

INSTRUCTIONS FOR COMPLETING A PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION

To review the Policy on Student Classification for Admission and Tuition Purposes:
http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html?zoom_highlight=residency

Please **carefully** read the VIII-2.70 POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES of the University System of Maryland, which contains residency requirements, and procedures. The full text of the policy can be found at:
<http://www.usmd.edu/regents/bylaws/SectionVIII/VIII270.html>

Submit the completed petition and all supporting documentation to the following address (**faxes not accepted**):

For New Students:

Bowie State University
Admissions Office
14000 Jericho Park Road
Henry Administration Building, Suite 1400
Bowie, Maryland 20715-9465

For Continuing Students:

Bowie State University
Office of the Registrar
14000 Jericho Park Road
Henry Administration Building, Suite 1200
Bowie, Maryland 20715-9465

IMPORTANT INFORMATION REGARDING PETITIONS

- The petition deadline is the last day of late registration for the semester for which you are seeking in-state status.
- Read the document carefully and complete all sections of the petition that apply to you. Failure to complete all applicable sections of the petition may result in a denial of in-state status.
- Only one petition may be filed per semester.
- No requests are accepted for retroactive changes.
- No materials or documentation will be returned after the petition is submitted.
- The review of the petition and an initial determination of the status may take as long as six (6) weeks, not including subsequent appeals. You will be responsible for all late fees and finance charges accrued during the entire process.
- If you cannot provide the required information, you must attach a separate sheet with an explanation or write your explanation in the margins of the petition.
- If claiming dependence, the person upon whom the student is dependent must have his/her signature notarized. (if institution has notary services available for these purposes, it may be noted here)
- In the cases where affidavits are accepted, they must be typed, dated, notarized, and contain information as specific as possible including dates, addresses, amounts, etc. Please check in advance.
- Please note: Graduate Assistants who were admitted as out-of-state students are assessed tuition at the in-state rate, only as a benefit of their employment. All out-of-state graduate assistants who have met all residency requirements and wish to change their status to in-state must file a timely petition with the Office of the Registrar in accordance with policy requirements.

Section 1: Student Information

This section must be completed by all student petitioners for in-state status.

Section 2: Basis for claiming In-State Status

This section must also be completed by all student petitioners for in-state status. It is recommended that you again read the residency policy. Please pay particular attention to the definitions of financial independence, dependence, and support. The student petitioner must complete all sections of the petition regardless of dependence status.

Section 3: Student Residency Information

The student petitioner must complete Section 4. Please make sure to attach photocopies of all requested documents. Students must complete this section even if claiming financial dependency upon another resident of the State of Maryland.

Section 4: Residency Information for Person Upon Whom Student is Financially Dependent

Students who are financially dependant on another person must have that person complete Section 5. Please make sure to attach photocopies of all requested documents. Financially independent students should NOT complete this section of the petition.

Section 5: Information Pertaining to Full-Time Member of the Armed Forces of the United States

Please review the residency policy before completing this section.

Section 6: Affirmation of Petitioner and, if Dependent, of the Person Upon Whom Student is Financially Dependent

The student petitioner must sign this section but a notarized signature is not required. A NOTARIZED signature is required of the person upon whom the student petitioner is financially dependent.

**UNIVERSITY SYSTEM OF MARYLAND – BOWIE STATE UNIVERSITY
PETITION FOR CHANGE IN CLASSIFICATION FOR TUITION**

DIRECTIONS: This form is intended for use by those who seek a change in residency classification or by those whose status cannot be determined from the information submitted with the application for admission. THE DEADLINE for which conditions for in-state classification must be met is the published last date to register for the semester for which in-state status is being sought. Only one petition for change in status may be filed per semester. All petitioners must complete Section 1 (Student Information), Section 2 (Basis for claiming in-state status), and Section 6 (Affirmation). Other sections to be completed are indicated in Section 2.

