

# INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR CHANGE IN RESIDENCY CLASSIFICATION FOR ADMISSION, TUITION AND CHARGE DIFFERENTIAL PURPOSES

Please *carefully* read the POLICY ON STUDENT CLASSIFICATION FOR ADMISSION AND TUITION PURPOSES and PROCEDURES FOR STUDENT RESIDENCY CLASSIFICATION FOR ADMISSION, TUITION AND CHARGE-DIFFERENTIAL PURPOSES of Morgan State University, which contain residency requirements, procedures and appeal information. The full text of the policy and procedures are available in the University Catalog, online at [http://www.morgan.edu/Academics/Academic\\_Catalogs.html](http://www.morgan.edu/Academics/Academic_Catalogs.html). I affirm that I have read the policy and requirements for establishing in-state status as well as the information provided below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Office of the Registrar  
Morgan State University  
1700 E. Cold Spring Lane  
Baltimore, MD 21251

## IMPORTANT INFORMATION REGARDING APPLICATIONS FOR CHANGE IN CLASSIFICATION:

- The application submission deadline is the last published day to register for the semester for which you are seeking in-state status. The Office of the Registrar, however, strongly encourages applicants to submit the application well in advance of the late registration period.
- Read the application carefully and complete ALL sections of the application that apply to you. Failure to complete all applicable sections of the application and submit ALL required documentation may result in a denial of in-state status.
- Merely matriculating at Morgan State University for at least one year, or more, does not qualify an out-of-state student for in-state status, even if all 9 indicia are met. It must be clear and convincing that an applicant for in-state status is residing in Maryland other than to attend Morgan State University. The classification officer determines this by reviewing a vast number of facts.
- If you cannot provide the required information, you must attach a separate sheet with a clearly written explanation. Do not write in the margins of the application.
- Only one application may be filed per semester.
- Requests for retroactive changes are not accepted.
- No materials or documentation will be returned after the application is submitted.
- The review of the application and an initial determination of the status may take a substantial period of time, not including subsequent appeals. You will be responsible for non-resident tuition as well as all late fees and finance charges accrued during the entire process.
- If claiming dependence, the person upon whom the student is dependent must have his/her signature notarized. It is the responsibility of the applicant to determine the location of a notary.
- 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 for instructions.
- 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.
- Before submitting the completed application we strongly encourage you to obtain a receipt confirming in-person delivery of the application and all supporting materials from the Office of the Registrar. Applications slipped under any door will not be considered. Applications sent to the Office of the Registrar via United States Postal Service (USPS) must use accountable mail for which the sender will receive a receipt. Uncertified materials will not be reviewed or returned.

## **INSTRUCTIONS:**

### **Section 1: Student Information**

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

### **Section 2: Basis for claiming In-State Status**

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

### **Section 3: Income and Expense Information for Student**

This section must be completed by all students who indicated either A or B in Section 2. Please be sure to include with your application documentation for all sources of funds you list in this section. Any undocumented sources of funds cannot be considered. In most cases, acceptable forms of documentation are W-2 forms, pay-check stubs showing year-to-date income, financial aid award letters, employer confirmation of employment dates and income on employer letterhead, and employment contracts. The evidence should document any Maryland employment and earnings history through sources beyond those incident to enrollment as a student in an educational institution e.g., beyond support provided by work study, scholarships, grants, stipends, aid, student loans, etc. Note: Tuition costs will be considered as a student expense only to the extent tuition exceeds the amount of any educational scholarships, grants, student loans, etc.

If you are uncertain about your exact expenses, please carefully estimate, however you must be able to explain the basis for your estimate. Your figures regarding rent/mortgage, tuition and fees, utilities, and motor vehicle insurance should be exact; however, if exact figures are not available, please provide an explanation. Please list all employers for the past two (2) years, with specific dates of employment.

### **Section 4: Student Residency Information**

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

### **Section 5: Residency Information for Person upon Whom Student is Financially Dependent**

Students who are financially dependent on another person must have that person complete Section 5. Please make sure to attach photocopies of all requested documents.

