REQUEST FOR CHANGE OF RESIDENCE STATUS

The attached application and this cover sheet are to be completed by any student attending The University of Maine as a nonresident and who wishes to be considered a Maine resident for tuition purposes. The notarized completed application with all required documentation attached and this cover sheet are to be sent to the Associate Bursar, The University of Maine, 5703 Alumni Hall, Orono, Maine 04469-5703. **Please read carefully** and answer questions completely. Because this is a standard application used at all University of Maine System Universities and given to all students who wish to change their residence status, some questions may not apply to your particular situation. For instance, self-supporting students are not expected to answer questions #5, #6, and #29, which refer to information concerning the address of parents and if the student was claimed as a dependent on their tax forms. Those questions should be answered “NONE” or “N/A” (not applicable) and question #30 should be answered in detail. On the other hand, dependent students who rely on parent/parents or a guardian for financial support are expected to answer questions #5, #6, and #29.

A list of required documentation is noted on the back page of the application. Photocopies of these documents are appropriate. Please do not enclose the originals, as we cannot guarantee their return. If you have other documentation that you feel is supportive to your request, please enclose it. The more valid documentation you can provide the better.

University of Maine System Board of Trustees policy requires that a student prove Maine domicile for other than educational purposes prior to the change in out-of-state status. In other words, this process is not retroactive – a change in your residency status does not alter any past tuition charges. Residency guidelines as approved by the Board of Trustees are attached for your information.

Please note that your signature on the last page of the application must be witnessed by a Notary Public. Applications must be submitted on or before the first day of classes for fall semester, spring semester or summer session. Please write the semester and year (e.g. Fall 2007; Spring 2008; Summer Session 2008; etc.) on the top right corner of the first page of the application. *Please note that in-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.*

Typically, one of the five following conditions must be met.

_____ 1. The applicant is a dependent of a member of, or is the spouse or domestic partner of a member of the United States Armed Forces actively stationed in Maine or, if actively stationed elsewhere, a member who has maintained Maine as his/her domicile.

_____ 2. The applicant is dependent upon his/her parents or legally-appointed guardians and his/her parents or legally-appointed guardians are domiciled in Maine. *Please note that in-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.*

_____ 3. The applicant is the spouse or the domestic partner of a Maine resident who can prove Maine residency prior to the marriage or the partnership in the case of domestic partners.

_____ 4. The applicant has lived in the State of Maine, for other than educational purposes (not full-time student), one year prior to registration or application.

_____ 5. The applicant, spouse of the applicant or domestic partner of the applicant has demonstrated residency in Maine by means of continuous, permanent full-time employment in Maine prior to the applicant applying for enrollment at The University of Maine.

Please check the condition under which you are applying for a change of residency status, sign and date below, and include this sheet as the cover to your completed, notarized application.

(Name – please print) ______________________________________ (Student Account #)

(Signature) __________________________ (Date)
AFFIDAVIT OF DOMESTIC PARTNERSHIP

We, and certify that we are domestic partners in accordance with the following criteria and eligible for in-state tuition (in accordance with the provisions of Administrative Practice Letter 34) and/or student health insurance programs:

1. We are each other's sole domestic partner and intend to remain so indefinitely.

2. We are jointly responsible for each other's common welfare, share financial obligations, and share our primary residence. We have resided together for at least six (6) continuous months prior to the date of this affidavit. We will provide evidence of joint responsibility. Joint responsibility may be demonstrated by the existence of either (check I or II):
   
   I. A civil union licensed under state law (civil union is defined as a legally recognized union between same sex partners), OR

   II. Two or more of the following (please check at least two items that apply):

   A. Domestic Partnership Agreement or Relationship Contract.
   B. Joint mortgage or joint ownership of primary residence.
   C. Two of:
      1. Joint ownership of motor vehicle.
      2. Joint checking account.
      3. Joint credit account.
      4. Joint lease.
   D. The Domestic Partner has been designated as a beneficiary for employee’s will, retirement contract, or life insurance.

3. We are:
   - not married to anyone, and
   - each at least eighteen (18) years of age, and
   - mentally competent to consent to contract, and
   - not related by blood to a degree of closeness, which would prohibit marriage in the State of Maine.

We understand that domestic partners are subject to the other eligibility provisions of the University's in-state tuition policy and/or student health insurance plan.

The student agrees to notify the University in writing within thirty-one (31) days of any termination of our domestic partnership. A written termination statement shall affirm that the partnership is terminated and that a copy of the termination statement has been mailed to the other partner.