SECTION 1: STUDENT INFORMATION (To be completed by Petitioner/Student)

Institution: _____

Program (please check one): Undergraduate Graduate Professional Other

Semester & Year Admitted: _____

Current Class Status: Freshman Sophomore Junior Senior Graduate Professional

(1) Name: Mr. _____
Ms. _____
Last First MI

(2) Student Identification #: _____

(3) Address: _____
Street

(4) Date of Birth (mm/dd/yy): _____

(5) Home Telephone: _____

(6) Work Telephone: _____

City State Zip

(7) Semester/Year of Petition: _____

(8) E-Mail: _____

(9) Have you filed a residency petition before? Yes No

If yes, indicate semester and year: _____

(10) Are you financially dependent upon another person? Yes No

a) If yes, name of person upon whom you are financially dependent: _____

b) Is this person a Maryland Resident? Yes No

SECTION 2: BASIS FOR CLAIMING IN-STATE STATUS (To be completed by Petitioner/Student)

Check only one:

- A) I am seeking in-state status because I am a permanent Maryland resident.
Complete sections 3 and 6. If you answered yes to question (10)(b) in Section I, that person must complete section 4.
- B) I am seeking in-state status because I am a full-time or part-time (50%) regular employee of a University System of Maryland institution, or the spouse or financially dependent child of such an employee.
Complete Section 6 and provide verification of employment. If you are a spouse or financially dependent child of an employee, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent federal and state income tax returns of the person upon whom dependent.
- C) I am seeking in-state status because I am a full-time member of the U.S. Armed Forces, residing or stationed in Maryland, or whose home of residency is Maryland, or the spouse or dependent child of such a member of the armed forces.
Complete Sections 5 and 6 and provide requested documentation. If you are a spouse or financially dependent child of a full-time member of the U.S. Armed Forces, provide documentation, i.e., marriage certificate, birth certificate, or court order of adoption, and a copy of the most recent income federal and state tax returns of the person upon whom dependent.

SECTION 3: STUDENT RESIDENCY INFORMATION

Items correspond to the policy requirements established by the USM Board of Regents. (To be completed by the Petitioner/Student)

(1) Are you residing in Maryland primarily to attend an educational institution? o Yes o No
If yes, proceed directly to Section 6.

(2) If you were admitted as a freshman or transfer student, indicate name(s) of high school(s) attended:

Address:

Street City State Zip

- **Please attach a statement/explanation (not to exceed one typed page) regarding circumstances that brought you to the State of Maryland.**

(3) Did you own or rent and occupy living quarters in Maryland during the entire 12- month period prior to the deadline?

Yes No If no, please attach explanation.

- **Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks, if available) or evidence of payment from your rental agent for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.**

List residence(s) for the 12-month period prior to the deadline.

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(4) Are all, or substantially all, of your possessions (including bank accounts, furniture and pets) in the State of Maryland? _____ If not, please attach explanation.

- (5) Income Tax Information: For the last 2 years prior to the deadline, list the following information regarding federal and state income taxes (if necessary, attach a supplemental sheet):

Income Tax Returns

Federal _____ 20____ 20____
 State [indicate state(s)]: _____ 20____ 20____

- **Please attach photocopies of your federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline. If you did not file income tax, indicate reason.**

- (6) Motor Vehicle Registration: Do you own or have you owned any vehicle(s) during the 12 months prior to the deadline? _____ If yes, for each owned motor vehicle, please provide the following information (if necessary, attach a supplemental sheet):

Year, Vehicle Make & Model	State of Registration(s) (For the past 12 months)	Date of Vehicle Purchase	Currently Owned? If not, date vehicle sold.

- **Please attach photocopy of the registration(s) and title(s) of all vehicles listed; if sold, a photocopy of the Bill of Sale.**

- (7) Motor Vehicle Operator's License:

a) Do you possess a Maryland driver's license? Yes No If yes, date issued: _____

b) Have you possessed a driver's license in any other state? Yes No If yes, state? _____

Date issued: _____

c) Has your driver's license been renewed in the last 12 months? Yes No

- **Please attach a photocopy of any driver's license you currently possess.**

- (8) Voter Registration

a) Are you currently registered to vote? Yes No If yes, in what state? _____

b) Have you been registered to vote in any other state during the twelve month period directly prior to the deadline? Yes No **Please attach a photocopy of your voter's registration card(s) for the past 12 months.**

- (9) Have you received public assistance in the twelve months prior to the deadline from a state other than the State of Maryland or from a city, county or municipal agency other than one in Maryland? Yes No

If yes, please indicate source and type of assistance: _____

- (10) Citizenship Status

a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)

b) Country of Citizenship: _____

c) Visa Type: _____ Alien Registration Number _____

Date of Issue: _____ Expires: _____

- **Please attach a photocopy of visa.**

d) Are you a permanent resident? Yes No Alien Registration Number: _____

Date of Issue: _____ Expiration Date: _____

- **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain):

SECTION 4: RESIDENCY INFORMATION FOR PERSON UPON WHOM STUDENT IS FINANCIALLY DEPENDENT

(To be completed by the person upon whom the petitioner is dependent.)

