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

Effective 8/18/2006
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.

Effective 8/18/2006
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):  o Undergraduate  o Graduate  o Professional  o Other

Semester & Year Admitted: _________

Current Class Status:  o Freshman  o Sophomore  o Junior  o Senior  o Graduate  o Professional

(1) Name: Mr. ___________________________ (2) Student Identification #: __________
Ms. ____________________________________

(3) Address: ______________________________________________

(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? o Yes o No If yes, indicate semester and year:___________

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

a) If yes, name of person upon whom you are financially dependent: __________________________
b) Is this person a Maryland Resident? o Yes o No

Effective 8/18/2006
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?  
   o Yes  o 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.

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates Owned or Rented and Occupied (mm/dd/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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.

Effective 8/18/2006
(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):

<table>
<thead>
<tr>
<th>Income Tax Returns</th>
<th>Year Filed</th>
<th>Year Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>20________</td>
<td>20________</td>
</tr>
<tr>
<td>State [indicate state(s)]:</td>
<td>20________</td>
<td>20________</td>
</tr>
</tbody>
</table>

▪ 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):

<table>
<thead>
<tr>
<th>Year, Vehicle Make &amp; Model</th>
<th>State of Registration(s) (For the past 12 months)</th>
<th>Date of Vehicle Purchase</th>
<th>Currently Owned? If not, date vehicle sold.</th>
</tr>
</thead>
</table>

▪ 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?  o Yes  o No  If yes, date issued: ______________

b) Have you possessed a driver’s license in any other state?  o Yes  o No  If yes, state: _____________

Date issued: _____________

▪ Has your driver’s license been renewed in the last 12 months?  o Yes  o No

▪ Please attach a photocopy of any driver’s license you currently possess.

(8) Voter Registration

a) Are you currently registered to vote?  o Yes  o 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?  o Yes  o 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?  o Yes  o No

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

(10) Citizenship Status

a) Are you a citizen of the United States?  o Yes  o 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?  o Yes  o 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.

<table>
<thead>
<tr>
<th>Address (Street Address, City and State)</th>
<th>Dates Owned or Rented and Occupied (mm/dd/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(2) Are all, or substantially all, of your possessions, such as furniture and pets, in the State of Maryland?  
   - Yes  o 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  o 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  o 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  o No
      Alien Registration Number: __________________________
      Date of Issue: __________________________  Expiration Date: __________________________

Effective 8/18/2006
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:

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

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.)

Effective 8/18/2006
Sworn to and subscribed before me this _______________ day of ___________  

_________________________________________  My commission expires: ______________________  
Signature of Notary Public  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.

Effective 8/18/2006