

Office of Global Education Residency Checklist

All Students must complete the CUNY Residency Form with the appropriate documentation.

Instructions: Please bring in **original** documentation. You may choose from below to prove your New York State residency. Dates of all documents submitted **must** covers a **12-month** period immediately preceding the first day of class or NYS residency **and must be approved.**"

Note: Students applying for the New York Tuition Assistance Program (TAP) may be subject to the "Ability to Benefit" requirement if they graduated from a high school outside the United States. Please see the New York State Higher Education Services Corporation (HESC) website for further details. <http://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap.html>

Note: This documentation must be submitted in addition to proof of New York State residency, please see below.

Students who are U.S. citizens and have attended high school outside of the state must prove NYS residency

Students who are readmits, and have taken two or more semesters off are be required to prove residency

Choose ONLY 2 Items from below. Please check off the items that you are including with your application.

Lease, deed or rent registration form signed by the landlord, which is either a public or private agency covering the 12-month period immediately preceding the first day of classes

Letter showing eligibility or disbursement of Social Security or New York City Public Assistance with the student's New York address covering the 12-month period immediately preceding the first day of classes and including the student's name.

Copies of most recent complete Federal and New York State tax returns and corresponding W-2 form. Responses to Federal form 4506 and New York State form 4506 requesting Federal and State tax information is acceptable if the Federal and State governments acknowledge that the party in question has in fact filed a tax return from the address noted.

Note: If you are a student who resides with your parent(s) and did not file a New York State tax return, you may submit a recent New York State tax return from your parent(s) only if they claim you as a dependent on their taxes.

A valid New York State driver's license showing issuance one year prior to the first day of classes. New York State non-driver's license which has been issued by the Department of Motor Vehicles or other valid state identification cards

IDNYC New York City municipal identification card, showing the date of issuance at least one year prior to the first day of classes

Homeowner's or renter's insurance policy.

Automobile registration w/ student's name listed.

Voter registration certificate or card.

Proof of attendance as a juror in New York State.

Automobile insurance certificate with the student's name listed as insured.

Monthly bank or credit card statements covering a period of 12 mths

Bills for telephone, utility, cable TV or other home services, in the student's name, or other evidence of telephone, utility, cable TV or other home services provided to the student covering a period of 12 months (e.g. a Con-Ed bill for 06/01/07 and a bill for 06/01/08).

Housing lease signed by the landlord (who is an individual and is not a public or private agency) and the student. If the student's name does not appear on the lease, the "Alternate Lease Statement" may be substituted. The "Alternate Lease Statement" must be completed and notarized by both the person whose name appears on the lease/contract and the student. The person whose name appears on the lease/contract must also submit proof (i.e., lease, telephone, utility, or similar type bills) of residency at his/her current address for the previous 12 months Both lease holder and student must fill out the statement and have it notarized.

Postmarked mail addressed to a student at a New York address at least 12 months immediately preceding the first day of classes (a P.O Box is not acceptable)

The college will not review any residency determination unless the request for the review is made in writing, and all required documentation is submitted on or before the last day of finals in the semester for which resident tuition is being sought. The college will not make residency determinations retroactively and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation.

''''''O g f i c t 'Gxgt uEqngi g

Of The City University of New York

Information for Completing the CUNY Residency Form or Affidavit of Intent Form

To be eligible for New York State tuition and fees, you may be required to prove New York State residency for at least twelve-month period (1 year) preceding the first day of classes. If there is a question regarding your N.Y. State residency and you wish to be charged in-state rates, you must complete a CUNY Residency Form (“Undocumented or Out-of-Status” students –see below for special instructions). The information you provide will determine if you meet the guidelines set by the City University of New York. Failure to provide the required documentation will result in your being billed as a non-resident. Incomplete applications or missing documents will delay the processing of the application.

