

## **Non-Resident Tuition Exemption Checklist**

Please provide the required documents listed below to apply for the Non-Resident Tuition Exemption. Please email the Residency Reclassification office at [residency@umaryland.edu](mailto:residency@umaryland.edu) or call 410-706-7480 if you have any questions.

1. Non-resident Tuition Exemption Application: \_\_\_\_

2. Sealed Official High School Transcript: \_\_\_\_

A. Official transcripts from public institutions of Higher education attended within 6 years of graduating from a Maryland high school if applicable: \_\_\_\_\_

3. Notarized copy of an affidavit regarding filing of application to become a permanent resident within 30 days after the individual becomes eligible: \_\_\_\_\_

4. Documentation of registration with the Selective Service System: \_\_\_\_

5. Individual's or the individual's parent or legal guardian **Certified** Maryland income tax return annually for the **3-year period** before the academic year which the tuition exemption would apply with Maryland address: \_\_\_\_\_

6. Individual's birth certificate or the individual's legal guardianship documentation matching the name of tax filer if filer is other than the student: \_\_\_\_\_

\*(Please be advised that all birth certificates must be submitted in English. If not issued originally in English, the original language must be translated to English prior to submission of the application)

\*Please follow this link to request a certified Maryland Tax return:  
<https://www.marylandtaxes.gov/locations.php>

\* The Review of the Dream Act Application and an initial determination may take as long as six (6) weeks not including subsequent appeals.

Required Documents	Details / Notes	Completed
<b>Sealed</b> Official High School Transcript	The OFFICIAL transcript must be sent directly from your high school. If your school uses an official transcript service (e.g., Parchment), request it be sent directly to <a href="mailto:residency@umaryland.edu">residency@umaryland.edu</a> . Transcripts may also be emailed directly by the high school.	
Official College Transcripts (if applicable)	Required for any public institution of higher education attended within 6 years of graduating from a Maryland high school. Must be official and sent directly from the institution. If your school uses an official transcript service (e.g., Parchment), request it be sent directly to <a href="mailto:residency@umaryland.edu">residency@umaryland.edu</a> .	
Notarized Affidavit of Permanent Residency Application	Required if you are <b>NOT</b> a U.S. citizen or permanent resident ( <i>green card holder</i> ). The affidavit must state that you will file an application for permanent residency within 30 days of eligibility. A sample affidavit is provided on the next page.	
Proof of U.S. Citizenship or Permanent Residency (if applicable)	If you <b>ARE</b> a U.S. citizen or permanent resident ( <i>green card holder</i> ), submit one of the following <b>instead</b> of an affidavit: U.S. passport, U.S. birth certificate, or permanent resident card (green card).	
Selective Service Registration	Required for male applicants. Verification can be obtained from the Selective Service System website: <a href="#">Verify Registration: Selective Service System</a>	
<b>Certified</b> Maryland Income Tax Returns (3 Years)	<b>Certified</b> Maryland state income tax returns for the 3 years prior to the applicable academic year. Returns must show a Maryland address and be Comptroller certified. Contact a Comptroller of Maryland office for certification.	
Birth Certificate or Legal Guardianship Documentation	Required <u>only</u> if the tax filer is <b>not</b> the student (i.e., student is claimed as a dependent). Document must match the name of the parent or legal guardian listed on the tax returns.	

**AFFIDAVIT TO COMPLETE PERMENANT RESIDENCY: EXAMPLE**

I, \_\_\_\_\_

resident of \_\_\_\_\_

State the following to the best of my knowledge that:

1. My case is currently pending with United States Citizenship and Immigration Services
2. Once the case is finalized and granted, I will be applying for Lawful Permanent Resident status within the 30 days of the grant.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Notary Signature: \_\_\_\_\_