#### Office of the Bursar

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



5703 Alumni Hall Orono, Maine 04469-5703 Tel: 207-581-1521 Fax: 207-581-1474

www.umaine.edu

### 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 <u>and</u> 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.

1.		or is the spouse or domestic partner of a member of the United S ely stationed elsewhere, a member who has maintained Maine as	
2.	The applicant is dependent upon his/her parer guardians are domiciled in Maine. * Please n	nts or legally-appointed guardians and his/her parents or legally-a ote that in-state tuition is not available to anyone who holds a a domiciliary of the United States, they cannot be a domicilia	a non-
3. marriage or	The applicant is the spouse or the domestic pathe partnership in the case of domestic partners	artner of a Maine resident who can prove Maine residency prior t	to the
4.	The applicant has lived in the State of Maine, registration or application.	for other than educational purposes (not full-time student),	one year prior to
5. of continuo	The applicant, spouse of the applicant or domus, permanent full-time employment in Maine p	estic partner of the applicant has demonstrated residency in Mair rior to the applicant applying for enrollment at The Univer-	ne by means rsity of Maine.
	k the condition under which you are applying four completed, notarized application.	r a change of residency status, sign and date below, and include t	his sheet as the
$\overline{(Name - pl)}$	ease print)	(Student Account #)	
(Signature)		(Date)	



### AFFIDAVIT OF DOMESTIC PARTNERSHIP

and

We,

certify that we tuition (in acco insurance prog	are domestic partners in accordance with the following criteria and eligible for in-state ordance with the provisions of Administrative Practice Letter 34) and/or student health rams:
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 <a href="either">either</a> (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), <u>OR</u>
	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
3.	employee's will, retirement contract, or life insurance.  We are:
3.	<ul> <li>not married to anyone, and</li> <li>each at least eighteen (18) years of age, and</li> <li>mentally competent to consent to contract, and</li> <li>not related by blood to a degree of closeness, which would prohibit marriage in the State of Maine.</li> </ul>

We understand that domestic partners are subject to the other eligibility provisions of the University's instate 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. Date:\_\_\_\_\_ Signature of Student Certified, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ STATE OF MAINE County of Notary Public My commission expires: [SEAL] Signature of Domestic Partner Certified, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ STATE OF MAINE County of\_\_\_\_\_ Notary Public My commission expires: [SEAL] The Affidavit and accompanying documentation have been reviewed. Eligibility: Approved Not Approved Date: Signature of Approving Officer Printed Name Title

## University of Maine System ADMINISTRATIVE PRACTICE LETTER

SUBJECT: RESIDENCY GUIDELINES

Section IV-G Page(s) 1 of 3 Effective 7/22/11

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 <u>prior</u> 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.

# University of Maine System ADMINISTRATIVE PRACTICE LETTER

SUBJECT: RESIDENCY GUIDELINES

Section IV-G Page(s) 2 of 3 Effective 7/22/11

- 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 instate 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

Section IV-G Page(s) 3 of 3 Effective 7/22/11

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



Fall	Spring	Summer
I UII	5511116	

### 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.

ASE PRINT OR TYPE									~		
Name		First			_	N	Middle	-	S	tudent ID:	
Present Address own [	] ]										
	Number					Street					Apt#
City Permanent Address ow	State n □ it □			Zip				Telep	hone Are	a	
	Number				5	Street					Apt#
City Date of Birth/	State	lace of Birth		Zip				Telep	hone Are	a	
Month Father's Name	Day Year		City								State
Lasi His address			F	irst						Middle	
Since / Month Day	Number  Home Pho	Street one ( )				Busine	City ss <b>Ph</b> o	one ( )		State	Zip
Mother's NameLas	t t	7404		irst						Middle	
Her address	Number	Strant					City			State	Zip
Since / Month Day	/ Home Pho	one ( )		-		Busine		one ( ) Area	÷		
Spouse or Domestic Part	I.ast		ŀ	irst						Middle	
Address/ Since/ Month Day Do you have a guardian?	Number / Year	Street		mal		(	City	(0.)		State	Zip
Guardian's Name		Fire	st	Mi	ddle					Mo.	/ Day
Address				_				Since _	Month	Day	Year
List all Colleges/Univers	ities attended in last 3		Dates A	ttended				Degree		I In-	State
Institution	State	from			to			Program		Tu	ition
		mo /	уеаг			year					□ Yes.
		mo /	year		_/_	year					□ Yes.
Number of credit hours of	humantly registered for	mo /	year	mo		year				□ NO;	□ ies.
Have you been enrolled of If not, explain interruption	each semester since yo	ur first entry?	Yes E			s)					
Name and location of las	t high school attended				High Sc	hool				ity	State
List all employers, employers	oyers' addresses, dates	of employment,	in pas	t 2 year	s						
Employer	City	State		F	Hours er Wee			From	Da		То
							mo		year	mo	/ year
							mo		year	mo	/ year