### **Section 6: Information Pertaining to Full-Time Active Duty Members of the Armed Forces of the United States or Members of the Maryland National Guard**

Please review the residency policy before completing this section.

### **Section 7: Rebuttal Evidence**

This section must be completed by **all** students who indicated "A" in Section 2. Satisfying the requirements listed in paragraphs A through I of Section II of the policy does not rebut the presumption that a student is in Maryland primarily to attend an educational institution. To overcome the presumption, a student must present additional evidence.

To determine a student's intent, the University will evaluate evidence of a student's objectively verifiable conduct. Evidence that does not document a period of at least twelve (12) consecutive months immediately prior to and including the last date available to register for courses in the semester/term for which the student is seeking in-state tuition status is generally considered an unfavorable factor under this policy. Evidence of intent must be clear and convincing and will be evaluated not only by the amount presented but also based upon the reliability, authenticity, credibility, and relevance of the evidence. The absence of objective, relevant evidence is generally considered an unfavorable factor. A student's statement of intent to remain in Maryland in the future is generally not considered to be objective evidence under this policy.

In addition to financial evidence documenting a student's independent status, or dependence upon a Maryland resident, other evidence that may be considered includes, but is not limited to substantial participation as a member of a professional, social, community, civic, political, athletic, or religious organization in Maryland, including professionally related school activities that demonstrate a commitment to the student's community or to the State of Maryland; registration as a Maryland resident with the Selective Service, if male; evidence showing the student uses his or her Maryland address as his or her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases, etc.; an affidavit from a person unrelated to the student that provides objective, relevant evidence of a student's conduct demonstrating the student's intent to live permanently in Maryland.

### **Section 8: Affirmation of Applicant and, if Dependent, of the Person upon Whom Student is Financially Dependent**

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

**MORGAN STATE UNIVERSITY**  
**APPLICATION FOR CHANGE IN RESIDENCY CLASSIFICATION**  
**FOR ADMISSION, TUITION AND CHARGE DIFFERENTIAL PURPOSES**

**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 last published day to register for the semester for which in-state status is being sought. Only one application for change in status may be filed per semester. All applicants must complete Section 1 (Student Information), Section 2 (Basis for claiming in-state status), and Section 8 (Affirmation). Other sections to be completed are indicated in Section 2. **Please provide documentation where appropriate/required.**

**ATTACHMENTS:** Please be advised that the Office of the Registrar will be unable to accept your petition for in-state status if copies of requested documents are not provided with your application.

**\*\*\*Incomplete applications with questions omitted or not having the required documentation will not be evaluated.\*\*\***

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

Program (please check one):  Undergraduate  Graduate

Are you currently registered?  Yes  No

Semester & Year Admitted: \_\_\_\_\_

Current Class Status:  Freshman  Sophomore  Junior  Senior  Graduate

(1) Name: Mr. \_\_\_\_\_  
Ms. \_\_\_\_\_  
Last First MI  
(3) Address: \_\_\_\_\_  
Street  
\_\_\_\_\_   
City State Zip

(2) Student Identification #: \_\_\_\_\_  
(4) Date of Birth(mm/dd/yy): \_\_\_\_\_  
(5) Home Telephone: \_\_\_\_\_  
(6) Daytime/Cell Telephone: \_\_\_\_\_

(7) Semester/Year of Petition: \_\_\_\_\_

(8) E-Mail: \_\_\_\_\_

(9) Have you filed an in-state residency application 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 (i.e. person who has claimed you on their most recent tax return):

