

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*. The checklist provided below is designed as an aid and is not a substitute for the requirements stated in the Petition.

All Petitioners:

1. ___ Are you registered for classes during the term for which you are petitioning?
2. ___ Signed and completed Petition form. (**The petition will not be accepted if incomplete or without a signature.**)
 3. ___ Statement/explanation why you did not file state income taxes (if applicable).
___ **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 (for tax returns filed in Maryland) is required at the time of petition submission. Remove all Social Security Numbers, Employee Identification Numbers, and bank account numbers.***

 - ___ Did you select the correct petitioner type in Section 2, Question 3 (financial independent/financial dependent) on the petition? ***Petitioners cannot select that they are financially independent if: their most recent certified tax return is filed as a dependent taxpayer OR they were claimed as a dependent on another person's most recent filed tax return AND a certified return filed as an independent tax payer AND/OR a filed tax return that they are not claimed as a dependent, is available at the time the petition is submitted.***

Petitioners must complete the petition according to their tax filing status (Dependent or Independent) based on the most recent return filed.

 - ___ Statement/explanation why you filed state income tax returns in more one state, attach copies of all returns (if applicable).
 - ___ Expense and Support Information chart. Include all applicable supporting documents.
4. ___ Statement/explanation (not to exceed one typed page) regarding the circumstances that brought you to the state of Maryland.
5. ___ 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. (E.g. 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 be dated** and include: 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. (E.g. 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 the rental agency with your name included).

6. ____ Statement/explanation why you did not occupy living quarters in Maryland during the entire 12 month period prior to the last day to register for classes (if applicable).

7. ____ Statement/explanation why all your personal property is not in the State of Maryland (if applicable).

8. ____ Copy of vehicle registration(s) and title(s) of all vehicles, if owned by the petitioner for the *12 month period prior to the last date to register for classes*.

If your current registration has been valid for less than the 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)

9. ____ Copy of driver's license for the prior *12 month period prior to the last date to register for classes*, 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>)

10. ____ Copy of voter registration card **OR** information printed from the Maryland Board of Elections website (http://www.elections.state.md.us/voter_registration/).

11. ____ 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, I-797, visa for the prior 12 consecutive months if petitioner is not a U.S. citizen.

12. ____ Rebuttal Evidence.

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 who has been claimed as a dependent on another person's prior year tax returns.*)

1. ____ Signed and notarized signature of the person whom the petitioner is dependent upon. **(The Petition will not be accepted without a notarized signature.)**

2. ____ Statement/explanation why you did not own or rent and occupy living quarters **in Maryland** for 12-month period prior to the last date for the petitioner to register for classes (if applicable).

____ Verification of living quarters **in Maryland** 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 be dated** and include: 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. (E.g. 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.)

3. ____ Statement/explanation why all your personal property is not in the State of Maryland (if applicable).

4. ____ Statement/explanation why you will not/have not claim the petitioner as your dependent on your state income tax returns for the tax year(s) during the 12 month period to the last date for the petitioner to register for classes (if applicable).

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Petitioners must complete the petition according to their tax filing status (Dependent or Independent) based on the most recent return filed.

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