RESIDENCY INFORMATION

Residency Reclassification Services
1130 Clarence M. Mitchell Jr. Building
Phone: 301-314-9596
Fax: 301-314-7915
E-mail: resclass@umd.edu
http://registrar.umd.edu/resreclass.html

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 Registrar.

Determination of In-State Status for Admission and Tuition Purposes:
See http://www.usmd.edu/regents/bylaws/SectionVIII/viii270.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 makes 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 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
 correspondense 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
insure 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.