Residency Petition Checklist

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.

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

☐ 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. (Maryland Form 129 www.marylandtaxes.gov)

☐ If claiming financial dependence upon another person, their notarized Residency Information Form and all required backup documentation: Their Maryland comptroller’s certified tax return and documentation of living quarters. See form for details.

☐ 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 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, your driving record 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.