

UNIVERSITY OF MASSACHUSETTS LOWELL

RESIDENCY RECLASSIFICATION WORKSHEET

Student Name (Print) _____ Student I.D. number _____

This worksheet will assist enrolled and potential students to determine if they qualify for In-State residency reclassification (for the purpose of tuition and fees). *Incoming students do **NOT** need to fill out these forms unless directed to do so by Admissions or the Residency Officer.* Please submit this form, the Residency Reclassification Cover Sheet, In-State Tuition Eligibility Form and supporting documentation, together, to: University of Massachusetts Lowell, 220 Pawtucket St, Suite 420, Lowell, MA 01854, Attn: Enrollment Management or by email to: residency@uml.edu

Questions about residency can be emailed to residency@uml.edu or call 978-934-3700.

Application Deadlines: An application and supporting documentation must be received no later than the first day of classes to be considered for a given semester. Go to this link for an application – 3 forms - <https://www.uml.edu/Enrollment/Residency/Residency-Classification-forms.aspx>

Tuition Deadlines: All deadlines for the payment of tuitions, fees, and other financial obligations to the institution remain in force during the pendency of any request for reclassification or an appeal.

Retroactive Effect: Any change in a student's classification, as the result of a request for reclassification, or an appeal, will be active going forward from the date of submission. Changes to a student's classification are not retroactive to prior semesters.

Online & Professional Studies (GPS) students should visit their website: <https://gps.uml.edu/> with questions about residency status or call them at 978-934-2474.

1. Citizenship Status

- A. Are you a U.S. citizen?
 Yes – Proceed to question 2
 No – Proceed to part B
- B. Have you been granted DACA status (Deferred Action for Childhood Arrivals)?
 Yes – Proceed to section 7 (sections 2 – 6 do not need to be filled out)
 No – Proceed to the part C
- C. Use this link, (<https://www.uml.edu/Enrollment/Residency/Residency-Classification-forms.aspx>) to the Illustrative List, to see if your status may possibly qualify for in-state residency. If you believe you qualify please submit one of the documents on the list and proceed to question 2 to fill out the remainder of this form. If you don't believe you qualify, you do not need to fill out or submit this application. Your status will be "international".

2. Sources of Financial Support:

Are you at least 18 years old and completely financially independent from your parents/legal guardians? If less than 18 years of age, are you legally married, have no parents or your parents have no legal obligation to support or maintain you?

- Yes – you are considered emancipated. Proceed to section 3
 No – you are considered unemancipated. Proceed to section 3

3. Enrollment Status

Are you a first time applicant for admission to UMass Lowell (freshman or transfer)?

Yes – Proceed to section 4

No – If you are already enrolled at UMass Lowell, proceed to section 5. If you are a readmit student, proceed to section 6. If unsure, send an inquiry to residency@uml.edu

4. Freshman and Transfer Applicants

Physical residence in Massachusetts? – If emancipated, have you resided in Massachusetts for approximately 12 months, as a non-student, prior to beginning your higher education? If unemancipated, have both or one of your parents/legal guardians, resided in Massachusetts for approximately 12 months prior to you beginning your higher education in Massachusetts?

Yes – most cases will be considered in-state unless conflicting information is identified. In the case of an unemancipated student with one parent living in MA, please provide documentation from section 5, part B.

The university reserves the right to request additional documentation to support a residency claim.

No - Unless one of the exceptions in section 7 applies, your classification will be out-of-state, Tuition Break (Non-Massachusetts New England Resident) or International.

5. Enrolled Students

Physical residence in Massachusetts – Initially, did you relocate from another state or country, to Massachusetts, to attend an institution of higher education?

Yes – This action is not considered intent to become a resident of the state, therefore, the applicant is NOT eligible for in-state residency unless:

- The applicant interrupts his/her attendance for 2 continuous semesters (only Fall & Spring apply) and lives in Massachusetts as a “traditional resident” (not a student) for approximately 12 months immediately preceding the applicant’s re-enrollment. The applicant must be completely self-supporting during this time period and will be required to provide documented proof. Please contact the Residency Officer at residency@uml.edu or 978-34-3700 prior to taking this time off so the policy can be fully explained.
- The unemancipated applicant has at least one parent/legal guardian this has lived in MA for at least 12 months. Proceed to part B for a list of supporting documentation.
- One of the exceptions listed in section 7 applies.

No – The applicant is eligible for in-state residency classification under the following circumstances:

- The emancipated applicant’s spouse has lived in Massachusetts as a “traditional resident” (not a student) for approximately 12 months immediately preceding the semester for which the request is made. Proceed to part C for a list of supporting documentation.
- One of the exceptions listed in section 7 applies.

If you believe you are eligible for residency reclassification, submit the three-form application with copies of the following documents no later than the first day of classes.

