

Residency Review Request Form

Please print neatly or type all information

Last (Family) Name		First (Given) Name	
Student ID		Birthdate (mm/dd/yyyy)	
Current Address			Rent or Own
Address when applied to University			For what semester are you seeking a residency status change?
Date arrived in Maine		Date enrolled at University	

The status of student residency is defined by a number of factors and determined upon admission to each University. The residency of a student may change during their period of enrollment when specific conditions or circumstances are met. To determine eligibility for in-state tuition, this Residency Review Request Form must be submitted to the Bursar, with the necessary documentation to substantiate eligibility for the change, no later than the first day of the semester for which the change is being requested.

Using the UMS APL - Subject: Tuition Residency Classification (<https://www.maine.edu/apls/apl-iv-g/>), please select the appropriate classification below that best describes the purpose for your request.

MAINE RESIDENCY GUIDANCE - <https://www.maine.gov/revenue/taxes/income-estate-tax/guidance-documents>

- ★ An individual who has established a **permanent place of abode** in the State of Maine for at least 12 consecutive months (one year) prior to the first day of classes of the term for which Maine residency is sought.
- ★ An individual who has established a **permanent place of abode** in the State of Maine AND has spent more than 183 days in Maine during the tax year, for other than educational purposes.
 - A **permanent place of abode** is a house, apartment, dwelling place, or other residence that an individual maintains as a household for the entire tax year, whether or not that individual owns it. The term does not include a seasonal camp or cottage that is used only for vacations, a hotel or motel room, or housing used by a student during the school year. A place of abode is not deemed permanent if it is maintained only during a temporary stay in Maine for the accomplishment of a particular purpose, such as attending school.
- ★ In-state tuition is not available for anyone holding a non-immigrant visa, see exceptions for non-U.S. citizens below.

IMPORTANT - A full-time enrolled student, as defined by the University, will be presumed to be in Maine for educational purposes. A residence established for the purpose of attending the University will not, by itself, constitute eligibility for in-state tuition. NOTE: The burden will be on the student to prove that they have established a Maine residence **for other than educational purposes**.

CLASSIFICATIONS

Student Residency Status - (Note: all three conditions must apply)

- ☐ I have lived in the State of Maine, for other than educational purposes, for 12 consecutive months (one year) prior to the first day of classes of the term for which Maine residency is sought or established **a permanent place of abode** in the State of Maine, as defined above.

AND

- ☐ I am not dependent on a parent or legal guardian's tax return.

AND

- ☐ I did not receive in-state tuition at another institution of higher education outside of Maine, immediately preceding enrollment.

→ Documentation to support this request may include: Proof of employment for at least one year, student Maine resident tax return, parent(s) Maine resident tax return

Dependent Status

- ☐ I am a dependent of parent(s) and/or legally appointed guardian who's legal state of residence is Maine, as defined above.
- ☐ I am a dependent student of parent(s) legally separated, divorced or living apart and have a parent(s) who is a legal resident of Maine, as defined above.

→ Documentation to support this request may include: A copy of parent(s) Maine resident tax return, and/or other documentation to demonstrate legal residency. A copy of legal documentation to verify custodial arrangement, guardianship or other legal status.

Parent's Last Name		Parent's First Name	
Current Address			Rent or Own
Previous Addresses			Dates of Residence
Previous Addresses			Dates of Residence
Date arrived in Maine			

Spouse or Domestic Partner Status

- ☐ I am the spouse or domestic partner of an individual who is a legal resident of Maine, as defined above, or their employment began at least 12 consecutive months prior to the first day of classes of the term for which residency is sought.

→ Documentation to support this request may include: A copy of legal documentation to verify marriage or a notarized Affidavit of Domestic Partnership form. A copy of the Maine resident tax return, and/or other documentation to demonstrate legal residency.

Spouse Last Name		Spouse First Name	
Current Address			Rent or Own

Previous Addresses		Dates of Residence
Previous Addresses		Dates of Residence

Military Status

- ☐ I am a **current member or Veteran** of the United States Armed Forces who has been honorably discharged.
- *Documentation to support this request may include: A copy of the DD214 showing an honorable discharge, Certificate of eligibility for GI bill, or Military ID card. Active duty members can supply a copy of their Military ID card or travel orders.*
- ☐ I am a **dependent** of an active member or Veteran of the United States Armed Forces who has been honorably discharged and using VA educational benefits.
- *Documentation to support this request may include: A copy of the DD214 showing an honorable discharge, Certificate of eligibility for GI bill, or Military ID card. Legal documentation indicating dependent status.*

