



**COPPIN STATE UNIVERSITY
OFFICE OF RECORDS AND REGISTRATION**

2500 WEST NORTH AVENUE
BALTIMORE, MARYLAND 21216

Summer/Winter Session Application

(Select Semester)

Year

Name _____
Last First Middle

Social Security No. _____ Date of Birth _____ Sex (check one) M F

Address _____
Address No. Street City State Zip Code

E-Mail Address _____ Home Phone _____ Work Phone _____

.....
ETHNIC GROUP (REQUESTED FOR FEDERAL REPORTING: Are you of Hispanic or Latino origin (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race)? ☐ Yes ☐ No
What is your race? Select one or more of the following categories:
☐ American Indian or Alaska Native, ☐ Asian, ☐ Black or African American, ☐ Native Hawaiian or other Pacific Islander, ☐ White
.....

Are you a U. S. Citizen? (circle one) ☐ Yes ☐ No

If no, country of citizenship _____ **Country of Birth** _____

Is Maryland your legal state of residence? ☐ Yes ☐ No

If yes, how long have you resided in Maryland _____ **years**

In what Maryland County do you reside? _____

Primary University Career UNDERGRADUATE GRADUATE

Have you attended Coppin State University before? ☐ Yes ☐ No

If you have attended Coppin State University before, please list the last date of attendance _____

Did you graduate from Coppin State University ☐ Yes ☐ No

What year did you graduate? _____

I solemnly affirm that the information given in this application is true and correct to the best of my knowledge. I also understand that making any fraudulent statement will make my registration null and void.

Signed _____ **Date:** _____

Maryland Residency Proof Documentation

To be considered for in-state classification status will be considered, a student must comply with all of the following requirements for a period of at **least twelve (12) consecutive months** immediately prior to and including the last date available to register for courses in the semester/term for which the student seeks in-state tuition status. The Residency Form and documented proof are **due to the Office of Records and Registration prior to the first day of classes for the term/session of being readmitted** into the University.

Independent Applicants (No one claims you on their Taxes)	Dependent Applicants (Someone claims you on their Taxes)
<ul style="list-style-type: none"> ➤ Valid Maryland Driver's License or Maryland State ID. ➤ Valid Maryland Driver's Registration. ➤ Certified Maryland State 502/503 Taxes for the 12 months preceding the date you applied to Coppin State University. Forms can be obtained from the State Controller's Office. ➤ Entire copy of Deed or Lease with proper signatures. ➤ Social Security Benefits Award Letter from the year preceding the date you applied to Coppin State University. ➤ Maryland State Public Assistance Award Letter from the year preceding the date you applied to Coppin State University. ➤ Maryland Voter's Registration from the year preceding the date you applied to Coppin State University. ➤ Legal documentation providing proof of Maryland residency. 	<ul style="list-style-type: none"> ➤ Valid Maryland Driver's License or Maryland State ID. ➤ Valid Maryland Driver's Registration. ➤ Certified Maryland State 502/503 Taxes of Parent/Guardian with your name listed; or Social Security Award Letter with your name or parent/guardian's name listed, for the 12 months preceding the date you applied to Coppin State University. The Tax Form can be obtained from the State Controller's Office. ➤ Entire copy of Deed or Lease of parent/guardian with proper signatures. ➤ Award Letter from Maryland State Public Assistance of parent/ guardian, with your name listed, from the year preceding the date you applied to Coppin State University. ➤ Maryland Voter's Registration from the year preceding the date you applied to Coppin State University. ➤ Legal documentation of parent/guardian, with your name listed, providing Maryland proof of residency.

Next Step: Complete the Residency Form, attach the documented proof from the list above, and mail all documentation to the Office of Records and Registration prior to the first day of classes for the term/session of being readmitted.

Applicant Name: _____ ID#: _____ Date: _____

RESIDENCY CLASSIFICATION INFORMATION

Are you a legal resident of Maryland?

☐ Yes. If yes, print County of residence or Baltimore City below.

☐ No. If no, print your State of residence below and skip to Section IV.

All applicants for admission who are claiming **Maryland residency for tuition purposes must complete the Residency Information section if you wish to be considered for Maryland in-state tuition.** You must answer every question. The University reserves the right to request additional information if necessary and to adjust charges should circumstances warrant. In the event the University discovers that a student has supplied false or misleading information, the University may bill retroactively to recover the difference between in-state and out-of-state tuition for all semesters involved. In the event that students are misclassified, the University reserves the right to bill at the out-of-state rate for the current and subsequent semesters.

RESIDENCY INFORMATION

(Maryland Residents must complete the section below.)

Do you wish to be considered for in-state tuition status? ☐ Yes ☐ No (If yes, you must complete this section of the application.)

APPLICANTS SEEKING IN-STATE STATUS AS A MARYLAND RESIDENT MUST COMPLETE THIS ENTIRE FORM, INCLUDING ALL THE FOLLOWING QUESTIONS, AND SIGN THE AFFIRMATION AT THE END OF THIS FORM. Failure to complete all of the required items may result in an out-of-state resident classification and out-of-state tuition rates being applied. Residency classification information is evaluated in accordance with the University System of Maryland Policy on Student Classification for Admission and Tuition Purposes. The applicant may be contacted for clarification of an item, or for additional information as necessary.

