Residency Reclassification Checklist for Military Members/Spouses/Dependents

Active Member of the U.S. Armed Forces and/or Spouse/Dependents of Such a Person

Check one that is applicable to you and provide the listed documentation:

___ I am a full-time active duty member stationed in Maryland
   ___ Copy of your most recent orders

___ I am a full-time active duty member who has declared Maryland as my home of residency
   ___ Copy of your most recent orders
   ___ Copy of Comptroller’s certified Maryland tax returns

___ I am a full-time active duty member who resides in Maryland
   ___ Copy of your most recent orders
   ___ Copy of deed or lease agreement
   *If the deed or lease is not in your name, please provide:
      ___ A signed, notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period you have lived at that residence.

___ I am the child of an active duty member stationed in Maryland
   ___ Copy of your parent’s most recent orders
   ___ Copy of your parent’s most recent state* tax returns (federal tax returns if parents did not file a state tax return).
   (*Maryland returns require Maryland Comptroller’s Certification, [http://registrar.umd.edu/Residency/mdtaxreturns.html](http://registrar.umd.edu/Residency/mdtaxreturns.html))
   ___ Copy of your birth certificate/adoption papers

___ I am the child of an active duty member who has declared Maryland as home of residency
   ___ Copy of your parent’s most recent orders
   ___ Copy of your parent’s most recent Comptroller’s certified Maryland tax returns
      ([http://registrar.umd.edu/Residency/mdtaxreturns.html](http://registrar.umd.edu/Residency/mdtaxreturns.html))
   ___Copy of your birth certificate/adoption papers

___ I am the child of an active duty member who resides in Maryland
   ___ Copy of your parent’s most recent orders
   ___ Copy of your parent’s deed or lease agreement
   *If the deed or lease is not in your parent’s name, please provide:
      ___ A signed, notarized letter from the deed or lease holder verifying that you and the active duty member reside at the address. The letter must be dated and include the address of the residence and time period you/your parent have lived at that residence.
   ___ Copy of active duty member’s most recent state* tax returns (federal tax returns if parents did not file a state tax return).  (*Maryland returns require Maryland Comptroller’s Certification, [http://registrar.umd.edu/Residency/mdtaxreturns.html](http://registrar.umd.edu/Residency/mdtaxreturns.html))
   ___Copy of child’s birth certificate/adoption papers

Updated 2/1/18
**I am the spouse of an active duty member stationed in Maryland**
- Copy of your spouse’s most recent orders
- Copy of your marriage certificate

**I am the spouse of an active duty member who has declared Maryland as home of residency**
- Copy of your spouse’s most recent orders
- Copy of your marriage certificate
- Copy of your spouse’s most recent Comptroller’s certified Maryland tax returns
  ([http://registrar.umd.edu/Residency/mdtaxreturns.html](http://registrar.umd.edu/Residency/mdtaxreturns.html))

**I am the spouse of an active duty member who resides in Maryland**
- Copy of your spouse’s most recent orders
- Copy of your marriage certificate
- Copy of your spouse’s deed or lease agreement
  *If the deed or lease is not in your name,
  - A signed, notarized letter from the deed or lease holder verifying that you and the active duty member reside at the address. The letter must be dated and include the address of the residence and time period that you and your spouse have lived at the residence.

**Veteran of the U.S. Armed Forces**

**I am a veteran of the United States Armed Forces residing in Maryland**
- Copy of DD214*
  *If you have a discharge category other than “Honorable”, please provide:
  - Copy of your Certificate of Eligibility
  - Copy of your deed or lease
    *If the deed or lease is not in your name, please provide:
    - A signed, notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period that you have lived at the residence.

**Spouse/Child of a Veteran of the U.S. Armed Forces**

**I am the spouse or child of a veteran of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C.§ 3311(b)(9) or 3319) and living in Maryland.**
- Copy of the veteran’s DD214 or most recent orders
- Copy of your Certificate of Eligibility.
- Copy of your deed or lease agreement
  *If the deed or lease is not in your name,
  - A signed, notarized letter from the deed or lease holder verifying that you and the active duty member reside at the address. The letter must be dated and include the address of the residence and time period that you and the active duty member have lived at the residence.

**Maryland National Guard**

**I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption. I am eligible because I joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company Commander for consideration.**
- Copy of your most recent orders or State Tuition Waiver Letter

*Updated 2/1/18*