year | mo

year

mo

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F	ear To / / / year	Reason								
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R mo / day / y. F R o mo / day / y. M List dates and states	ear To / mo / day / year s of each place in which you		in the pa	st 2 ye	ars.					<i>y</i>
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R o mo day / y mo day	ear To / mo / day / year s of each place in which you State	have registered to vote			ars.					
R o mo day / y mo day	ear To mo day year s of each place in which you State ear withheld state income taxes for	have registered to vote			ars.					
R o mo day / y mo day	s of each place in which you state  State  ear  withheld state income taxes for each year listed.)  State or St	have registered to vote			ars.					

21.	. Have you operated a motor vehicle in the past 12 months?   No;  Yes.  Your license number State Expiration Date								
	When was your license la	ast renewed?							
		Mo	nth Year		_				
		cle, what is the registration owner(s) of the vehicle(s)							
	Address of registered ow	nerAddress	City			State			
22.	Do you own any real pro	perty?   No;   Yes	. Type of property						
	Location		(residence, farm, busi		ate of Purchase				
23.	Do you have a bank acco	ount (checking or savings)	? □ No; □ Yes.	If yes, complete this sec		lonth Day	Year		
	Bank	City	State	Account Opened	Type of	Account	7		
				month / year	Checking □	Savings □			
				month / year	Checking	Savings 🗆			
24.	What are your career pla	ns upon completion of you	ır studies?						
25.	_	ish your residency in any o				How long do you	intend to		
26.	What state do you conside	ler your permanent abode?	· · · · · · · · · · · · · · · · · · ·	List any other	information which	may be pertinent	to your		
	-	resident for tuition purpos							
27.	Are you receiving financial assistance from any state other than Maine?   No; Yes  If yes, complete this section. Type of assistance								
					Date Received				
	Name of granting agency	,				Ionth Day	Year		
28	If you applied for federal	financial aid, what state o	lid von indicate as vo	ur legal residence on your	City	State			
		guardian claim you as a c							
		who:   Father;   M			_				
30.	If presently independent	of parents' support, indica	te how you are financ	ing living and tuition exp	enses				
31.		J.S. Armed Forces?		complete this section.	when inducted				
	a, Flace of Higherion	City	State	Mo. Day Yr.					
	b. Permanent home of re-	cord on your original entry	papers	City		State			
	Permanent home of rec	cord on your separation pa	pers (DD-214)			State			
	c. Indicate each city and	state in which you purchas	sed real property while	•					
	City	Sta	te	City		State			
32.	Indicate city, state, and d	ate of draft registration.							
	City		State		Month	Day Year			
33.	•		☐ No; If no, compl Da		l States				
	☐ Immigr		7.6 7	ignort Alion Besistaties	No				
	Type of visa: ☐ Studen ☐ Diplom		if Imm	igrant, Alien Registration	INO				
34.	•								
		n member of the United Stay  y station							

### 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. \_\_\_\_\_\_ Signed \_\_\_\_\_\_ Sworn and subscribed before me this \_\_\_\_\_\_ day of \_\_\_\_\_\_ 20\_\_\_\_. My commission expires\_ To support your claim of residency, please attach the following documents to this application. NOTE: 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: Campus Officer Yes No Effective Date (if approved) Appeals:

Campus President

Treasurer, University of Maine System

Yes

Yes

No

No

Date

Date