

Petitioner Name: \_\_\_\_\_

UID: \_\_\_\_\_

## RESIDENCY RECLASSIFICATION PETITION CHECKLIST

Your petition will **ONLY** be accepted if accompanied by **ALL** supporting documents for the *prior 12 consecutive months*. Petitions submitted without the required documentation will not be reviewed. It is your responsibility to ensure that **ALL** supporting documentation 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](#).

Please submit your documents in the order as they appear on the checklist below.

Due to the sensitivity of information required for the process, we strongly recommend that you submit the petition and supporting documentation in-person to Residency Reclassification Services in 1130 Mitchell Building by the [deadline dates](#).

**Note: First semester DACA students:** Please contact Residency Reclassification Services at [resclass@umd.edu](mailto:resclass@umd.edu) or 301-314 -9596.

### All Petitioners:

1. \_\_\_ Are you registered for classes during the term for which you are petitioning?
2. \_\_\_ Signed and completed Petition form with signed policy page included. (**The petition will not be accepted if incomplete or without a signature.**)
3. \_\_\_ 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 or why you are seeking residency reclassification.

4. \_\_\_ Verification of living quarters covering the *prior 12 consecutive months* for the semester for which you are petitioning.

\_\_\_ Copy of a deed or settlement papers showing property home ownership.\*

**OR**

\_\_\_ Copy of lease agreement(s). **The signed lease must include your name, address of residence, and term of lease agreement.**\* **AND**

\_\_\_ Proof of rental payments. This can be in the form of one of the following: copies of electronic processed checks (front and back), copies of money order receipts, copies of electronic bank statements with rental payments highlighted, or printouts of rental transactions (ledger) from your rental agency with your name included.

**\*Note: If you are not the deed holder, or if your name does not appear on the lease agreement, you will need to submit the following along with the deed/lease.**

\_\_\_ A signed, notarized letter from the deed or lease holder you pay rent to or with whom you reside. The letter **must** include: the date that the letter was written, the address of the residence, the time period that you have resided with them, the amount of rent paid, how the rental payments were made (check, cash, or money order), if rental payments are current, and your relationship (e.g. landlord, family member) with the deed or lease holder. If the person with whom you are residing with is the leaseholder, they will also need to provide verification of their rental payments. **AND**

\_\_\_ Proof of rental payments of lease holder **and** petitioner. This can be in the form of one of the following: copies of electronic processed checks (front and back), copies of money order receipts, copies of electronic bank statements with rental payments highlighted, or printouts of rental transactions (ledger) from your rental agency with the leaseholder's name included.

5. \_\_\_ **Copy of Maryland Comptroller's Certified state income tax return**\* and documentation of all sources of income for the last tax year. Include the following documents of income sources, if applicable:

\_\_\_ W-2 forms totaling amount claimed on return for all individuals filing the return (only provide if a non-MD tax return was filed)

\_\_\_ 1099 forms (only provide if a non-MD tax return was filed)

\_\_\_ Most recent pay stubs showing a year-to-date income total for all individuals filing the return (If receiving direct deposit, contact employer.)

\_\_\_ Unemployment/Public Assistance Notice (if applicable)

**\*Maryland Comptroller's Certified Return must be included at the time the petition is submitted. Petitions will not be accepted if the certified return is not included. All certified returns must be sent to your home address and included as part of your petition. Non-Maryland income tax returns do not require comptroller's certification. Remove all Social Security Numbers, Employee Identification Numbers, and bank account numbers.**

6. \_\_\_ Copy of vehicle registration(s) and title(s) of all vehicles, if owned by the petitioner for the prior *12 consecutive months*. If your current registration has been valid for less than 12 months, provide:  
 \_\_\_ Copy of your previous registration and title (If you do not have it, visit <http://www.mva.maryland.gov/drivers/driving-record-information> for more information).  
 \_\_\_ Purchase Order (if vehicle was purchased less than 12 months ago)
7. \_\_\_ Copy of drivers' license for the prior *12 consecutive months*, if licensed to drive. If your current driver's license has been valid for less than 12 consecutive months, provide:  
 \_\_\_ Copy of your previous driver's license **OR**  
 \_\_\_ Copy of your Maryland driving record from the MVA (<http://www.mva.maryland.gov/drivers/driving-record-information>)
8. \_\_\_ Copy of voter registration card **OR** information printed from the Maryland Board of Elections website ([http://www.elections.state.md.us/voter\\_registration/](http://www.elections.state.md.us/voter_registration/)) of petitioner for the prior *12 consecutive months*, if registered to vote.
9. \_\_\_ Copy of birth certificate **OR** U.S. passport **OR** naturalization certificate if petitioner is a **U.S. citizen**.  
 \_\_\_ Copy of Permanent Resident Card (front and back) or copy of immigration documentation such as I-485, I797, visa for the *prior 12 consecutive months* if petitioner is **not a U.S. citizen**.
10. \_\_\_ Rebuttal Evidence:  
 \_\_\_ Rebuttal Item p. 7, #1 - Signed statement on letterhead or notarized letter from a non-UMD organization verifying your involvement with the organization over the prior 12 consecutive months. The letter should include the dates of your participation **OR** Evidence of your involvement with a non-UMD activity that includes your dates of participation over the prior 12 consecutive months.  
 \_\_\_ Rebuttal Item p. 7, #2 - Evidence of sole address of record for all purposes\*.  
 \_\_\_ Rebuttal Item p. 7, #3 – **Notarized affidavit** from a non-family member that demonstrates the petitioner's intent to live permanently in Maryland.