PLEASE CHECK ONE:

☐ **I am financially independent.** I provide 50% or more of my own living and educational expenses and I have not been claimed as a dependent on another person's most recent income tax return.

☐ **I am financially dependent** on another person who has claimed me as a dependent on their most recent income tax returns.

Name of person upon whom dependent and relationship to applicant: _____

a. How long have you been dependent upon this person? _____

b. Is the person a resident of Maryland? ☐ Yes ☐ No

c. Address of this person: _____

d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? ☐ Yes ☐ No

If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____

e. Signature of this person: _____

☐ **I am not financially independent (I do not provide 50% or more of my own living and educational expenses),** but I have not been claimed as a dependent on another person's most recent income tax returns, and I am not a ward of the State of Maryland.

Name of person who provides applicant with financial support for more than 50% of applicant's living and educational expenses, and relationship to applicant: _____

a. How long has this person been providing such financial support? _____

b. Is the person a resident of Maryland? ☐ Yes ☐ No

c. Address of this person: _____

d. Has this person filed a Maryland state income tax return for the most recent year on all earned taxable income? ☐ Yes ☐ No

If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____

If a Maryland tax return has been filed within the last 12 months, state reason(s) you are not claimed as a dependent: _____

e. Signature of this person: _____

☐ **I am a ward of the State of Maryland.** If a ward of the State, please submit your court decree or documentation from your social worker.

PLEASE COMPLETE THE FOLLOWING: The Student Applicant is responsible for completing items 1 - 9.

1. Permanent address: _____ Length of time at permanent address ____ years ____ months If less than 12 months, provide previous address: _____		
2. For the last 12 consecutive months, have you had the continuous intent to reside in Maryland indefinitely and for a primary purpose other than that of attending an educational institution in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are all, or substantially all of your possessions in Maryland?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4. Do you possess a valid driver's license? a. If yes, in what state? _____ b. If Maryland, original date of issue _____ and if renewed, date of issue for current license: _____ c. Have you possessed a driver's license in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. Do you own/lease any motor vehicles? a. If yes, in what state(s)? _____ b. If Maryland, original initial date(s) of registration _____ and if applicable, the most recent date of renewal _____ c. Did you register your vehicle(s) in a state other than Maryland within the last 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Are you registered to vote? If yes, in what state? _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you filed a Maryland state income tax return for the most recent year? If a Maryland tax return has not been filed within the last 12 months, state reason(s): _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Is Maryland state income tax currently being withheld from your pay? If no, provide explanation _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Do you receive any public assistance from a state or local agency other than one in Maryland? If yes, indicate type and issuing state: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>

IF ANY OF THE CATEGORIES BELOW APPLY, PLEASE CHECK THE APPROPRIATE BOX, PROVIDE REQUESTED INFORMATION AND/OR DOCUMENTS:

- ☐ **I am a part-time (50%) or full-time regular employee of the University System of Maryland or, I am the spouse of, or am financially dependent upon a parent or legal guardian who is, a regular employee of the University System of Maryland.**
Please indicate relationship: _____
Please attach a letter of verification from the Human Resources Office of the campus at which you or your spouse or parent or legal guardian is employed.
- ☐ **I am a full-time active member of the U.S. Armed Forces whose home of residency is Maryland or one who resides or is stationed in Maryland, or the spouse or a financially dependent child of such a person.** Please attach a copy of your deed or lease (if applicable), or verification from the service that you have declared Maryland as your "home of residency" (if applicable); and the most recent assignment orders. Also, please indicate date of expected separation from the military _____.
- ☐ **I am a veteran of the United States Armed Forces residing in Maryland.** Please submit a copy of your DD214 and a copy of your deed or lease. If you have a discharge category other than honorable, please also submit a copy of your Certificate of Eligibility.
- ☐ **I am the spouse or child of a veteran or active duty member of the United States Armed Forces using educational benefits under the Post-9/11 GI Bill (38 U.S.C. §3319) or under 38 U.S.C. § 3311(b)(9) and living in Maryland.** Please submit a copy of (1) the veteran's DD214 or the active duty member's Current Orders, (2) a copy of your Certificate of Eligibility, and (3) a copy of your deed or lease.
- ☐ **I am eligible for in-state status considerations under the Maryland National Guard Nonresident Tuition Exemption.** I am eligible because I (1) joined or subsequently served to provide a critical military occupational skill or (2) am a member of the Air Force critical specialty code. I understand that I must provide documentation from my company commander for consideration.

PLEASE SIGN THE FOLLOWING AFFIRMATION:

I certify that the information provided is complete and correct. I understand that the University reserves the right to request additional information if necessary. In the event the University discovers that false or misleading information has been provided, the Student Applicant may be billed by the University retroactively to recover the difference between in-state and out-of-state tuition for the current and subsequent semesters.

Signature of Applicant

Date

RESIDENCY DECISION (Office Use Only):

INITIALS: DATE:

☐ RM

☐ NM