

FOR OFFICE USE ONLY

Date Received: _____

Approved: ☐ Yes ☐ No

☐ Notify Student

☐ Outcome Date: _____

Graduate Residency Reclassification: Cover Sheet

Do not complete this form unless you are an enrolled GRADUATE student.

This form and all appropriate documentation must be submitted prior to or during the semester for which you want to be considered for residency status. Retroactive appeals WILL NOT be considered.

IMPORTANT – Please Read Carefully: Your residency status for tuition purposes will be determined primarily on the basis of information given in this form. Please answer all questions. **This form will not be accepted unless all of the questions are answered.** CONCEALMENT OF FACTS OR UNTRUTHFUL STATEMENTS MAY CAUSE YOU TO BE SUBJECT TO DISMISSAL FROM THE UNIVERSITY. In cases where the question is not applicable, write “NA” in the space provided.

Last Name: _____ First Name: _____ Middle Initial: _____

Student I.D. Number: _____ Date of Birth: _____

UMass Email: _____ Phone Number: _____

Semester you are applying for: ☐ Fall ☐ Spring 20_____

What was your state/country of residency 12 months prior to enrolling at UMass Amherst? _____

When did you first enroll at UMass Amherst? ☐ Fall ☐ Spring _____ Expected Graduation: (mo)____/(yr)_____

Permanent Home Address (number,street,city,state,zipcode) _____ Since: mo/day/yr: _____

Present Mailing Address (if different from Permanent Home Address) _____ Since: mo/day/yr: _____

What is your relationship to the Commonwealth of Massachusetts, and why do you believe you should qualify for in-state tuition and fees (attach a separate sheet of paper if you would like to provide additional details)?

Please submit this cover sheet along with the *following*:

- ☐ In-State Eligibility Worksheet
- ☐ Residency Application Form
- ☐ Supporting Documentation

Graduate Student Residency Reclassification: Eligibility Worksheet

This worksheet is intended to help graduate students determine if they qualify to submit a request for a residency reclassification. It may also assist potential students in determining whether or not they will be accepted as an in-state or out-of-state student upon admission. *Incoming students do **NOT** need to complete this worksheet unless directed to by Graduate Admissions.*

Keep in mind that in-state status is based on both citizenship/immigration status and fulfilling the state requirements. If your answer to any question brings you to a statement that you do not qualify for in-state status, it is likely an indicator that a request for a reclassification will be denied.

All questions, or any clarifications, should be posed to gradrec@grad.umass.edu or call the Graduate Student Service Center at 413-545-0722.

How to submit application and documentation:

In person or by mail:

Graduate Student Service Center
534 Goodell Building
140 Hicks Way
Amherst, MA 01003

By email (put all documents into one combined PDF file):

gradrec@grad.umass.edu

By fax: 413-577-0123

Section 1: Citizenship Status

- A. Are you a U.S. citizen or permanent resident? ☐ Yes, proceed to Section 2
☐ No, proceed to next question (section 1B)

B. Have you been granted DACA status (Deferred Action for Childhood Arrivals)?

- ☐ YES, proceed to Section 2, and refer to page 6 for list of Supporting Documents
- ☐ NO. To see if you status may qualify for in-state consideration, refer to the MA Board of Higher Education's [Illustrative List of Documents](#) establishing lawful immigrant status. If you believe you qualify, please submit the relevant document from the list to prove your status and proceed to Section 2. The Illustrative List contains potentially eligible immigration statuses; the student still must meet the state requirements to qualify for in-state status. If you hold a citizenship/immigration status other than those in the illustrative list, you do not qualify for in-state student status.

Section 2: Sources of Financial Support

A. Are you at least 18 years old **and** financially independent from your parents/legal guardians?

- ☐ YES, you are considered *emancipated*, proceed to Section 3.
☐ NO, you are considered *unemancipated*.

To what extent did a parent/guardian contribute to your financial support in the past 12 months:
_____ % of support.

Were you claimed as an exemption by anyone on the most recent federal income tax return?

- ☐ Yes (Name/relationship: _____) ☐ No

Once you've completed this question, proceed to Section 3.

B. If you are less than 18 years of age, are you legally married, have no parents, or your parents have no LEGAL obligation to support you?

