decision on in-state status.

It is important to note that satisfying the minimum civic requirements does not rebut the presumption that you are residing in Maryland primarily for education reasons. Rather, you must provide clear, convincing, objective, relevant, and verifiable evidence demonstrating that you are in Maryland for a reason other than attending Towson University and that you intend to live permanently in Maryland.

Evidence that does not document a period of at least the requisite 12 consecutive months is generally considered an unfavorable factor under this 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 this policy.

Section 6: 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.

These instructions are meant as a guide. See the USM policy itself, as well as the petition, for specifics on the requirements you need to meet.
Residency Petition Checklist

The deadline for the petition submission is the last date to add and drop classes for the term.

Petition must be accompanied by all supporting documents and all questions must be answered in their ENTIRETY.

Incomplete petitions will be DENIED. No materials or documentation can be returned after the petition is submitted, so keep copies for your records.

Refer to enclosed Instructions for assistance with the petition.

☐ Registered? Your petition will NOT BE EVALUATED if you are NOT REGISTERED for classes during the term for which you are petitioning.

☐ Petition signed? If claiming financial dependence upon another person, their signature must be notarized.

☐ A brief statement/explanation, in your own words, regarding the circumstances that brought you to the State of Maryland.

☐ A Maryland comptroller’s certified copy of your Maryland state income tax return with all attachments & W-2 forms for the tax year ending within the 12-month period prior to the deadline. (www.marylandtaxes.gov)

**If you are dependent upon a person who claims you on their taxes, that person must submit their tax documents, as noted above, as well.**

☐ Verification of employment, if applicable, including most recent paystub(s) showing year-to-date earned income totals.

☐ Documentation of all sources of funds.

☐ Verification of living quarters covering the applicable 12-month period for the semester for which you are petitioning. See Instructions (included) for details on the documents you must provide.

☐ Copy of vehicle title(s) and registration; if sold, copy of bill of sale.

☐ Copy of your driver’s license. If you renewed your MD driver’s license during the past 12 months, documentation is required from the MVA to confirm length of time for possession of MD driver’s license. (www.mva.maryland.gov)

☐ Copy of voter registration card or information provided from the Maryland Board of Elections website.

☐ Copy of birth certificate, US Passport, or naturalization certificate if you are a US citizen.

Non-US citizens: copy of Permanent Resident Card (front and back) or other supporting immigration documents.

☐ Rebuttal Evidence (Section 5) must have documentation, as applicable.

This checklist is designed as an aid and is not a substitute for the requirements stated in the Petition or USM Policy on Student Classification for Admission and Tuition Purposes. Please read the USM policy carefully.

Updated 3/2019
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 Dependent). Petitioners who claim financial dependence upon another person must have the person upon whom the petitioner is financially dependent complete Section 4 (Residency Information for 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 this presumption will need to provide documentation (Rebuttal Evidence) (see Section 5 for explanation). Provide documentation where appropriate/required.

Submit the completed petition and all supporting documentation to the following address (faxes and emails are not accepted):
Towson University, Registrar's Office, Attn: In-State Residency Office, ESC, Room 243, 8000 York Road, Towson, MD 21252

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 & Year Admitted: ____________________________________________

(3) Current Class Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate/Professional

(4) Name: ___________________________________________________________________

(5) Towson ID Number: ____________________________

(6) Date of Birth: _______________ mm/dd/yy

(7) Daytime/Cell Telephone: ______________________________

(8) Email: ______________________________________________________________

(9) Semester/Year of Petition: _____________________ / ________________

(10) Have you filed a residency petition before? ☐ Yes ☐ No

If Yes, indicate semester and year: __________________________________________

Section 2: Income, Support, and Expense Information of Petitioner (To be completed by 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 (most recent first) for the past 2 years. Use a separate sheet if necessary.