We certify that the foregoing is true and correct. We, the undersigned student of the University of Maine System and the Domestic Partner, understand that falsification of information contained in this Affidavit may lead to disciplinary action and may subject us to civil action to recover any losses, including reasonable attorney’s fees, in addition to an obligation to repay benefits received.
Note: Signing of this Affidavit may affect important legal rights. Please consult your attorney.

Signature of Student

Certified, subscribed and sworn to before me this ___ day of ____________, __________

STATE OF MAINE
County of ____________________ Notary Public

[SEAL]
My commission expires:________________________

Date:________________________

Signature of Domestic Partner

Certified, subscribed and sworn to before me this ___ day of ____________, __________

STATE OF MAINE
County of ____________________ Notary Public

[SEAL]
My commission expires:________________________

Date:________________________

The Affidavit and accompanying documentation have been reviewed.

Eligibility:
□ Approved
□ Not Approved

Signature of Approving Officer

Date:________________________

Printed Name

Title
University of Maine System

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: RESIDENCY GUIDELINES

There are many factors which will be considered in determining residency for in-state tuition purposes. No one factor can be used to establish domicile, rather all factors and circumstances must be considered on a case-by-case basis. A domicile or residency classification assigned by a public or private authority neither qualifies nor disqualifies a student for UMS in-state status.

A student applying for admission to a degree program is classified as eligible, or not eligible, for in-state tuition at the time of acceptance to the University. A non-matriculated (non-degree) student is classified as eligible, or not eligible, for in-state tuition at the time of registration. The decision, made by the campus Chief Financial Officer, or other officials designated by the campus, shall be made based on information and documentation furnished by the student and other information available to the University. No student is eligible for in-state tuition classification until he or she has become domiciled in Maine, in accordance with University guidelines, before such registration. If the student is enrolled full-time in an academic program, as defined by the University, it will be presumed that the student is in Maine for educational purposes, and that the student is not in Maine to establish a domicile. A residence established for the purpose of attending a UMS campus shall not by itself constitute domicile. The burden will be on the student to prove that he or she has established a Maine domicile for other than educational purposes.

In general, the following criteria will be used to determine residency:

1. An individual who has lived in the State of Maine, for other than educational purposes, one year prior to registration or application to the University is considered an in-state student.

   A student who is dependent on his/her parent(s) and/or legally appointed guardian (or to whom custody is granted by court order) is considered to have a domicile with the parent(s) for tuition purposes.

   A student of parents legally separated or divorced may be granted in-state status if a noncustodial or joint custodial parent is domiciled in Maine and has contributed more than 50 percent of financial support for at least one year prior to the semester for which in-state status is sought.

   Verification of the student’s dependent status or the parent’s contribution of financial support must be documented (custody, support, guardianship decrees or agreements, etc.)

2. A student will be considered in-state for tuition purposes if they are the spouse or domestic partner of an individual who currently has continuous, permanent full-time employment in Maine and their employment began prior to the student registering or applying for degree status at the University. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership.

3. A student will be considered in-state for tuition purposes if they are the spouse or domestic partner of an individual who has resided in Maine, for other than educational purposes, one year prior to the student registering or applying for degree status at the University. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership.
4. Members of the Armed Forces and their dependents, including spouse or domestic partner, will be granted in-state tuition during such periods of time as they are stationed on active duty within the State of Maine or if their Military State of residency is Maine as evidenced by appropriate official documentation. Individuals who have been granted in-state tuition under these conditions but then cease from active duty would continue to be granted in-state tuition. A Maine resident who is absent from the State for military or full-time educational purposes will normally remain eligible for in-state tuition. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership (attached).

5. In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.

A non-citizen who is a permanent resident of the United States (or has approval pending for such status) is eligible for Maine residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Maine as are required of a United States citizen.

Non-citizens who are in (or have approval pending for) refugee/asylum status are likewise eligible to be considered for Maine residency status for tuition purposes provided that he/she meets the same requirements for establishing residency in Maine as are required of a United States citizen.

All non-citizens must provide appropriate documentation related to residency and to verify their status with the Department of Homeland Security. This documentation is not part of the admissions process.

6. A student who attended an out-of-state educational institution at in-state tuition rates in the immediately preceding semester, shall be presumed to be in Maine for educational purposes and not to establish a domicile. Normally such students must wait one semester before attaining in-state status. Again, the burden will be on the individual to prove that he or she has established a Maine domicile for other than educational purposes.