A. Residency Based on Emancipated or Unemancipated Applicant Only:

Residency Reclassification applications forms (3)

MA driver’s license

MA car registration

Most recent federal income tax return

- MA mortgage/rental agreement clearly establishing residence in MA for the 12 months prior to beginning classes. Using the address of family, friends or secondary property cannot be considered for reclassification.
- Pay stubs or letter from employer (on letterhead) establishing full-time employment for the last 12 months. If unemployed, provide documentation of sources of income.
- Residency status documentation if not a U.S. citizen

B. Residency Based on Parent/Legal Guardian of Unemancipated Applicant

- Residency Reclassification applications forms (3)
- MA driver's license for parent/legal guardian
- MA car registration of parent/legal guardian
- Most recent federal income tax return of parent/legal guardian
- MA mortgage/rental agreement of parent/legal guardian
- Residency status documentation, of student, if not a U.S. citizen

C. Residency Based on Spouse of Emancipated Applicant

- Residency Reclassification applications forms (3)
- MA driver's license of applicant and spouse
- MA car registration of applicant and spouse
- Spouse's most recent federal income tax return
- MA mortgage/rental agreement
- Marriage certificate
- Residency status documentation, of student, if not a U.S. citizen

6. Readmit Students

Your reason for readmission is:

- Your attendance was interrupted due to academic probation
- Personal reasons (you left in good academic standing)
- You took 2 consecutive semesters off to establish MA residency for the purpose of obtaining in-state tuition and fees

If emancipated, have you lived in Massachusetts as a "traditional resident" (not a student) for approximately 12 months? If unemancipated, have your parents/legal guardians lived in Massachusetts as "traditional residents" (not as students) for approximately 12 months?

- Yes – most cases will be considered in-state. We reserve the right to request supporting documentation.
- No – you are probably **NOT** eligible unless one of the exceptions listed in section 7 apply.

7. Eligibility Exceptions for In-State Residency Reclassification

- Military (self, spouse & dependent)
- Education funded by the Commonwealth of Massachusetts
- Employment related relocation
- Marriage to a Massachusetts Resident
- Deferred Action for Childhood Arrivals (DACA)
- Extraordinary circumstances

Military

Active duty members of the U.S. military, who are stationed in Massachusetts, pursuant to military orders, his/her spouse and dependent children, are eligible for in-state residency classification. Provide the following:

- Assignment orders

Veterans, their spouses and dependents are eligible for in-state classification so long as they reside in Massachusetts; there is no durational requirement other than the person attending classes has to live in the state of the school they are attending. If the student resides in the Proximity Program area or out-of-state, they will be charged accordingly. The requirements for veterans and their family members are that the student must begin classes within 3 years after the veteran has been discharged from active duty, with more than 90 days of service. Provide the following:

- Veteran's DD214
- Proof of MA residency (bill with a MA address, MA driver's license or other documents as permitted by Admissions or the Residency Officer).

Massachusetts National Guard and Reservists are eligible for in-state classification. Provide the following:
 Massachusetts National Guard Tuition Waiver document or Reservists documentation.

Education funded by the Commonwealth of Massachusetts

Students who have their higher education funded by the Department of Institutional Assistance, the Massachusetts Rehabilitation Commission, Department of Children and Families (Department of Social Services) or other Massachusetts assistance programs are eligible for in-state classification. Provide the following:

- Residency Reclassification application forms (3)
- Documentation from Massachusetts agency confirming financial responsibility for the student.

Employment related relocation

UMass Lowell will consider applicants for in-state residency status who have relocated due to an offer of full-time employment or company transfer for themselves, a spouse or parent.

Emancipated Student or Spouse job relocation: Provide the following:

- Residency Reclassification applications forms (3)
- Student's/spouse's (if applicable) MA driver's license
- Student's/spouse's (if applicable) MA car registration
- Student or spouse documentation, on letterhead, stating full-time employment, date of offer/transfer and startdate
- MA mortgage/rental agreement

Unemancipated Student: Provide the following:

- Residency Reclassification applications forms (3)
- Parent/legal guardian MA driver's license
- Parent/legal guardian MA car registration
- Parent/legal guardian documentation, on letterhead, stating full-time employment, date of offer/transfer and startdate
- Parent/legal guardian MA mortgage/rental agreement

Marriage to a Massachusetts Resident

The spouse of any person, who is classified or is eligible for classification as a Massachusetts resident, is likewise eligible for classification as a Massachusetts resident, for the purpose of tuition and fees. This provision will not apply in the case of a spouse in the United States on a non-immigrant visa (unless the applicant has a qualified immigrant status – please refer to this link to the Illustrative List for documentation – <https://www.uml.edu/Enrollment/Residency/Residency-Classification-forms.aspx>). Provide the following:

- Residency Reclassification applications forms (3)
- Marriage certificate
- Spouse's most recent federal income tax returns
- Spouse's MA driver's license
- Spouse's MA car registration
- Most recent MA mortgage/rental agreement

Deferred Action for Childhood Arrivals (DACA) Provide the following:

- ___ Residency Reclassification applications forms (3)
- ___ Valid EAD (employment authorization document) or
- ___ Approved I-821 or I-821D showing your DACA status
- ___ Proof that you have maintained Massachusetts residency for the 12 months prior to attending college. (Example of acceptable documentation would be a Massachusetts high school or GED diploma or other documentation deemed appropriate by the Residency Officer). *NOTE: If a high school diploma or GED was submitted with your application for admission you do not need to send another copy.*

Extraordinary Circumstances

UMass Lowell will consider cases where the relocation to Massachusetts was due to extraordinary circumstances beyond the control of the applicant. Some examples include: death of a parent which results in relocation of unemancipated student to live with relatives in Massachusetts, relocation to care for a relative with a serious illness, etc. Extensive documentation is required in order for us to consider this type of request. However, as with all other situations, the applicant has to be a U.S. citizen or in possession of a legal immigrant status (please refer to this link, to the Illustrative List, for documentation – <https://www.uml.edu/Enrollment/Residency/Residency-Classification-forms.aspx>). Application deadlines apply.