



Office of the Registrar
Residency Reclassification Services
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College Park, MD 20742
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Student Name: _____ UID: _____ Term: _____

Residency Reclassification Checklist for Regular Employees of University System of Maryland (USM) or their Spouse or Financially Dependent Child

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

I am a part-time (50%) or full-time regular employee of the University System of Maryland.

Copy of employment verification letter indicating that you are a Regular employee of the University System of Maryland

I am the spouse of a part-time (50%) or full-time regular employee of the University System of Maryland.

Copy of your spouse's employment verification letter indicating that they are a regular employee of the University System of Maryland

Copy of your marriage certificate

I am a financially dependent child of a part-time (50%) or full-time regular employee of the University System of Maryland.

Copy of employment verification letter of the USM employee, indicating that they are a regular employee of the University System of Maryland

Copy of birth certificate or court order of adoption or guardianship

Copy of employee's most recent state* tax returns (federal tax returns if employee did not file a state tax return). (*Maryland returns require Maryland Comptroller's Certification,

<http://registrar.umd.edu/Residency/mdtaxreturns.html>)