Registrar's Residency Reclassification Form for Military Members, Veterans, Spouses, and Dependents

Temporary Qualification of Non-Residents for In-State Status

Non-residents who fit any of the following statuses shall be accorded the benefits of in-state tuition for the period in which they hold such status, if they provide clear and convincing evidence through documentation that they fall within one of the following categories and meet the necessary criteria for the category:

- Active-duty military members of the US armed forces, including reserve components, their spouses and/or dependents
- Veterans of the US armed forces
- Using transferred benefits
- Members of the Maryland National Guard

Please see the USM residency policy, *Section IV Criteria for Temporary Qualification of Non-Residents for In-State Status*, for more specific information. (Appendix C in the Towson University Catalog)

This form is to be used in conjunction with the Checklist for Military Members, Veterans, Spouses and Dependents. Both forms, and required documentation, can be submitted together in order to be considered for in-state residency tuition.

Important Information:

- The submision deadline is the last day to drop/add for the term for which you are seeking in-state status.
- Only one reclassification request may be submitted per term.
- You must be registered for classes during the term for which you are petitioning.
- 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 6 weeks. You will be responsible for all late fees and finance charges accrued during the entire process.

Student Name: _____ TU ID: _____

Term for which you are requesting in-state tuition status: _____

Please note, your TU email and/or the permanent address you have submitted to Towson University will be used for all official communication regarding the approval or denial for this reclassification request.

I affirm that I have read the USM Policy on Student Classification for Admission and Tuition Purposes and am aware of the requirements for establishing in-state status that apply to my category.

I hereby swear and affirm that all information I have provided is accurate and complete, and that all documents attached are true and unaltered copies of the original documents requested. I understand that failure to include all requested documents will delay the processing of my request or cause it to be denied. If false or misleading information is submitted, the University may, at its discretion, revoke in-state status and take disciplinary action, including suspension or expulsion. I agree to notify Towson University, in writing, within 15 days of any change of circumstances that may alter my eligibility for in-state status.

_____ _____

Signature of Student Date

Registrar's Residency Reclassification Checklist for Military Members, Veterans, Spouses, and Dependents

Student Name: _____ TU ID#: _____Term: _____

This completed checklist and required documentation should be submitted along with a signed Registrar's Residency Reclassification Form (attached) to:

Registrar's In-State Residency Office
Enrollment Services Center room 245
Secure filedrop: https://fds.towson.edu/filedrop/registrarresidency
Please do not email these completed forms or your documentation.

Active Duty Member of the U.S. Armed Forces

Check the category that is applicable to you and provide the listed documentation:

__ I am a full-time active-duty member stationed in Maryland
- __ Copy of your most recent orders

__ I am a full-time active-duty member domiciled in Maryland
- __ Copy of your most recent orders
- __ Copy of your most recent Leave and Earnings Statement
  Or a copy of your Comptroller's certified Maryland tax return
  https://www.marylandtaxes.gov/forms/current_forms/129.pdf

__ I am a full-time active-duty member who resides in Maryland
- __ Copy of your most recent orders
- __ Copy of your deed or lease agreement
  *If the deed or lease is not in your name, please provide a signed, notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period you have lived at that residence.

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Spouse of an Active member of the U.S. Armed Forces

Check the category that is applicable to you and provide the listed documentation:

__ I am the spouse of an active-duty member stationed in Maryland
- __ Copy of your spouse's most recent orders
- __ Copy of DEERS form 1172
  Or a copy of your marriage certificate

__ I am the spouse of an active-duty member domiciled in Maryland
- __ Copy of your spouse's most recent orders
- __ Copy of your spouse's most recent Leave and Earnings Statement
  Or the Comptroller's certified Maryland tax return
  https://www.marylandtaxes.gov/forms/current_forms/129.pdf
- __ Copy of DEERs form 1172
  Or copy of your marriage certificate

__ I am the spouse of an active-duty member who resides in Maryland
- __ Copy of your spouse's most recent orders
- __ Copy of your spouse's deed or lease agreement
  *If the deed or lease is not in your spouse's name a signed, notarized letter from the deed or lease holder verifying that the active duty member resides at the address. The letter must be dated and include the address of the residence and time period that you and your spouse have lived at the residence.
- __ Copy of DEERS form 1172
  Or a copy of your marriage certificate

__ I am using transferred Post 9/11 GI Bill benefits
- __ Copy of your most recent VA eligibility letter
- __ Copy of the transferor's orders
- __ Copy of your lease or deed

Questions? Contact us at registrarresidency@towson.edu or 410-704-3104

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Child of an Active or retired member of the U.S. Armed Forces

__ I am the child of an active-duty member stationed in Maryland

- __ Copy of your parent's most recent orders
- __ DEERS form 1172
  - *Or* a copy of your birth certificate/adoption papers

__ I am the child of an active-duty member domiciled in Maryland

- __ Copy of your parent's most recent orders
- __ Copy of your parent's most recent Leave and Earnings Statement
  - *Or* their Comptroller's certified Maryland tax return
  - https://www.marylandtaxes.gov/forms/current_forms/129.pdf
- __ DEERS form 1172
  - *Or* a copy of your birth certificate/adoption papers

__ I am the child of an active-duty member who resides in Maryland

- __ Copy of your parent's most recent orders
- __ Copy of your parent's deed or lease agreement
  - *If the deed or lease is not in your parent's name, please provide a signed, notarized letter from the deed or lease holder verifying that the active duty member reside at the address. The letter must be dated and include the address of the residence and time period your parent has lived at that residence.
- __ Copy of DEERS form 1172
  - *Or* a copy of your birth certificate/adoption papers

__ I am the child of an active duty or retired member of the uniformed services and using transferred Post 9/11 GI Bill benefits

- __ Copy of your most recent VA eligibility letter
- __ Copy of your lease or deed

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Veteran of the U.S. Armed Forces

__ I am a veteran of the United States Armed Forces residing in Maryland

__ Copy of DD214, showing honorable discharge
__ Copy of your deed or lease

If you have a discharge category other than "Honorable", please provide:
__ Copy of DD214
__ Copy of your VA Certificate of Eligibility for the Post 9/11 GI Bill
__ Copy of your deed or lease

*If the deed or lease is not in your name a signed, provide a notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period that you have lived at the residence.

Using Transferred Post 9/11 benefits of a Veteran of the U.S. Armed Forces

__ I am using transferred educational benefits under the Post 9/11 GI Bill and living in Maryland.

__ Copy of your Certificate of Eligibility for the Post 9/11 GI Bill
__ Copy of your deed or lease agreement

*If the deed or lease is not in your name a signed, a notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period that you have lived at the residence.

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Chapter 35 benefits

__ I am using benefits through the Survivors' and Dependents' Educational Assistance Program (Chapter 35)

__Copy of your certificate of eligibility from the VA
__Copy of the service member's DD214 or DD1300 Report of Casualty
__Your Deed or lease showing a Maryland address
*If the deed or lease is not in your name, a signed notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period that you have lived at the residence.

Marine Gunnery Sergeant John David Fry Scholarship

__ I am using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 USC 3311)

__Copy of your certificate of eligibility from the VA
__ Your Deed or lease showing a Maryland address
*If the deed or lease is not in your name, a signed notarized letter from the deed or lease holder verifying that you reside at the address. The letter must be dated and include the address of the residence and time period that you have lived at the residence.

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Maryland National Guard

__ I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption.

I am eligible because I joined or subsequently serves to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code.

__Copy of your most recent orders or State Tuition Waiver Letter