Other Considerations

- ☐ I am a non-Maine Resident working for **Maine employers** where the employer is providing tuition benefits and eligible for in-state status during the period of time they are covered by their Maine employer. The Maine employer will have to pay the tuition benefits directly to the institution where the student is enrolled.
- *Documentation to support this request may include: Proof of employment to include date of hire and verification of current employment status.*

Non-US Citizens

- ☐ I hold a non-immigrant U.S. visa and qualify for or have been granted an emergent exception specific to a military conflict (as defined by DHS) under **Special Student Relief (SSR)** or **Temporary Protected Status (TPS)** by the U.S. Department of Homeland Security.
- *Documentation to support this request may include: A copy of federal documentation issued by U.S. Department of Homeland Security verifying SSR or TPS approval, or documentation from the University Designated School Official (DSO) that verifies an exception as approved by the U.S. Department of Homeland Security.*
- Please include the following information:
 - ◆ *Identity information (copy of passport or copy of birth certificate (with a photo id) or national identity document with photograph and/or fingerprint*
 - ◆ *Date of entry to the USM (copy of passport or I-94 arrival/departure record) Statement of economic hardship*
 - ◆ *Statement of economic hardship (NOTE: Applicants seeking residency status under TPS/SSR must include a statement documenting the circumstances causing the economic need and, if possible, attach supporting documentation. For example: a letter from home/sponsor explaining how the military conflict has impacted the family's circumstances or financial situation such as loss of income or proof of currency devaluation in the student's country; see additional information at the end of this application)*
- ☐ I am a non-U.S. citizen who is a **permanent resident** of the United States, has received conditional permanent U.S. residency, or has applied for U.S. permanent residency.
- *Documentation to support this request may include: A copy of Federal documentation verifying legal status (examples - Permanent Resident identification (Green Card); a copy or confirmation of an application for permanent residency - Form I 485); AND verification of living in Maine, for other than educational purposes, for at least 12 consecutive months.*
- ☐ I am a non-U.S. citizen who has **refugee** status, and resettled in Maine upon arriving in the United States.

- *Documentation to support this request may include: A copy of Federal documentation verifying legal status (examples - Form I-94 - Arrival/Departure Record; Form I-485 - Application to Register Permanent Residence or Adjust Status; Form I-730 - Refugee/Asylee Relative Petition) AND verification of housing and living in Maine.*
- ☐ I am a non-U.S. citizen who has legal **refugee** status, and was first resettled in a U.S. state other than Maine upon arriving in the United States.
- *Documentation to support this request may include: A copy of Federal documentation verifying refugee status (examples - Form I-94 - Arrival/Departure Record; Form I-485 - Application to Register Permanent Residence or Adjust Status; Form I-730 - Refugee/Asylee Relative Petition), AND verification of living in Maine, for other than educational purposes, for at least 12 consecutive months.*
- ☐ I am a non-U.S. citizen who is **seeking asylum** or has been **granted asylum** may be eligible for Maine residency for tuition purposes.
- *Documentation to support this request may include: A copy of Federal documentation verifying legal asylum status (Form I-94, Arrival/Departure Record) or confirmation of an application for asylum status (Form I-589, Application for Asylum), AND verification of living in Maine, for other than educational purposes, for at least 12 consecutive months.*

Using the space below, please provide any additional information or other circumstances to be considered regarding your request to review in-state residency?

This application and all materials and documentation supporting the request must be submitted to your University Student Financial Services Office. The office will forward all materials to the Residency Review Committee who meet at least once a month. Notification of outcome will be provided.

UMaine and UMM – um.sfs@maine.edu
 USM – usm.studentaccounts@maine.edu
 UMF – umfbus@maine.edu
 UMFk – umfkbus@maine.edu
 UMPI – umpi-sfs@maine.edu
 UMA – studentaccounts@maine.edu
 LAW – mainelaw.finance@maine.edu

Thank you for your submission.

I affirm that all the information and answers to questions in this Residency Review application are complete, true and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission in response to any questions may render this application void and will be cause for denial of the request, revocation of any changes to residency, and may result in disciplinary review through the Student Conduct Code, whenever discovered.

