

UMass Dartmouth Residency Classification Worksheet: In-State Eligibility

This worksheet will assist enrolled and potential students to determine if they qualify for In-State residency reclassification (tuition and fee purposes). Submit all documentation to the Registrar's Office.

More information is available at www.umassd.edu/registrar/residencyreclassification/.

I. Citizenship Status

Are you a U.S. citizen, permanent resident, legal immigrant in receipt of [I-485](#) (application to adjust to permanent resident status), have refugee/asylum status or have a work permit through the Deferred Action for Childhood Arrivals Policy (DACA)?

Yes – proceed to section II.

No – not eligible for In-State tuition.

II. Sources of Financial Support

Are you 18 years old and financially independent from your parents/legal guardians? If under 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 III.

No – you are considered *unemancipated* (you are claimed on someone else's income tax returns). Proceed to section III.

III. Enrollment Status

Are you a first time applicant for admissions to UMass Dartmouth (freshman or transfer)?

Yes – Proceed to section IV. This also applies to readmit applicants with a new legal residency.

No - If you are already enrolled at UMass Dartmouth, proceed to section V. If you are a readmit student, proceed to section VI. If unsure, send inquiry to registrar@umassd.edu.

IV. Freshman and Transfer Applicants

Physical Residence in Massachusetts - Have you (or, if *unemancipated*, your parent/legal guardian) resided in Mass. for approximately 12 months prior to applying to UMass Dartmouth? If your parents are divorced (and you are unemancipated), have you lived with the Mass. parent, full-time, for approximately 12 months prior to applying to UMass Dartmouth?

Yes – most cases will be considered In-State unless conflicting information is identified on the admissions application, such as:

- parent's permanent residence in another state.
- recent relocation to another state.
- transcripts from out-of-state schools.
- graduation from a prep/private school in Massachusetts but parents live out of state.

*Deferred Action for Childhood Arrivals (DACA) students

- Please go to section VII Eligibility Exceptions for In-State Residency Classification (pages 3 and 5).

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

No – Unless one of the exceptions in Section VII applies, your classification will probably be Out- of-State, New England Regional Student Program (NERSP) or Proximity Program.

If *unemancipated*, your residency classification will be based on the legal residence of the parent/legal guardian with legal custody. In most cases, this is the parent/legal guardian with whom you live. If you believe you qualify, based on a parent/legal guardian living in Massachusetts, you must submit this appeal form and provide a copy of:

- Parent/legal guardian's divorce decree
- Parent/legal guardian's most recent 2 years federal & state tax returns
- Parent/legal guardian's MA driver's license
- Parent/legal guardian's proof of MA residence for past 12 months – copy of lease or home ownership.

If unsure of your residency classification, check the exceptions listed in section VII or send a detailed email with all pertinent information to registrar@umassd.edu.

V. Enrolled Students

Physical Residence in Massachusetts – Were you living in Massachusetts less than 12 months, prior to your enrollment or re-enrollment, to UMass Dartmouth or at another institution of higher learning in Massachusetts. Please note – According to state regulations, **“residency is not acquired by mere physical presence in Massachusetts while the person is enrolled in an institution of higher education.”**

- Yes– This action is not considered intent to become a resident, and therefore the applicant is not eligible for In-State residency classification unless:
- One of the exceptions listed in section [VII](#) applies.

- No – The applicant is eligible for In-State residency classification under the following circumstances:
- The *emancipated* applicant relocated to Massachusetts for reasons other than to attend school, in Massachusetts, and meets all requirements to prove intent to maintain residency;
 - 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 for;
 - The *unemancipated* applicant’s parent/legal guardian (with whom you have been living for 12 months prior to beginning classes & been claimed as a dependent on taxes for the current year and past year) 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 for; or
 - One of the exceptions listed in section [VII](#) applies. *Please note that DACA students should go to this section.