1. **Work Authorized or I- 485 Applicants** -Students who have filed the USCIS form I-485 and are waiting for adjustment of status to permanent resident are the eligible for in-state tuition. Students who are pending an adjustment of status can submit the following: 1) an INS or USCIS Receipt for the Adjustment of Status Application indicating receipt of the I-485; or 2) USCIS receipt indicating that the fee for the adjustment application has been received. The receipt will list the I-485, the name of applicant, file number and amount paid; or 3) an Employment Authorization Card with the codes (A)(3), (A)(5), (A)(10), (A)(12), (C)(8), (C)(9), (C)(11), (C)(14), (C)(19), (C)(22), or (C)(24). **Appropriate document(s) proving immigration status must be submitted with your CUNY Residency form and supporting residency documents**
2. **Temporary Visa Holders Eligible for In-state Tuition**- Students who hold one of the following visa categories: Diplomatic Visa (A); Trade Treaty Visa (E); International Organization (G); Work (H-1B,H1C, H-4 who is a dependent of an H); Media Visa (I); Fiancée of U.S. citizen (K); Transfer employee (L); Parent or child of alien (N); Religious (R); Crime witness (S); Alien Trafficking (T); Crime Victim (U); Spouse and Children of Permanent Resident (V) are eligible if living in New York State for one year or more.. Please submit a copy of your I-94 and supporting documents with the CUNY Residency Form. The following immigration visas are not eligible for in-state tuition: B, D, F, H-2, H-3, H-4 (family members of H-2 or H-3), J, M, O, P, Q, or TN. **Appropriate document(s) proving immigration status must be submitted with your CUNY Residency form and supporting residency documents.**
3. **Undocumented or Out-of-Status** -Students who are “Undocumented” or “out of status” and wish to claim in-state tuition, must meet one of the following conditions: 1) attended an approved New York State High School for two or more years, graduated and applied to attend CUNY within five years of receiving the New York State Diploma; or 2) attended an approved New York State Program for the General Education Development Diploma (GED) exam preparation, received the GED issued in New York State, and have applied to attend CUNY within five year of receiving the New York State GED; or 3) enrolled in a CUNY institution for the Fall 2001 semester and were authorized to pay the resident tuition. **Please complete Part A and Part B of the CUNY Residency Form. Additional documentation is not required.**
4. **Other Students** -Students applying for in-state tuition must complete the CUNY Residency Form and submit the appropriate documentation; must have resided in NYS, with the intent to stay, for at least 1 year prior to the first day of class for the semester in which they are applying for a determination. For the CUNY information on Residency and procedures go to www.cuny.edu.

Students under the age of 24 must provide their parents' most recent Federal tax returns, unless the student is married or has a dependent child. If the student is claimed as a dependent on their parents' tax returns and parents live out-of state, the student is not eligible for in-state tuition. To provide proof of independence, students must submit their most recent Federal taxes, NYS taxes and W-2's, as well as their parents' Federal tax returns which should indicate that they are not claimed as a dependent.



Semester: _____

CUNY RESIDENCY FORM: Part A

1. Last Name _____ First Name _____ Middle Initial _____
2. EMPL ID _____ Date of Birth _____ Phone No. _____
3. Are you a U.S. citizen? Yes No Are you a permanent resident alien? Yes No
Are you here on a visa? Yes No Type: _____ Expiration Date: _____
4. Did you attend a New York high school for two or more years, and graduate from that high school?
Yes No High school name and location _____
Period of Attendance _____ Graduation Date _____
5. Do you have a GED issued by NYS? Yes No Date Issued: _____

If you are a U.S. citizen, permanent resident alien, or have a visa type eligible to qualify for resident tuition you must complete Part C of this Residency Form. Please refer to the instructions to complete this form for a comprehensive list of eligible visa types.

If you answered "yes" to question 4 or 5 above and do not currently have lawful immigration status but have filed an application to legalize your immigration status or will file such an application as soon as you are eligible to do so, you must complete the affidavit (Part B of this Residency Form) before a Notary Public.

To Be Completed by All Students

I certify that all information provided and all statements made in all sections of this Residency Form are true and correct to the best of my knowledge.

I understand that if I provide false information or withhold relevant information in order to obtain the resident tuition rate, The City University may revoke its determination of in-state residency, and that I will owe non-resident tuition to the University for each semester or session that I have attended under these circumstances. I also understand that I may be subject to disciplinary action.