(1) Did you own or rent and occupy living quarters in Maryland for the 12 months prior to the deadline?

_____ If no, please attach explanation.

- **Please attach a photocopy of your deed(s) or lease agreement(s) or affidavit as allowed by policy, and cancelled rent checks (front and back of checks-if cancelled checks are not available or applicable, submit evidence of payment from your rental agent) for the twelve (12) months prior to the deadline, or evidence of residing with a spouse, parent or legal guardian.**

List residence(s) for the 12-month period prior to the deadline.

Address (Street Address, City and State)	Dates Owned or Rented and Occupied (mm/dd/yy)

(2) Are all, or substantially all, of your possessions, such as furniture and pets, in the State of Maryland? Yes No

If not, please attach explanation.

(3) Will you claim or have you claimed as a dependent the student seeking in-state status on your federal income tax returns for the tax year(s) during the 12-month period prior to the deadline? Yes No

If yes, please attach photocopies of your federal and state income tax returns with all attachments and W-2 forms for the tax year ending within the 12-month period prior to the deadline.

If you did not file an income tax return, indicate reason:

(4) Citizenship Status

a) Are you a citizen of the United States? Yes No (If no, complete b and c, or d or e)

If yes, please attach satisfactory evidence of U.S. citizenship. (e.g., copy of birth certificate or passport or naturalization certificate. If such forms cannot be photocopied, please bring the original to the Office of the Registrar for inspection.)

b) Country of Citizenship: _____

c) Visa Type: _____ Alien Registration Number _____

Date of Issue: _____ Expires: _____ **▪ Please attach a photocopy of visa.**

d) Are you a permanent resident? Yes No

Alien Registration Number: _____

Date of Issue: _____ Expiration Date: _____

- **Please attach a copy of Permanent Resident Card (front and back) that covers the entire twelve (12) month period.**

e) Other (please explain):

SECTION 5: INFORMATION PERTAINING TO FULL-TIME MEMBER OF THE ARMED FORCES

(To be completed by the Petitioner/Student or person upon whom the petitioner is dependent)

Name of person completing this section:

Last

First

Middle

Relationship to petitioner: _____

(1) Are you a full-time member of the U.S. Armed Forces? Yes No

(2) Are you presently stationed in Maryland? Yes No
 What is your expected separation date from the U.S. Armed Forces? _____

(3) Are you presently residing in Maryland? Yes No
Please attach a copy of your lease, deed, or documentation of base housing.

(4) Have you established Maryland as your home of residency? Yes No

- **Please attach your most recently filed state income tax return and military document showing Maryland as your home of residency.**
- **All military, please submit a photocopy of your most recent orders and your military I.D.**
- **If student petitioner is claiming dependence, please submit a photocopy of military dependent I.D. card.**

SECTION 6: AFFIRMATION OF PETITIONER AND PERSON UPON WHOM DEPENDENT

(To be completed by the Student and/or person upon whom the student is dependent.)

I hereby swear and affirm that all information provided in this petition is accurate and complete, and that all documents attached hereto are true and unaltered copies of the original documents requested. I understand that failure to include all requested documents will render this petition invalid.

I agree to notify the Office of the Registrar (Bowie State University), in writing within fifteen (15) days of any change of circumstances that may alter my eligibility for in-state status.

 Signature of Petitioner

 Date

NOTARIZED signature of person upon whom dependent.
 Date
 (Petition will not be accepted without notarized signature.)

Sworn to and subscribed before me this _____ day of _____

Signature of Notary Public My commission expires: _____
Date

Attachments: Please be advised that Office of the Registrar (Bowie State University) will be unable to accept your petition for in-state status if photocopies of the following documents are not provided **with** your petition. Petitions not having the required documentation will be returned to the sender.