If eligible to apply for residency reclassification, submit copies of the following by these deadlines:

- *Spring semester – application & documentation must be submitted by the previous December 15th*
- *Fall semester – application and documentation must be submitted by the previous August 15th.*

Residency Based on <i>Emancipated</i> or <i>Unemancipated</i> Applicant <u>Only</u>	Residency Based on Parent/Legal Guardian of Unemancipated Applicant	Residency Based on Spouse of <i>Emancipated</i> Applicant
<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form.	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form.	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form.
<input type="checkbox"/> <i>I-485 (if applicable)</i>	<input type="checkbox"/> <i>I-485 for applicant & parent/legal guardian (if applicable)</i>	<input type="checkbox"/> <i>I-485 for applicant and spouse (if applicable)</i>
<input type="checkbox"/> Passport (preferred) or state-issued ID	<input type="checkbox"/> Passport (preferred) or state-issued ID for applicant and/or parent/legal guardian	<input type="checkbox"/> Passport (preferred) or state-issued ID for applicant and/or spouse
<input type="checkbox"/> Massachusetts driver’s license	<input type="checkbox"/> Massachusetts driver’s license for applicant and parent/legal guardian	<input type="checkbox"/> Massachusetts driver’s license for applicant and/or spouse
<input type="checkbox"/> Most recent federal income tax return (CPA-certified; otherwise, a certified copy from IRS may be required)	<input type="checkbox"/> Most recent federal income tax return (CPA-certified; otherwise, a certified copy from IRS may be required) with applicant as dependent	<input type="checkbox"/> Most recent joint federal income tax return (CPA-certified; otherwise, a certified copy from IRS may be required). If recent marriage, individual returns
<input type="checkbox"/> Last 2 years income tax return (CPA-certified; otherwise, a certified copy from the Dept. of Revenue may be required).	<input type="checkbox"/> Last 2 years income tax return (CPA-certified; otherwise, a certified copy from the Dept. of Revenue may be required) with applicant as dependent.	<input type="checkbox"/> Last 2 years income tax return (CPA-certified; otherwise, a certified copy from the Dept. of Revenue may be required). If recent marriage, individual returns.

<input type="checkbox"/> Pay stubs or other employer-issued documents establishing employment for the last 12 months. If unemployed, provide documentation to sources of income.	<input type="checkbox"/> Pay stubs or other employer-issued documents establishing employment for the last 12 months for parent and applicant. If parent is unemployed, provide documentation of sources of income.	<input type="checkbox"/> Pay stubs or other employer-issued documents establishing employment for the last 12 months for spouse and/or applicant. If spouse is unemployed, provide documentation of sources of income.
<input type="checkbox"/> Copy of rental/lease agreement or house ownership document that clearly establishes residence in Massachusetts for at least 12 months prior to the start of the semester applied for. <i>Informal family/friend arrangements are not accepted.</i>	<input type="checkbox"/> Copy of rental/lease agreement or house ownership document that clearly establishes residence in Massachusetts for at least 12 months prior to the start of the semester applied for. <i>Informal family/friend arrangements are not accepted.</i>	<input type="checkbox"/> Copy of rental/lease agreement or house ownership document that clearly establishes residence in Massachusetts for at least 12 months prior to the start of the semester applied for. <i>Informal family/friend arrangements are not accepted.</i>
<input type="checkbox"/> Massachusetts car registration	<input type="checkbox"/> Massachusetts car registration for parent and applicant	<input type="checkbox"/> Massachusetts car registration for spouse and/or applicant
<input type="checkbox"/> Voter registration receipt or similar (if applicable)	<input type="checkbox"/> Voter registration receipt or similar for guardian/parent and applicant (if applicable)	<input type="checkbox"/> Voter registration receipt or similar for applicant and/or spouse (if applicable)
<input type="checkbox"/> Any other document that establishes intent to maintain residency in Massachusetts.	<input type="checkbox"/> Any other document that establishes intent to maintain residency in Massachusetts.	<input type="checkbox"/> Any other document that establishes intent to maintain residency in Massachusetts.
	<input type="checkbox"/> Birth certificate or similar document for applicant	<input type="checkbox"/> Marriage Certificate

