



## Residency Petition Checklist

This checklist is designed as an aid and is not a substitute for the requirements stated in the Petition and University System of Maryland [Policy on Student Classification for Admission and Tuition Purposes](#).

Please read the USM policy carefully.

Documentation should satisfy a period of 12 months immediately prior to and including the last date to register for courses in the semester for which the student is 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. (Use the [Maryland Form 129](#) at [www.marylandtaxes.gov](http://www.marylandtaxes.gov) to request the comptroller's certified copy)
- 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.

### Renters:

- Copy of your signed lease(s) covering the full applicable 12-month time period.
- The lease must include your name, landlord name, address of residence, and term of lease agreement.
- Documentation of rental payments for all applicable 12 months is always required.

### Owners:

- Deed.

If your name is not on the lease or deed, 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.

- Copy of vehicle title(s) and registration; if sold, copy of bill of sale; if purchased within 12-month time period, copy of purchase order
- 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. (<https://mva.maryland.gov>)*

- Copy of voter registration card or information provided from the Maryland Board of Elections website.
- Documentation of public assistance, if applicable
- 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. See Section III C of the policy for more information.

**This documentation is in addition to what has already been provided for the other criteria. Duplicated information is not applicable.**

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.

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 *encompassing all 12 months* 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.). Include documentation for all 12 months.**
  
- 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.**