Signature of Student

Date

Additional Information for Individuals Holding a Non-Immigrant US Visa:

The following information may be of assistance as you apply for the residency review:

Official List of TPS Countries per TPS: <https://www.uscis.gov/humanitarian/temporary-protected-status>

TPS Current Language for Eligibility : <https://www.uscis.gov/humanitarian/temporary-protected-status>

Eligibility Requirements

To be eligible for TPS, you must:

- Be a national of a country designated for TPS, or a person without nationality who last habitually resided in the designated country;
- File during the open initial registration or re-registration period, or you meet the requirements for late initial filing during any extension of your country's TPS designation (Late initial filers see 'Filing Late' section below);
- Have been continuously physically present (CPP) in the United States since the effective date of the most recent designation date of your country; and
- Have been continuously residing (CR) in the United States since the date specified for your country. (See your country's TPS web page to the left). The law allows an exception to the continuous physical presence and continuous residence requirements for brief, casual and innocent departures from the United States. When you apply or re-register for TPS, you must inform USCIS of all absences from the United States since the CPP and CR dates. USCIS will determine whether the exception applies in your case.

You may **NOT** be eligible for TPS or to maintain your existing TPS if you:

- Have been convicted of any felony or two or more misdemeanors committed in the United States;
- Are found inadmissible as an immigrant under applicable grounds in INA section 212(a), including non-waivable criminal and security-related grounds;
- Are subject to any of the mandatory bars to asylum. These include, but are not limited to, participating in the persecution of another individual or engaging in or inciting terrorist activity;
- Fail to meet the continuous physical presence and continuous residence in the United States requirements;
- Fail to meet initial or late initial TPS registration requirements; or
- If granted TPS, you fail to re-register for TPS, as required, without good cause.

Evidence

When filing an initial TPS application, you must submit:

- **Identity and Nationality Evidence:** to demonstrate your identity and that you are a national of a country designated for TPS (or that you have no nationality and you last habitually resided in a country designated for TPS).
- **Date of Entry Evidence:** to demonstrate when you entered the United States.
- **Continuous Residence (CR) Evidence:** to demonstrate that you have been in the United States since the CR date specified for your country (see your country's TPS web page to the left).

Any document that is not in English must be accompanied by a complete English translation. The translator must certify that:

- He or she is competent both in English and the foreign language used in the original document; and
- The translation is true and correct to the best of his or her ability, knowledge, and belief.

Identity and Nationality Evidence

We encourage you to submit primary evidence (see below), if available. If USCIS does not find the document(s) you submit with your application to be sufficient, we will send you a request for additional evidence. If you cannot submit primary evidence of your identity and nationality, you may submit the secondary evidence listed below with your application.

The following table explains the different types of evidence you can provide.

Primary Evidence	● A copy of your passport; ● A copy of your birth certificate, accompanied by photo identification; and/or ● Any national identity document bearing your photograph and/or fingerprint issued by your country, including documents issued by your country's Embassy or Consulate in the United States, such as a national ID card or naturalization certificate.
No Primary Evidence	If you do not have any of the primary evidence listed above, you must submit an affidavit with: ● Proof of your unsuccessful efforts to obtain such documents; and ● An explanation why the consular process for your country was unavailable to you, and affirming that you are a national of your country. USCIS may interview you regarding your identity and nationality, and you may also submit additional evidence of your nationality and identity then, if available.

Secondary Evidence	● Nationality documentation, such as a naturalization certificate, even if it does not have your photograph and fingerprint; ● Your baptismal certificate if it indicates your nationality or a parent’s nationality; ● Copies of your school or medical records if they have information supporting your claim that you are a national from a country designated for TPS; ● Copies of other immigration documents showing your nationality and identity; or ● Affidavits from friends or family members who have close personal knowledge of the date and place of your birth and your parents' nationality. The person making the affidavit should include information about how he or she knows you or is related to you, and how he or she knows the details of the date and place of your birth and the nationality of your parents. The nationality of your parents is important if you are from a country where nationality is derived from a parent.
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You may also provide any other document or information that you believe helps prove your nationality.

PLEASE NOTE: Birth in a TPS-designated country does not always mean you are a national of that country. Please see your TPS-designated country’s nationality laws for further information.

Date of Entry Evidence

- A copy of your passport;
- I-94 Arrival/Departure Record; or
- Copies of documents specified in the “Continuous Residence (CR) Evidence” section below.

Continuous Residence (CR) Evidence

- Employment records;
- Rent receipts, utility bills, receipts or letters from companies;
- School records from the schools that you or your children have attended in the U.S.;
- Hospital or medical records concerning treatment or hospitalization of you or your children; or
- Attestations by church, union or other organization officials who know you and where you have been residing.

Please see [Form I-821 instructions](#) for more details on acceptable evidence.