To change tuition status, the following procedures are to be followed:

A. A "Request for Change in Tuition Status" must be filed with the campus Chief Financial Officer or designee on or before the campus's first day of classes for the summer session, fall or spring semester for which residency is requested. Applications may not be retroactive.

B. The campus Chief Financial Officer (or such other designated official) shall issue a written decision within 30 days.

C. The student may appeal the decision of the Chief Financial Officer (or such other designated official) in writing within 30 days to the President (or designee) of the campus.

D. The President (or designee) will issue a final decision within 30 days.
University of Maine System

ADMINISTRATIVE PRACTICE LETTER

SUBJECT: RESIDENCY GUIDELINES

In the event that the campus Chief Financial Officer, or other designated official, possesses facts or information indicating a student's change of status from in-state to out-of-state, the student shall be informed in writing of the change in status and will be given an opportunity to present facts in opposition to the change. The student may appeal the decision of the Chief Financial Officer or other designated official as set forth in the preceding paragraph.

APPROVED:

_signature on file in System Office of Finance and Administration_

Vice Chancellor of Finance and Administration and Treasurer
THE UNIVERSITY OF MAINE
REQUEST FOR CHANGE OF RESIDENCE STATUS

INSTRUCTIONS
This form is to be completed by those whose admission to the University of Maine System was that of a nonresident, and who now wish to be considered a Maine resident for tuition purposes. This form is to be sent to the appropriate campus officer on or before the first day of classes for the fall, spring or summer semester for which residency is requested. Further instructions will be available at the campus office which issues this form.

Please answer all questions completely, using "NONE" or "N/A" for those questions which do not apply to your situation. If you need more space or wish to make a further statement, feel free to attach pages, clearly indicating the subject of each addition.

PLEASE PRINT OR TYPE

1. Name
   Last                      First                      Middle                      Student ID:
   
2. Present Address
   own □ rent □
   __________________________________________________________________________
   City                      State                      Zip                      Telephone Area
   Number                     Street                     Apt#

3. Permanent Address
   own □ rent □
   __________________________________________________________________________
   City                      State                      Zip                      Telephone Area
   Number                     Street                     Apt#

4. Date of Birth
   Month / Day / Year
   Place of Birth
   City                      State

5. Father’s Name
   Last                      First                      Middle
   His address
   __________________________________________________________________________
   Since
   Number                     Street                     City                      State                      Zip
   Home Phone ( )           Business Phone ( )
   Month / Day / Year
   Area                      Area

6. Mother’s Name
   Last                      First                      Middle
   Her address
   __________________________________________________________________________
   Since
   Number                     Street                     City                      State                      Zip
   Home Phone ( )           Business Phone ( )
   Month / Day / Year
   Area                      Area

7. Spouse or Domestic Partner’s Name
   Address
   __________________________________________________________________________
   Since
   Number                     Street                     City                      State                      Zip
   Month / Day / Year

8. Do you have a guardian? □ No; □ Yes. □ Legal; □ Informal.
   Guardian’s Name
   Last                      First                      Middle
   __________________________________________________________________________
   Date of Court Order
   Month / Day / Year
   Since
   Mo. Day Yr.

9. List all Colleges/Universities attended in last 3 years.

<table>
<thead>
<tr>
<th>Institution</th>
<th>State</th>
<th>Dates Attended</th>
<th>Degree Program</th>
<th>In-State Tuition</th>
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<td>from to</td>
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10. Number of credit hours currently registered for

11. Have you been enrolled each semester since your first entry? Yes □ No □

12. If not, explain interruption (cause, where you resided, type of work or services, dates)

13. Name and location of last high school attended

14. List all employers, employers’ addresses, dates of employment, in past 2 years.

<table>
<thead>
<tr>
<th>Employer</th>
<th>City</th>
<th>State</th>
<th>Hours Per Week</th>
<th>From</th>
<th>Dates</th>
<th>To</th>
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</table>
15. Date of Arrival in Maine  

List all addresses where you have resided in the immediate preceding 2 years. Give inclusive month/day/year for each residence, including current residence and the reason you resided at that address, for example, parents’ residence, school, employment, etc.

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>From</th>
<th>To</th>
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16. How many continuous months have you resided in the state of Maine?

17. If you have been absent from Maine excluding holidays in the immediately preceding twelve months, please describe below.