DATE _____ STUDENT SIGNATURE _____

- ***The college will not review any residency determination unless the request for the review is made, and all the required documentation is submitted, during the semester for which resident tuition is being sought.***
- ***If the College finally determines that you are non-resident, you may appeal by notifying the Registrar's Office (or other designated college appeal office) in writing within ten days of the adverse decision. At that time you may submit a statement indicating why you disagree with the College's decision. The Registrar (or other designated official) will submit the City University Residency Form, copies of all documentation provided by you and any statement made by you, along with the College's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel which will render a decision on your appeal.***

CUNY RESIDENCY FORM: Part B

Affidavit of Intent to Legalize Immigration Status

_____, being duly sworn, deposes and says that he/she does not currently have
(Student's Name)
lawful immigration status but, has filed an application to legalize his/her immigration status or will file such
an application as soon as he/she is eligible to do so.

(Student's Signature)

Sworn to me this _____ day of the month of _____, 20__

_____, State of New York, County of _____.



CUNY RESIDENCY FORM: Part C

Semester: _____

1. Last Name _____ First Name _____ Middle Initial _____

2. EMPL ID _____

3. Current Address _____
STREET CITY STATE ZIP

A. Live with: parents, other relatives, other than a relative

1) If other relatives, describe relationship. _____

2) If other than a relative, describe situation. _____

List below all your addresses, including temporary addresses and summer addresses during the past 12 months, starting from your current address and working backwards.

<u>FROM</u>	<u>TO</u>	<u>COMPLETE ADDRESS</u>
Mo __ Day __ Yr __	Mo __ Day __ Yr 19__	STREET CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr 19__	STREET CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr 19__	STREET CITY STATE ZIP

4. A. Parents' permanent address _____
STREET
CITY STATE ZIP

B. If you are under the age of 18, does anyone other than your parents serve as your legal guardian?
Yes No

If yes, what is their name and address? _____

C. Where did you live during the last June through August period? If different from 4.A., give reason for being elsewhere during period _____

5. A. Please list below all full-time and part-time employment (including summer employment and voluntary activities) during the past twelve months starting with the most recent employment.

<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. B. What is the source of your support? _____

C. Did you file a New York City/State resident income tax return during the past 12 months? _____

D. Did you file a Federal income tax return during the past 12 months? _____

6. What are your purposes for residing in New York City or New York State? _____

7. Have you applied for any financial aid, scholarships, or other benefits provided under the laws of the State of New York or the United States? Yes No
If yes, specify and indicate what benefits you are receiving. _____

8. Do you presently intend to permanently live in New York City or New York State?
Yes No Uncertain If uncertain, please explain. _____

9. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting residency determination? Yes No
If yes, please provide details. _____

10. Do you have any other proof other than the items indicated on the attached instructions for completing the Residency Form you wish to present in support of your application to be declared a resident of York City/State for City University tuition purposes? Yes No
If yes, please provide details and attach relevant documents.



ALTERNATE LEASE STATEMENT

Name of Student _____ Semester _____
Last First

SS# _____ Phone # () _____

Address _____
No. Street Apt# County State Zip

I have lived at the above address from _____ to _____
M/Y M/Y

but the lease is not in my name.



TO BE COMPLETED BY THE PERSON WHOSE NAME APPEARS ON THE LEASE/CONTRACT.

I _____ certify that I reside at the address indicated above and that
owner/leasee's name
_____ has resided with me from _____ to _____
student's name M/Y M/Y

Proof that I have resided at the above address for one year is attached (e.g., lease, telephone bill, utility bill, apartment or house insurance, mortgage statement).

Signed _____ Date _____

NOTARIZED



I certify that the above information is accurate and complete. I understand that this information may affect my residency status at the college.

I understand that if I provide false information or withhold relevant information in order to obtain resident status, The City University may revoke its determination of in-state residency, and that I will owe non-resident tuition to the University for each semester or session that I have attended under these circumstances. I also understand that I may be subject to disciplinary action.

Signed _____ Date _____

NOTARIZED