

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

Please choose one of the following if applicable:

- a) If you are U.S. Citizen: Follow the instructions selecting items from the list below.
- b) If you are Undocumented please submit: NYS High School Diploma (only applies if you attended and completed high school in New York)
- c) If you are a Permanent Resident please submit: Permanent Resident (green) card OR Copy of I-551 stamp
- d) If you are filing for Permanent Residence or Citizenship please submit: Affidavit of Intent to Legalize (Included in Residency Application); or Official Government receipt of application (I-485 form); or work authorization card
- e) Veterans Submit a copy of DD 214.

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.

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

Instructions: The student must submit two of items "a" through "n" (Note: All items must document residency for the 12 month period immediately preceding the first day of classes. Documents in the same category covering the first and last months of the previous twelve month period are acceptable provided that they show the student living at the same address).

- a. Lease, deed or rent registration form (used for rent stabilized apartments) signed by the landlord, which is either a public or private agency, and the student or parent of the student with the same surname,
- b. 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,
- c. Copies of the most recent complete Federal and New York State tax returns 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,
- d. A valid New York State driver's license or a "non-driver license" issued by the New York State Department of Motor Vehicles with the student's name, showing the date of issuance at least one year prior to the first day of classes,
- e. IDNYC New York City municipal identification card, showing the date of issuance at least one year prior to the first day of classes,
- f. Homeowner's or renter's insurance policy with the student's name listed as insured,
- g. Automobile registration with the student's name listed,
- h. Automobile insurance certificate with the student's name listed as insured,
- i. Voter registration certificate or card with the student's name,
- j. 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,
- k. Monthly bank or credit card statements, with the student's name, covering a period of 12 months (dollar amounts may be blocked out),
- l. Attendance as a juror in New York State with the student's name,
- m. 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,
- n. 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)

In addition to the items indicated above, the college may at its discretion consider additional documentation from a student if it believes that an accurate residency determination may be rendered through the additional documentation.



CUNY RESIDENCY FORM (Part A)

Semester: _____

1. Last Name _____ First Name _____ Middle Initial _____

2. Emplid _____ Date of Birth _____ Phone _____

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 ___ Visa 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 ___ If yes, high school name and location _____

Period of Attendance _____ Graduation Date _____

5. If you answered "yes" to item 4, did you apply to CUNY within 5 years of your graduation date?
Yes ___ No

6. Do you have a GED issued by NYS? Yes ___ No ___ " Date Issued: _____

If you answered "yes" to questions 4 and 5, or to question 6, and are a U.S. citizen or permanent resident alien, you do not need to complete any further section of this form. If you answered "yes" to questions 4 and 5, or to question 6, 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 Part B of this Residency Form (affidavit) before a Notary Public.

If you answered "no" to question 4 and 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.

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 of New York 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.

STUDENT SIGNATURE _____ DATE _____

- ***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 determines that you are non-resident, you may appeal by notifying the Registrar's 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 will submit copies of all documentation provided by you, along with the College's determination, to CUNY'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
(Student's Name)
currently have 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

Date

NOTARIZED

1. Last Name _____ First Name _____ Middle Initial _____

2. EMPLID (CUNY ID): _____ Social Security: _____

3. Current Address: _____

A. Live with parent's _____, or other relative's _____, or other than a relative _____

(1) If other relatives, describe relationship. _____

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

List below your address(es) including temporary address(es) and summer address(es) during the past 12 months, starting with your current address and working backwards.

<u>FROM</u>	<u>TO</u>	<u>COMPLETE ADDRESS</u>
Mo __ Day __ Yr __	Mo __ Day __ Yr __	STREET
		CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr __	STREET
		CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr __	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 question 4A, give reason for being elsewhere during that 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.

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

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

C. Did you file a NYS resident income tax return during the past 12 months? Yes _____ No _____

D. Did you file a Federal income tax return during the past 12 months? Yes _____ No _____

6. What are your purposes for residing in NYS? _____

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 NYS? 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. _____

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 NYS for City University tuition purposes? Yes _____ No _____

If yes, please provide details and attach relevant documents. _____