ELIGIBILITY AND DOCUMENTATION CHECKLIST FOR NON RESIDENT TUITION EXEMPTION FOR ELIGIBLE UNDOCUMENTED MARYLAND HIGH SCHOOL STUDENTS

In order to establish qualification for in-county tuition rates undocumented students must satisfy ALL of the following criteria and be able provide ALL documentation listed. The benefit is effective Intersession 2013 and cannot be applied to previous semesters.

The following is provided ONLY as a self-assessment guide and is NOT the application for the exemption. First, please carefully review this checklist, and if you believe you satisfy all criteria, you must then complete the Application for Consideration and Affidavit for Nonresident Tuition Exemption for Eligible Undocumented Maryland High School Students and submit ALL supporting documentation in a single packet to the Office of Admissions and Records in 126 Bladen Hall, Largo, MD 20774.

The College will review and respond with a written decision within 5-7 business days. Prince George’s Community College reserves the right to request additional information and documentation as necessary.

Eligibility criteria – applicants for this benefit must have:

- Been admitted to Prince George’s Community College (applied and paid the $25 nonrefundable application fee),
- Attended a Prince George’s county public or non-public high school for at least three (3) academic years no earlier than 2005-2006,
- Graduated from a Prince George’s county public or non-public high school OR received the equivalent of a high school diploma from the State no earlier than 2007-2008,
- Enrolled initially at Prince George’s Community College within 4 years of graduating high school graduation or earning GED and during or after the Fall 2011 semester,
- Applied for permanent residency within 30 days after becoming eligible to do so, OR provide documentation stating intent to do so,
- Registered for Selective Service if male and between 18-25 years of age,
- Parent/legal guardian (or student) filed Maryland state taxes every year during high school attendance,
- Parent/legal guardian (or student) filed Maryland state taxes every year since graduation from high school or earning a GED.

If you satisfy ALL criteria above, you may complete Application for Consideration and Affidavit for Nonresident Tuition Exemption for Eligible Undocumented Maryland High School Students and submit ALL supporting documentation (see below) as a single packet of information. The deadline to submit the complete packet is the end of the third week of the semester regardless of the start date of your courses.

Documentation required for consideration:

- An official copy of your complete, final high school transcript (with graduation posted) OR GED certificate. If GED, an official copy of your transcript from the last high school attended must also be submitted.
- Copy of Maryland tax returns (signed and filed) for parents, legal guardians, or yourself. This must include returns for the last 3 years of high school plus any intervening year (s) that may have occurred since graduation:-
  - If student name does not appear on returns, you must provide a copy of your official birth certificate or other legal document that clearly establishes your relationship to the person who filed the tax returns,
- Proof that you have registered with Selective Service (if you are male and between 18-25 years of age). You may submit either a printout of the Selective Service Registration confirmation page (obtained at www.sss.gov) OR provide a copy of your Selective Service Registration card,
- Proof that you have begun the permanent resident petitioning process by providing copies of correspondence received from United States Citizenship and Immigration Services (USCIS) or Department of Homeland Security (DHS).