b) Is this person a Maryland Resident?  Yes  No

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

*Check only one:*

- A. I am seeking in-state status because I am a permanent Maryland resident. **Complete sections 3, 4, 7, and 8. In addition, if you answered yes to question (10)(b) in Section 1 (above), that person must complete section 5.**
- B. I am seeking in-state status because I am a full-time or part-time (50%) regular employee of a Morgan State University, or the spouse or financially dependent child of such an employee. **Complete Section 8 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 OR I am an active duty member of the Maryland National Guard (MNG) who is stationed, resides or is domiciled in Maryland who joined or subsequently serves in the MNG to provide a Critical Military Occupational Skill or to be a member of the Air Force Critical Specialty Code as determined by the MNG. **Complete Sections 6 and 8 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 federal and state income tax returns of the person upon whom dependent.**
- D. I am an honorably discharged veteran of the United States Armed Forces who resides in or is domiciled in Maryland. **Complete Section 8 and attach a copy of form DD-214 and two pieces of documentation of residing in or being domiciled in Maryland (examples of valid documentation include: copy of lease or deed in Maryland, copy of certified state tax return, Maryland driver's license, Maryland voter registration, Maryland motor vehicle registration, utility or bank statements).**
- E. A veteran who resides in Maryland and was discharged after serving 90 days or more on active duty, who enrolls at Morgan State University within 3 years of discharge, and is pursuing a program of education with educational assistance under 38 U.S.C. §3001 or 38 U.S.C. §3301
- F. I am a graduate assistant appointed at the University (qualified for the semester/term of appointment). **Complete Section 8 and attach a letter of confirmation from your academic department and a completed remission of fees form from your academic department indicating beginning and ending dates of appointment.**
- G. I am the son or daughter of a State or Maryland county public safety employee who is eligible for a scholarship in accordance with §18-601(d)(3)(iii) of the Education Article of the Annotated Code of Maryland which provides a scholarship for the offspring of a public safety employee killed in the line of duty. **Complete Section 8 and provide documentation of eligibility.**
- H. I am an undocumented immigrant individual (not including non-immigrant aliens within the meaning of §1101(A)(15) of the Aliens and Nationality Title of the United States Code) who has attended a community college not earlier than the 2010 fall semester and met the requirements of §15-106.8(B)(2011) of the Education Article of the Annotated Code of Maryland; was awarded an associate's degree by, or achieved 60 credits at a community college in the State; can provide the University with a copy of the affidavit submitted to my community college that I will file an application to become a permanent resident within thirty (30) days after I become eligible to do so; can provide the University documentation that I or my parent or legal guardian has filed a Maryland income tax return annually while I attended community college in the state, annually during the period, if any, between graduation from or achieving 60 credits at a community college in the State, and registration at the University; and annually during the period of attendance at the University; am registering at the University not later than four (4) years after graduating from or achieving 60 credits at a community college in the State. **Complete Section 8 and provide the following documentation: 1) transcripts for all institutions of higher education attended; 2) copy of affidavit submitted to your community college that you will file an application to become a permanent resident within thirty (30) days after becoming eligible to do so; 3) certified copies of Maryland tax returns filed by you or your parent or legal guardian while you attended community college in the state and 4) certified copies of Maryland tax returns filed by you or your parent or legal guardian annually during the period, if any, between graduation from or achieving 60 credits at a community college in the State, and registration at the University, and annually during the period of attendance at the University.**

**SECTION 3: INCOME AND EXPENSE INFORMATION OF STUDENT** (To be completed by Applicant/Student)

**Support and Expense Information During the Past Twelve Months**

Student's Sources of Funds and Other Support	Total prior 12 months Indicate Dates	Student's Expenses	Total prior 12 months Indicate Dates
Please Be as Specific as Possible		Please Be as Specific as Possible	
Self-Generated Income		Rent or Mortgage <sup>3</sup>	
Father's Contribution		Tuition and Fees Specify full or part-time/credit hrs. _____	
Mother's Contribution		Books and Supplies	
Legal Guardian		Food	
Spouse		Transportation <sup>4</sup>	
Other Person Providing Support _____		Utilities (Phone, water, electric, etc.)	
Loans <sup>1</sup>		Motor Vehicle Insurance	
Savings		Other Insurance	
Gifts (estimated value)		Clothing	
Trusts		Recreation	
Social Security &/or VA Benefits		Motor Vehicle Payments	
Alimony &/or Child Support		Medical	
Scholarships and Grants <sup>1,2</sup>		Dental	
Other (describe) _____		Miscellaneous (describe) _____	
<b>TOTAL</b>		<b>TOTAL</b>	

<sup>1</sup> Identify type and source.