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Reason</th>
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</table>

18. List dates and states of each place in which you have registered to vote in the past 2 years.

<table>
<thead>
<tr>
<th>Date of Registration</th>
<th>State</th>
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<tbody>
<tr>
<td>mo/day/year</td>
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<tr>
<td>mo/day/year</td>
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</tbody>
</table>

19. Which state(s) has withheld state income taxes from your salary in the past 2 years? (indicate all states for each year listed.)

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>State or States</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 1 to Dec. 31, 20__</td>
<td></td>
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<tr>
<td>Jan. 1 to Dec. 31, 20__</td>
<td></td>
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</tbody>
</table>

20. What state did you list as your legal residence on your last Federal Income Tax Return?  

_
21. Have you operated a motor vehicle in the past 12 months? □ No; □ Yes.
   Your license number ____________ State ____________ Expiration Date ____________
   When was your license last renewed? ____________
   Month Year
   If you own a motor vehicle, what is the registration number? ____________ State ____________ Names of the registered owner(s) of the vehicle(s) you operated
   Address of registered owner ____________ Address ____________ City ____________ State ____________

22. Do you own any real property? □ No; □ Yes. Type of property ____________
   Location ____________ Date of Purchase ____________
   Month Day Year
   (residence, farm, business, etc.)

23. Do you have a bank account (checking or savings)? □ No; □ Yes. If yes, complete this section.

<table>
<thead>
<tr>
<th>Bank</th>
<th>City</th>
<th>State</th>
<th>Account Opened</th>
<th>Type of Account</th>
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<tbody>
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<td></td>
<td>month / year</td>
<td>Checking □</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>month / year</td>
<td>Savings □</td>
</tr>
</tbody>
</table>

24. What are your career plans upon completion of your studies? ____________

25. Do you intend to relinquish your residency in any other state and establish it in Maine? □ No; □ Yes. How long do you intend to reside in Maine? ____________

26. What state do you consider your permanent abode? ____________ List any other information which may be pertinent to your classification as a Maine resident for tuition purposes.

27. Are you receiving financial assistance from any state other than Maine? □ No; □ Yes
   If yes, complete this section. Type of assistance ____________ Date Received ____________
   Month Day Year
   Name of granting agency ____________
   City State

28. If you applied for federal financial aid, what state did you indicate as your legal residence on your application? ____________

29. Did your parents or legal guardian claim you as a dependent on federal or state income tax returns in the immediate past tax year? □ No; □ Yes. If yes, who: □ Father; □ Mother; □ Guardian

30. If presently independent of parents' support, indicate how you are financing living and tuition expenses.

31. Have you served in the U.S. Armed Forces? □ No; □ Yes. If yes, complete this section.
   a. Place of induction ____________ Date ____________ Age when inducted ____________
   b. Permanent home of record on your original entry papers ____________
      City State
      Permanent home of record on your separation papers (DD-214)
      City State
   c. Indicate each city and state in which you purchased real property while in the service.
      City State

32. Indicate city, state, and date of draft registration. ____________
    City State / / Year

33. Are you a citizen of the United States? □ Yes. □ No; If no, complete this section.
   Country of citizenship ____________ Date of entry into the United States ____________
   □ Immigration
   Type of visa: □ Student If Immigrant, Alien Registration No. ____________
   □ Diplomatic

34. Are you a dependent of a member of the United States Armed Forces? □ No; □ Yes.
   If yes, address of military station ____________
   City State
ALL PETITIONERS MUST COMPLETE THIS SECTION

I am declaring Maine as my state legal residence for tuition purposes. I certify that the information presented in support of this application is true and correct.

Date _____________________ Signed _____________________

Sworn and subscribed before me this __________ day of _______________ 20__.

My commission expires ________________

NOTE: To support your claim of residency, please attach the following documents to this application.
1. Certification of voter registration from the town or city clerk of your community.
2. Rent receipts or copy of the lease covering the previous 12 months of your residence in Maine.
3. Copy of driver’s license.
4. Copy of automobile registration.
5. Copy of current bank account statement.
6. Copy of parents’ Federal income tax form 1040 (excluding schedules) for most recent tax year.
7. Copy of your state income tax form (excluding schedules) for the most recent tax year.
8. Other documents that you feel appropriate for support of your claim of residence.

UNIVERSITY USE ONLY

Action for Change of Residence Status:

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Campus Officer</th>
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Effective Date (if approved) _____________________

Comments:

Appeals:

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<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Campus President</th>
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<tr>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Treasurer, University of Maine System</th>
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</table>