VI. Readmit Students

<p>Were you a UMass Dartmouth student, who interrupted your attendance due to academic probation, personal reasons (<i>good standing</i>), or to establish residency, and are now applying for readmission?</p>	
<p><input type="checkbox"/> Yes – answer the following: Have you lived in Massachusetts as a "traditional resident" (<i>not a student</i>) for approximately twelve months? If <i>unemancipated</i>, have your parents/ legal guardians (with whom you have been living for 12 months prior to beginning classes & been claimed as a dependent on taxes for the current year and past year) lived in Massachusetts as "traditional residents" (<i>not as students</i>) for approximately twelve months?</p> <p><input type="checkbox"/> Yes – most cases will be considered In- State unless conflicting information is identified on the readmit application. We reserve the right to request documentation.</p> <p><input type="checkbox"/> No – you are probably <u>not</u> eligible unless one of the exceptions listed in section VII apply</p>	<p><input type="checkbox"/> No – You appear to be an enrolled student. Return to section V or send inquiry to registrar@umassd.edu.</p>

VII. Eligibility Exceptions for In-State Residency Classification

- Member of the Armed Forces (Spouse & Dependents)
- Education Pursuits Funded by the Commonwealth of Massachusetts
- Employment-Related Relocation
- Extraordinary Circumstances
- Marriage to Massachusetts Resident
- Massachusetts Higher Education System Employees
- Massachusetts National Guard Waiver
- Refugee/Asylee Status
- Deferred Action for Childhood Arrivals Policy (DACA)

<p>Member of the Armed Forces (Spouse & Dependents) - A member of the U.S. Armed Forces who is stationed in Massachusetts on active duty pursuant to military orders, his or her spouse and dependent children, are eligible for In-State classification. This also applies to members separating from the Armed Forces with Massachusetts as their "Home of Record" but before they establish residency in another state. Also, separating members may establish residency if they move to Massachusetts (before establishing residency in another state). NOTE FOR RECENTLY ESTABLISHED RESIDENT: Include a copy of current lease/mortgage in Massachusetts. Informal family/friend arrangements are not accepted.</p>			
Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> Copy of permanent change of station orders, travel orders, honorable discharge documents, or any other legal document from the Armed Forces. <input type="checkbox"/> Copy of military identification card for the service member and/or spouse/dependent.		
<p>Education Pursuits Funded by the Commonwealth of Massachusetts - Students whose higher education pursuits are funded by the Department of Institutional Assistance, the Massachusetts Rehabilitation Commission, Department of Children and Families (<i>Department of Social Services</i>) or other Massachusetts public assistance programs are eligible for In-State classification.</p>			
Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> Copy of letter from Massachusetts agency confirming financial responsibility for the student. <input type="checkbox"/> Copy of student's driver's license or official identification.		
<p>Employment-Related Relocation - UMass Dartmouth will consider applicants whose relocation to Massachusetts is due to a formal offer of employment, or company transfer, to the applicant, to a parent/legal guardian, or to a spouse. The employment location has to be in Massachusetts. The relocation has to be completed prior to the beginning of the semester for which the application is made.</p>			
Submit the following:	<table border="0"> <tr> <td style="vertical-align: top;"> <p><u><i>Emancipated Applicant or Spouse:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Applicant (or spouse) – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Applicant (or spouse) – copy of recent pay stub <input type="checkbox"/> Applicant (or spouse) - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Applicant (or spouse) - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Applicant (or spouse) - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS). </td> <td style="vertical-align: top;"> <p><u><i>Unemancipated Applicant:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form . <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Parent/legal guardian – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Parent/legal guardian – copy of recent pay stub <input type="checkbox"/> Parent/legal guardian - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Parent/legal guardian - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Parent/legal guardian - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS). </td> </tr> </table>	<p><u><i>Emancipated Applicant or Spouse:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Applicant (or spouse) – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Applicant (or spouse) – copy of recent pay stub <input type="checkbox"/> Applicant (or spouse) - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Applicant (or spouse) - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Applicant (or spouse) - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS).	<p><u><i>Unemancipated Applicant:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form . <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Parent/legal guardian – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Parent/legal guardian – copy of recent pay stub <input type="checkbox"/> Parent/legal guardian - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Parent/legal guardian - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Parent/legal guardian - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS).
<p><u><i>Emancipated Applicant or Spouse:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Applicant (or spouse) – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Applicant (or spouse) – copy of recent pay stub <input type="checkbox"/> Applicant (or spouse) - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Applicant (or spouse) - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Applicant (or spouse) - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS).	<p><u><i>Unemancipated Applicant:</i></u></p> <input type="checkbox"/> Applicant – Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form . <input type="checkbox"/> Applicant - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Parent/legal guardian – copy of offer letter with employer located in Massachusetts (must be on company letterhead). <input type="checkbox"/> Parent/legal guardian – copy of recent pay stub <input type="checkbox"/> Parent/legal guardian - copy of Massachusetts driver's license and car registration. <input type="checkbox"/> Parent/legal guardian - copy of rental/lease agreement or house ownership document for a property in Massachusetts. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Parent/legal guardian - copy of most recent federal income tax return (signed or certified by a CPA, or issued by IRS).		
<p>Extraordinary Circumstances – UMass Dartmouth 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 <i>unemancipated</i> student to live with relatives in Massachusetts, unexpected loss of employment with less than 12 months residence in Massachusetts, 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, permanent resident, legal immigrant, or in receipt of an I-485 (application to adjust to permanent resident status). Application deadlines apply.</p>			
Submit the following:	Submit detailed email to registrar@umassd.edu or contact the Registrar's Office, 508.999.8615. Additional documentation will probably be required from the applicant.		

