



REGISTRAR'S OFFICE

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Residency Reclassification Checklist for Regular Employees of University System of Maryland (USM) or their Spouse or Financially Dependent Child

Student Name: _____ Campus ID: _____ Semester: _____

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

___ I am a part-time (50%) or full-time regular employee of the University System of Maryland.

___ Copy of employment verification letter indicating that you are a Regular employee of the University System of Maryland

___ I am the spouse of a part-time (50%) or full-time regular employee of the University System of Maryland.

___ Copy of your spouse's employment verification letter indicating that they are a regular employee of the University System of Maryland

___ Copy of your marriage certificate

___ I am a financially dependent child of a part-time (50%) or full-time regular employee of the University System of Maryland.

___ Copy of employment verification letter of the USM employee, indicating that they are a regular employee of the University System of Maryland

___ Copy of birth certificate or court order of adoption or guardianship

___ Copy of employee's most recent state* tax returns (federal tax returns, if employee did not file a state tax return).

*Maryland returns require Maryland Comptroller's Certification:

https://www.marylandtaxes.gov/forms/current_forms/129.pdf

UMBC retains the authority to request additional documentation to supplement the items listed above. In extenuating circumstances, students may work with UMBC residency evaluators to determine alternative supporting documentation as necessary.