- ☐ YES, you are considered *emancipated*, proceed to Section 3.
☐ NO, you are considered *unemancipated*, proceed to Section 3.

Section 3: Physical Residence in MA

If emancipated: Did you reside in Massachusetts for at least 12 months, as a non-student, prior to beginning your higher education?

If unemancipated: Have your parent(s)/legal guardian(s) resided in Massachusetts for at least 12 months prior to you beginning your higher education?

☐ YES. If Yes, but you were accepted as an out of state student, there could be something in your record which conflicts with an in-state student designation. We can investigate that for you, and determine either

(a) the reason why you don't meet the qualifications based on all of the information you provided in your application for admission, or

(b) what documentation you should submit for a residency reclassification request. Contact us for more information at gradrec@grad.umass.edu

☐ NO. If *no, unless one of the exceptions detailed in Section 5 apply to you*, you do *not* qualify for in-state student status. Relocation to pursue studies automatically means you are considered to be in Massachusetts as a student. Residency for the purpose of in-state tuition classification, typically cannot be established while simultaneously enrolled in higher education.

- You are not eligible for in-state status unless one of the exceptions noted in section 5 apply and sufficient documentation is submitted.

Section 5: Eligibility Exceptions for In-state Residency Reclassification

- Marriage to a valid Massachusetts Resident who has been a MA resident for a minimum of 12 months prior to the student's enrollment
- Military (including spouse and dependents)
- Deferred Action for Childhood Arrivals (DACA) (one year of residence still applies)
- Full-time faculty, professional staff, and classified staff employees of the University of Massachusetts system
- Refugee/Asylum Status (one year of residence still applies)

Student Name (Type or Print): _____

Student I.D. Number: _____ Date: _____

Graduate Student Residency Reclassification: Application Form

Based upon your answers to the questions in the In-State Eligibility Worksheet, if you believe you qualify to apply for a residency reclassification, submit the application and copies of the supporting documents for the semester you wish to be considered. Retroactive appeals for a prior semester WILL NOT be considered.

Student Information

Are you a citizen of the United States? ☐ Yes ☐ No

If NO, have you been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted _____ and Alien Registration # _____

| List addresses over the past two years and dates. Provide copies of leases/deeds. | From (mo/yr) | To (mo/yr) |
|---|--------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

| List names and addresses of employers for past two years. | From (mo/yr) | To (mo/yr) |
|---|--------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

If you have been in the Armed Forces of the United States, give state of entry and dates of service:

State of Entry _____ From (mo/yr) _____ To (mo/yr) _____

Student's Parent/Guardian 1:

Last Name: _____ First Name: _____ Middle Initial: _____

Permanent Address (number, street, city, state, zip code)

Does your parent own this property in Massachusetts? ☐ Yes ☐ No

Present Mailing Address (if different from Permanent Address)

| List residences maintained for the past two years, and dates: | From (mo/yr) | To (mo/yr) |
|---|--------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |

Did they file a Massachusetts state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted _____ and Alien Registration # _____

If deceased, provide date of death _____

Student's Parent/Guardian 2:

Last Name: _____ First Name: _____ Middle Initial: _____

Permanent Address (number, street, city, state, zip code)

Does your parent own this property in Massachusetts? ☐ Yes ☐ No

Present Mailing Address (if different from Permanent Address)

| List residences maintained for the past two years, and dates: | From (mo/yr) | To (mo/yr) |
|---|--------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |

Did they file a Massachusetts state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted _____ and Alien Registration# _____

If deceased, provide date of death _____

Student's Spouse

Last Name: _____ First Name: _____ Middle Initial: _____

Permanent Address (number, street, city, state, zip code)

Does your spouse own this property in Massachusetts? ☐ Yes ☐ No

Present Mailing Address (if different from Permanent Address)

| List residences maintained for the past two years, and dates: | From (mo/yr) | To (mo/yr) |
|---|--------------|------------|
| 1. | | |
| 2. | | |
| 3. | | |

Date of Marriage _____ (provide copy of marriage license)

Do they own an automobile registered in Massachusetts? ☐ Yes ☐ No

Did they file a Massachusetts state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted _____ and Alien Registration # _____

If deceased, provide date of death _____

Applicable only if Unemancipated

If your parents are divorced, separated or deceased, with whom do you make your permanent home (which parent/guardian)? _____