**\*Note: Do not include the following types of documentation: utility statements, credit card statements, cell phones statements, or UMD account statements. This information will be requested if needed for your petition.**

**Dependent Petitioners: In addition to the items listed for All Petitioners, provide the following for the person whom you are dependent upon.** (*Financial dependency is defined as a student being claimed as a dependent for tax purposes for the most recent filing year.*)

1. \_\_\_ Signed and notarized signature of the person whom the petitioner is dependent upon. (**The Petition will not be accepted if incomplete or without a notarized signature.**)
2. \_\_\_ Verification of living quarters covering the prior *12 consecutive months* for the semester for which student is petitioning.  
 \_\_\_ Copy of a deed or settlement papers showing home ownership.\*  
**OR**  
 \_\_\_ Copy of lease agreement(s). **The signed lease must include your name, address of residence and term of lease agreement.\***  
**AND**  
 \_\_\_ Proof of rental payments. This can be in the form of one of the following: copies of electronic processed checks (front and back), copies of money order receipts, copies of electronic bank statements with rental payments highlighted, or printouts of rental transactions (ledger) from your rental agency with your name included.

**\*Note: If you are not the deed holder, or if your name does not appear on the lease agreement, you will need to submit the following along with the deed/lease.**

- \_\_\_ A signed, notarized letter from the deed or lease holder you pay rent to or with whom you reside. The letter **must** include the date that the letter was written, the address of the residence, the time period that you have resided with them, the amount of rental payment, how the rental payments were made (check, cash or money order), if rental payments are current, and your relationship (e.g. landlord, family member) with the deed or lease holder. If the person with whom you are residing with is the lease holder, they will also need to provide verification of their rental payments. **AND**  
 \_\_\_ Proof of rental payments of lease holder and petitioner. This can be in the form of one of the following: copies of electronic processed checks (front and back), copies of money order receipts, copies of electronic bank statements with rental payments highlighted, printouts of rental transactions (ledger) from your rental agency with the leaseholder's name included.

3. \_\_\_ **Copies of Maryland Comptroller's Certified state income tax return\*** and documentation of all sources of income for the last tax year. Please include the following documents of income sources, if applicable:

\_\_\_ W-2 forms totaling amount claimed on return for all individuals filing the return (only provide if a non-MD tax return was filed)

\_\_\_ 1099 forms (only provide if a non-MD tax return was filed)

\_\_\_ Most recent pay stubs showing a year-to-date income total for all individuals filing the return (If receiving direct deposit, please contact employer.)

\_\_\_ Unemployment/Public Assistance Notice (if applicable)

**\* Maryland Comptroller's Certified Return must be included at the time the petition is submitted. Petitions will not be accepted if the certified return is not included. All certified returns must be sent to your home address and included as part of your petition. Non-Maryland income tax returns do not require comptroller's certification. Remove all Social Security Numbers, Employee Identification Numbers, and bank account numbers.**

**Regular Employee of USM or spouse/financial dependent child of a regular Employee of USM petitioners: NOTE: If this is your first semester attending UMD, please complete the Residency Information Form in its entirety.**

**If this not your first semester, complete the Petition.**

Complete only Sections 1, 2, and 8, and provide verification of employment - letter of verification stating that you are a *regular* employee from your Human Resources Office of the campus at which you, your spouse, parent, or legal guardian are employed.

If you are a spouse of an employee, provide documentation of dependency relationship (i.e. marriage certificate).

If you are a financially dependent child of an employee, provide documentation of dependency (i.e. birth certificate or court order of adoption or guardianship) and a copy of the most recent Maryland Comptroller's Certified state income tax returns\*.

**\*Non-Maryland income tax returns do not require comptroller's certification.**

**Full-Time Active Duty Military petitioners:**

All military petitioners **must** provide a photocopy of current active duty orders.

Complete only Sections 1, 2, 6, and 8 and if **NOT** stationed in Maryland, provide verification of Home of Residency – copy of most recent Maryland Comptroller's Certified state income tax return\*.

If you are a spouse of a full-time member of the U.S. Armed Forces, in addition to the current active duty orders, provide documentation of dependency relationship (i.e. marriage certificate).

If you are a financially dependent child of a full-time member of the U.S. Armed Forces, in addition to the current active duty orders, provide documentation of dependency (i.e. birth certificate, or court order of adoption or guardianship) and a copy of the most recent Maryland Comptroller's Certified state income tax return\*.

**\*Non-Maryland income tax returns do not require comptroller's certification.**

**Maryland National Guard petitioners:**

**If you are seeking residency for your first semester attending UMD, please complete the Residency Information Form.**

**If this not your first semester, complete the Petition.**

Complete only Sections 1, 2, 6, and 8 and provide a copy of your most recent Maryland National Guard orders or signed letter from your Commanding Officer showing that you are a member of the Maryland National Guard.