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. This provision will not apply in the case of a spouse in the United States on a non-immigrant visa (*unless the applicant has received the I-485 (application to adjust to permanent resident status)*).

Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> Copy of marriage certificate. <input type="checkbox"/> Applicant & Spouse - copy of Massachusetts driver's license and/or passport. <input type="checkbox"/> Massachusetts spouse - copy of most recent federal and state income tax returns (<i>signed or certified by a CPA, or issued by IRS for federal returns, or issued by Mass Dept. of Revenue for state returns</i>). <input type="checkbox"/> Massachusetts spouse - copy of Massachusetts driver's license or passport. <input type="checkbox"/> Massachusetts spouse - copy of Massachusetts car registration <input type="checkbox"/> Massachusetts spouse - copy of rental/lease agreement or house ownership document that establishes residence location for at least 12 months. <i>Informal family/friend arrangements are not accepted.</i> <input type="checkbox"/> Massachusetts spouse - copy of pay stubs or other employer-issued documents establishing employment for the last 12 months.
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Massachusetts Higher Education System Employees - Full time faculty, professional staff, and classified staff employees of the public higher education system (UMass, state colleges and community colleges), their spouses and dependent students are eligible for In-State classification.

Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> UMass Dartmouth Employees - send email to registrar@umassd.edu requesting In-State residency classification. Include your name and employee ID number. <input type="checkbox"/> All other Employees, Spouses & Dependents - send detailed email to registrar@umassd.edu requesting In-State residency classification. Include name and employee ID number, as well as a copy of the employee identification card. <input type="checkbox"/> Also, for Spouses & Dependents - copy of first two pages of the most recent federal income tax return.
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Massachusetts National Guard Waiver - Participants in the Massachusetts National Guard 100% Tuition and Fee Waiver program are considered Massachusetts residents for tuition purposes.

Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> Copy of Certificate of Eligibility or letter from Massachusetts National Guard confirming waiver for the period under consideration. <input type="checkbox"/> Legible copy of Massachusetts National Guard identification card.
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Refugee/Asylee Status - Non-citizens who are in, or who are eligible to apply and who have applied for, refugee/asylum status are likewise eligible to be considered for In-State residency. However, if applicant is denied refugee/asylee status, the student's residency will be changed to out-of-state.

Submit the following:	<input type="checkbox"/> Residency Reclassification Cover Sheet and In-State Tuition Eligibility Form. <input type="checkbox"/> Legible copy of original passport <u>and</u> visa. We will not accept ineligible copies, copy of a copy, or missing documents. In lieu of these documents, we will accept a copy of an original letter from the U.S. Citizenship & Immigration Services or another federal agency. Attorney letters do not take the place of government documents. <input type="checkbox"/> Legible copy of current driver's license or another type of official identification issued by a state or federal agency. Additional documentation may be required as determined by the Residency Reclassification Officer.
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Deferred Action for Childhood Arrivals (DACA)

Submit the following:	<input type="checkbox"/> Work permit issued by the Department of Homeland Security (DHS) <input type="checkbox"/> Form I-797 Notice of Action with Case Type I-821 or I-821D <input type="checkbox"/> 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.)
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