<table>
<thead>
<tr>
<th>Name of Employer</th>
<th>Address (City and State)</th>
<th>Period Employed (mm/dd/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(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 (if necessary, attach a supplemental sheet):

<table>
<thead>
<tr>
<th>Income Tax Returns</th>
<th>State [indicate state(s)]: ____________________________</th>
<th>Year(s) Filed</th>
</tr>
</thead>
</table>

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 tax 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 Maryland Comptroller's certified copies of each Maryland tax return.

(To obtain Maryland Comptroller's certified copies, complete Maryland Comptroller's Office Form 129 found at http://taxes.marylandtaxes.com/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of_Returns.shtml)
(3) Are you financially dependent upon another person (i.e. person who has claimed you as their dependent on their most recent tax return)? □ Yes □ No

If Yes, name of person upon whom dependent (i.e. person who has claimed you as a dependent on their most recent tax return)
_____________________________________________________________________________________

Relationship to the petitioner: ___________________________________________________________

Is this person a Maryland Resident? □ Yes □ No

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

### Expense and Support Information For Petitioner for the 12-Month Period Prior to Last Date to Register for Classes

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Annual Amount</th>
<th>Sources of Funds and other Financial Support</th>
<th>Annual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
<td></td>
<td>Income (including employment and self-employment income)</td>
<td></td>
</tr>
<tr>
<td>Housing and Food (on-campus or off-campus)</td>
<td></td>
<td>Contribution from another person (e.g. alimony, child support, contribution from family member or others)</td>
<td></td>
</tr>
<tr>
<td>Personal Expenses (e.g. Health Insurance and Medical Expenses, Transportation, Clothing, etc.)</td>
<td></td>
<td>Trust and/or Investment Funds</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies (if applicable)</td>
<td></td>
<td>Loans/Grants/Fellowships/Stipends/Scholarships</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>Savings and Checking Account Balances</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

**TOTAL**

### 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 name(s) and address(es) of high school(s) attended (if necessary, attach a supplemental sheet):

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 an 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 residence(s) for the 12-month period prior to the last date to register for classes

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates of Occupancy from (mm/dd/yy) to (mm/dd/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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 an explanation.

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

<table>
<thead>
<tr>
<th>Year, Vehicle Make &amp; Model</th>
<th>State of Registration(s) (For the 12-month period prior to the last date to register for classes)</th>
<th>Date(s) of Registration</th>
<th>Date of Vehicle Purchase or Lease</th>
<th>Currently Owned or Leased? If not, date vehicle sold or lease terminated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach a photocopy of the current and previous registration(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 registration(s) and title(s) of all vehicles listed; if sold, a photocopy of the Bill of Sale. If the vehicle was purchased within the previous 12 consecutive months, include photocopy of Purchase Order.

(6) Motor Vehicle Operator’s License:

a. Do you possess a valid driver’s license?  ☐ Yes ☐ No  If Yes, in what state? ____________________________

b. 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): ____________________________

c. 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 last date to register for classes, provide a photocopy of previous license or MVA driving record.

(7) Voter Registration

a. 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: ____________ Expires: ____________

   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 Residency 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.

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates of Occupancy from (mm/dd/yy) to (mm/dd/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you owned or rented and 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 for the petitioner to register for classes. If you did not file a Maryland state income tax return for that tax 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 Maryland Comptroller’s certified copies of each Maryland tax return. (To obtain Maryland Comptroller’s certified copies, complete Maryland Comptroller’s Office Form 129 found at http://taxes.marylandtaxes.com/Resource_Library/Tax_Forms_and_Instructions/Request_A_Copy_of_Returns.shtml)

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 www.usmd.edu/regents/bylaws/SectionVIII/VII270r-2018.pdf.

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                                                 Date

(Petition will not be accepted without notarized signature.)

Sworn to and subscribed before me this __________ day of ______________________, 20________

___________________________________________________________________________________________
Signature of Notary Public

___________________________________________________________________________________________
My commission expires on: (Date)

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.

Revised 3/2018