



ESTABLISHING NYS RESIDENCY FOR IN-STATE TUITION

- Read the NYS Residency Form directions carefully. Submit the required documents along with your Residency Form. If you do not submit the correct documents, the processing of your application will be delayed. Completed applications are typically processed within one week.
- Students under the age of 24 must provide their parents' most recent Federal tax returns, unless the student is married. 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.
- Students that have a Permanent Resident Card (green card) must provide a copy of the card.
- If your NYS residency has not been certified by the time your tuition bill is due (see due date on your bill), you will be required to pay the out-of-state rates. If the Residency Office later determines that you qualify for in-state tuition rates, you will receive a tuition refund issued by the Office of the Bursar. It is, therefore, critical that you submit your documentation quickly, so that the Residency Office can determine your status as soon as possible.
- No Residency Form will be accepted after the end of the semester for which you are applying for a determination.
- You can submit documents in one of the following ways:
 - Mail to: Office of Admissions
94-20 Guy R. Brewer Blvd Jamaica, NY 11451
 - In-person: Submit to the Admissions Office located in AC-1B07

*The City University of New York
York College*

94-20 Guy R. Brewer Blvd • Jamaica, NY 11451 • Telephone (718)262-2165 • Fax (718)262-2601

NON-UNITED STATES CITIZENS

Students in the United States on any temporary visa, (except A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1, H-4, I, K, L, N, R, S, T, U, V) are not eligible for classification as a New York State resident. Students with a Permanent Resident or a Refugee Visa, or any of the exceptions listed above, must submit the required documents listed below and submit the Visa and any official correspondence from the U.S. Department of Immigration having relevance to their status in the United States.

QUALIFYING FOR THE IN-STATE RESIDENT TUITION

A college student may qualify for the resident tuition rate if he/she continuously maintain his/her place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes.

Required Documentation Which Must Accompany the Residency Form

In addition to completing the Residency Form, students must submit required forms listed below as proof of residency. Important Note: In addition to the items indicated below, the college may, at its discretion, require the student to submit additional documentation if it believes that further proof is necessary in order that an accurate residency determination may be rendered.

YOU MUST SUBMIT EITHER:

ONE of the forms listed in Column A

or

TWO forms listed in Column B

Column A

- Lease, deed or rent registration form (used for rent stabilized apartments) signed by the landlord who is either a public or private agency and the student or parent of the student with the same surname,
- Budget/benefit letter from New York City Public Assistance with the student's New York address covering the 12 months period immediately preceding the first day of classes and including the student's name,
- Benefit letter from Social Security with the student's New York address covering the 12 month period immediately preceding the first day of classes including the student's name,
- Copies of the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 form

Column B

- A valid New York State driver's license showing the date of issuance one year prior to the first day of classes,
- Homeowner's or renter's insurance policy,
- Automobile registration,
- Automobile insurance certificate,
- New York State "non-license" which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State or Federal agencies, certificate or card,
- Telephone or utility bills or payment for services such as cable TV covering a period of up to 12 months,
- Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),
- Armed forces identification card DD form 2A (green),
- Attendance as a juror in New York State,
- Apartment 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, an "Alternate Lease Statement" which is available in the Office of Admissions 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

Column B (continued)

lease/contract must submit proof (i.e., lease, telephone, utility or similar type bills) of residency at his/her current address for the previous 12 months

- Copies of the most recent complete Federal or New York State tax returns without the preprinted address label and the 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,
- Postmarked mail addressed to a student at a New York Address more than 12 months immediately preceding the first day of classes (a P.O. Box is not acceptable).

CITY UNIVERSITY RESIDENCY FORM

1 Last Name _____ First Name _____ MI _____

2 Student ID # _____ - _____ - _____ Date of Birth ____/____/____ Day Tel # (____) _____

Eve Tel # (____) _____

3 Do you live with your parents? Yes No

4 Do you live with other relatives? Yes No If yes, describe _____

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

Do you live with someone other than a relative? Yes No If yes, describe _____

FROM	TO	COMPLETE ADDRESS
Mo ____ Day ____ Year ____	Present	_____ CITY STATE ZIP
Mo ____ Day ____ Year ____	Mo ____ Day ____ Year ____	_____ CITY STATE ZIP
Mo ____ Day ____ Year ____	Mo ____ Day ____ Year ____	_____ CITY STATE ZIP
Mo ____ Day ____ Year ____	Mo ____ Day ____ Year ____	_____ CITY STATE ZIP

6. 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 his/her name and address?

C. Where did you live during the last June through August period? If different from 6A, give reason for being

elsewhere during that period.

7. A. Please list below all full-time and part-time employment (including summer employment and most recent employment).

EMPLOYER	ADDRESS	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. What is the source of your support?

C. Did you file a New York City/State resident income tax return during the past twelve months? Yes No

D. Did you file a Federal Tax return during the past twelve months? Yes No

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

9. 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

10. Do you presently intend to permanently live in New York City or New York State? Yes No

11. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting your residency determination? Yes No

If yes, please give details

12. Do you have any other proof you wish to present in support of your application to be declared a resident of _____

New York City /State for the City University Tuition purposes? Yes No

If yes, please give details below and attach any relevant documents

I hereby certify that I have completed this form truthfully to the best of my knowledge. I understand further that any decision classifying me as a New York City/State resident is subject to review should the College subsequently learn that the information provided herein is inaccurate or incomplete; under those circumstances, I

Student Signature _____

Date

PLEASE NOTE: YOU HAVE THE RIGHT TO APPEAL A NON-NEW YORK CITY/STATE RESIDENCY DETERMINATION

If you wish to appeal, you must notify the office in which you submitted your application to in writing within 10 days of being notified that you have been determined to be a non-resident. This statement should indicate why you disagree with the decision and should be placed in a sealed envelope with your name on it. The office that you submitted your application to will submit the Residency Form, copies of all documentation provided by you and any statement made by you, along with the determination made by the college, to the Office of the Vice Chancellor for Legal Affairs and General Counsel.

OFFICIAL USE ONLY

DATE PROCESSED
AWARDED

REPRESENTATIVE

Yes No

RESIDENCY

CODE: _____

ALTERNATE LEASE STATEMENT

Name of the Student _____

Semester _____
Last First MI

Student ID # _____ - _____ - _____ Day Tel # (____) _____ Eve. Tel # (____) _____

Address _____

_____ Apt # _____

_____ Month/Day/Year _____ Month/Day/Year
City _____ State _____ Zip _____

~~TO BE COMPLETED BY THE PERSON WHOSE NAME APPEARS ON THE LEASE OR CONTRACT~~

Owner's / Lease's Name
E-Mail _____ has resided with me from _____ to _____
Student's Name Month/Day/Year Month/Day/Year

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~~ at the above address from _____ to _____ **Date** _____ but the lease is **NOT** in my name.

NOTARIZED
Sworn before me this _____ day of the month of _____, 20____

Notary Public

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, York College may revoke its determination of in-state residency, and that I will owe non-resident tuition 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
Sworn before me this _____ day of the month of _____, 20____

Notary Public