

Student Name: \_\_\_\_\_ UID: \_\_\_\_\_ Term: \_\_\_\_\_

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

Check one 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, <http://registrar.umd.edu/Residency/mdtaxreturns.html>)