

# RESIDENCY INFORMATION

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## Residency Reclassification Services

1130 Clarence M. Mitchell, Jr. Building

Phone: 301-314-9596

Fax: 301-314-7915

resclass@umd.edu

<http://registrar.umd.edu/residency-reclassification/>

Petitions, related documents and questions concerning the Board of Regents Policy on Student Classification for Admission and Tuition Purposes should be directed to Residency Reclassification Services in the Office of the University Registrar.

### Determination of In-State Status for Admission and Tuition Purposes:

**See** [www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf](https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf) (<https://www.usmd.edu/regents/bylaws/SectionVIII/VIII-2.70.pdf>) **for the complete text of this policy.**

An initial determination of in-state status will be made by the Office of Undergraduate Admissions at the time a student's application for admission is considered. The determination made at that time, and any determination made thereafter, shall prevail in each semester, and if, the students make a request to change it. Students may request to change their classification by submitting a timely petition to Residency Reclassification Services in the Office of the University Registrar.

Determinations are based on the requirements of the residency policy. The deadline for submitting a complete petition, along with all supporting documents, is the first day of the semester in which the student wishes to be classified as in-state. No requests for retroactive change in status will be accepted. A student may only file a Petition for Change in Residency Classification for a current semester according to university established deadlines. In addition, a determination of in-state status is only valid for a term in which a student is registered. Requests for change in residency classification will not be accepted if a student is not registered for that term.

Once a petition has been filed, it may take up to six weeks for an initial decision. During this period of time, or any further period of time required by the university, any fees and charges based on the previous determination must be paid. The student is solely responsible for any late charges incurred by the residency process. If the determination is changed, any excess fees and charges will be refunded. All correspondence from Residency Reclassification Services will be sent by email to the email address that the student has on file with the university. Email is the official form of communication for the University of Maryland. Students should review their inbox and spam folders to ensure receipt of all communication sent from Residency Reclassification Services.

Students classified as in-state for admission and tuition purposes are responsible for notifying Residency Reclassification Services in writing within 15 days of any change in their circumstances that might in any way affect their classification at the University of Maryland.