<sup>2</sup> If you receive scholarship or grant funds from a state other than Maryland, indicate state.

<sup>3</sup> If you share living quarters with parents, estimate the fair market value of housing costs.

<sup>4</sup> If you had use of a motor vehicle registered in another person's name, indicate name and relationship.

**List all employers (most recent first) for the past 2 years. Use a separate sheet if necessary.**

Name of Employer	Address (City and State)	Period Employed (mm/dd/yy)

- PLEASE ATTACH DOCUMENTATION OF ALL SOURCES OF INCOME FOR THE PREVIOUS 12 MONTHS INCLUDING MOST RECENT PAYSTUBS SHOWING YEAR-TO-DATE EARNED INCOME TOTALS FOR EACH EMPLOYER, AND A COPY OF THE STUDENTS' MOST RECENT FEDERAL AND STATE INCOME TAX RETURNS.

**SECTION 4: STUDENT RESIDENCY INFORMATION** (To be completed by the Applicant/Student)

- (1) Is your primary reason for living in the state of Maryland to attend the University?  Yes  No If yes, proceed directly to Section 8.  
 ▪ Please attach a statement regarding the circumstances that brought you to the state of Maryland.

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

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

Address: \_\_\_\_\_

- If this is a public institution, were you assessed In-State <sup>Street</sup> \_\_\_\_\_ or Out-of-State <sup>City</sup> \_\_\_\_\_ <sup>State</sup> \_\_\_\_\_ <sup>Zip</sup> \_\_\_\_\_ tuition and fees while enrolled?

- (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) 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?  Yes  No

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 \_\_\_\_\_ Year(s) Filed \_\_\_\_\_  
 State [indicate state(s)]: \_\_\_\_\_

- Please attach copies of your completed, signed and filed 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. State income tax return must be a certified copy. If you did not file income tax, please attach explanation.

- (6) Motor Vehicle Registration: Do you own or have you owned any vehicle(s) during the 12 months prior to the deadline?  Yes  No

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 a 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.  
 ▪ Any applicant with a re-issued or renewed Maryland driver's license must provide a document from Motor Vehicle Administration clearly showing the original issue date of the license.

**(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).
  - **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 Residency Classification Office 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: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_  
 ▪ **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: RESIDENCY INFORMATION FOR PERSON UPON WHOM STUDENT IS FINANCIALLY DEPENDENT**

(To be completed by the person upon whom the applicant/student is dependent.)

- (1) Did you own or rent and occupy living quarters in Maryland for the 12 months 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 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 (including bank accounts, 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 copies of your completed, signed and filed 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 and a most recent pay-stub showing year-to-date earned income totals for each employer. State income tax return must be a certified copy.**

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 ore)

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 Residency Classification Officer 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 6: INFORMATION PERTAINING TO FULL-TIME MEMBER OF THE ARMED FORCES OR MEMBERS OF THE MARYLAND NATIONAL GUARD**

Full-Time Member of the U.S. Armed Forces:

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

Name of person completing this section: \_\_\_\_\_  
Last First Middle

Relationship to applicant/student: \_\_\_\_\_

▪ All full time active duty members of the U.S. Armed Forces: please submit a photocopy of your most recent orders and a photocopy of your military I.D (front and back).

▪ Dependent applicants/students: If the student/applicant is claiming dependence upon a full time active duty member of the United States Armed Forces, please submit a photocopy of the military dependent's I.D. card (front and back)

(1) Are you a full-time active duty 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 a certified copy of your most recently filed state income tax return and military document showing Maryland as your home of residency.

Maryland National Guard Members

Name of person completing this section: \_\_\_\_\_  
Last First Middle

▪ Please submit documentation confirming that you are a current member of the Maryland National Guard (i.e. a photocopy of your most recent Maryland National Guard orders or a signed letter, on letterhead, from your commanding officer verifying your status with the Maryland National Guard).