If person is your legal guardian or has custody, include proof of court appointment:

Date of proceedings: _____ Court: _____

Did they file a Massachusetts state income tax return on total income last year? ☐ Yes ☐ No

Are they a citizen of the United States? ☐ Yes ☐ No

If NO, have they been admitted to the United State for permanent residence? ☐ Yes ☐ No

If YES, provide date admitted _____ and Alien Registration # _____

Graduate Student Residency Reclassification: Required Supporting Documents

If you or the person referred to above claim Massachusetts as domicile, you will be requested to furnish evidence to support such claim. The burden of proof in all cases is upon the person making the claim.

If necessary, photocopies of the following will be required – ***do not send originals***: birth certificate, copies of federal and state income tax returns; property ownership; continuous physical presence in Massachusetts during periods when not enrolled as a student; permanent employment in a position *not normally filled by a student*; reliance on Massachusetts sources for financial support; domicile of parent within Massachusetts if student is their dependent.

Required documentation is detailed below and materials are specific to the basis of your request.

A. Request based upon the Student only:

- ☐ Reclassification application
- ☐ Statement detailing why you believe you qualify for a reclassification
- ☐ Most recent MA resident tax return
- ☐ MA mortgage statement or rental agreement clearly indicating residence in MA for the 12 months prior to enrollment. *Arrangements with family or friends or secondary property may not be used for this purpose.*
- ☐ MA driver's license (if applicable) and voter registration
- ☐ Paystubs or letter from employer on company stationery giving dates of employment establishing full-time employment for the last 12 months
- ☐ MA automobile registration (if applicable)
- ☐ If not a U.S. citizen, documentation of eligible immigration status

B. Request based upon Parent/Legal Guardian of unemancipated Student:

- ☐ Reclassification application
- ☐ Statement detailing why you believe you qualify for a reclassification
- ☐ Most recent MA resident tax return/most recent federal tax return of the parent/guardian and student
- ☐ MA mortgage statement or rental agreement of the parent/guardian clearly indicating residence in MA for the 12 months prior to enrollment. *Arrangements with family or friends or secondary property may not be used for this purpose.*
- ☐ MA driver's license (if applicable) and voter registration of student and parent/guardian
- ☐ If not a U.S. citizen, documentation of eligible immigration status

Requests based upon Eligibility Exceptions detailed in Section 5:**C. Marriage to a Massachusetts Resident**

The spouse of any person who is classified or eligible to be classified as a Massachusetts resident is likewise eligible for the purpose of tuition and fees. (This does not apply in the case of a spouse in the United States on a non-immigrant visa).

If the request is based upon Spouse of Applicant, the following is required:

- ☐ Reclassification application
- ☐ Marriage certificate
- ☐ Statement detailing why you believe you qualify for a reclassification
- ☐ Most recent MA resident tax return and most recent federal tax return of spouse
- ☐ MA mortgage statement or rental agreement of the spouse clearly indicating residence in MA for the 12 months prior to enrollment. *Arrangements with family or friends or secondary property may not be used for this purpose.*
- ☐ MA driver's license and voter registration of spouse
- ☐ If not a U.S. citizen, documentation of eligible immigration status

D•Military

Active duty members of the U.S. military who are stationed in Massachusetts, pursuant to military orders, spouse and dependent children, are eligible for in-state residency reclassification. The following is required:

- ☐ Reclassification application
- ☐ Assignment orders

E. Deferred Action for Childhood Arrivals (DACA)

The following is required:

- ☐ Reclassification application
- ☐ VALID EAD (employment authorization document)
- ☐ Approved I-821 or I-821D showing your DACA status
- ☐ Proof that you meet the durational residency requirement in Massachusetts, meaning you have lived in MA for the 12 months prior to enrolling in college.

F. Massachusetts Public Higher Education System Employees

Full time faculty, professional staff, and classified staff employees of the University of Massachusetts system along with their spouses and dependent students are eligible for in-state classification.

G. Refugee/Asylum Status

Students who hold refugee or asylum status may be eligible for in-state status consideration provided they are able to document they meet the same residency requirements of US citizens and permanent residents (see list of documents under bullet item A). They further must provide United States Citizenship and Immigration Services documentation of their status.