



To be eligible for New York State tuition and fees, you may be required to prove NYS residency for at least a twelve-month period (1 year) effective the first day of class. If there is a question regarding your NYS residency and you wish to be charged in-state rates, you must complete a CUNY Residency Form. Failure to provide the required documentation(s) will result in you being billed as a non-resident.

**New York State Residency in Brief** - In general, to qualify for the resident tuition rate at a senior college based on residence in the State of New York, a student must:

- Be a U.S. citizen, permanent resident or in a qualifying immigration status; AND
- Have continuously maintained his/her principal place of abode in NYS for a period of at least twelve (12) consecutive months immediately preceding the first day of classes; AND
- Have a bona fide intention of living in New York permanently

### Qualifying for Resident Tuition based on Attendance/Graduation from a NY High School:

Students, other than those in lawful non-immigration statuses, qualify for the resident tuition rate if they attended a New York high school for two or more years and graduated, or received a GED, and applied to attend CUNY within five years. This includes undocumented and out-of-state students.

Dependent Students: Generally, a dependent student's state of residency is considered the same as that of his or her custodial parent(s) or legal guardian(s). Students aged 24 and older are considered independent and are not deemed to have the same state of residency as their parent(s) or legal guardian(s).

CUNY Transfers: Students who previously attended a CUNY college and were charged the in-state/city tuition do not automatically qualify for in-state/city tuition at City College, and may be required to submit a residency form along with appropriate documentation.

**Submitting the Residency Form:** Fill out Part A and Part C of the residency form, and submit applicable documents in order to confirm (1) a qualifying immigration status and (2) residency in the state of New York. New students should submit documents to the [Office of Admissions](#). Continuing City College students should submit documents to the [Office of the Registrar](#). Both offices are located in the Wille Administration Building on the first floor.

### **To confirm a qualifying immigration status, submit one of the following:**

1. If you are a US Citizen or Permanent Resident:
  - a. Proof of Citizenship (such as a passport or birth certificate)
  - b. Permanent Resident (green) card; or
  - c. Copy of I-551 stamp
2. If you are undocumented:
  - a. A NYS high school transcript indicating that you attended for at least two years and graduated; or
  - b. A copy of a NYS GED; and
  - c. A notarized affidavit of Intent to Legalize (Part B of this Residency Form)
3. If you are filing for Permanent Residence or Citizenship:
  - a. Official Government receipt of application (I-485 or I-797 form); or
  - b. work authorization card

Refer to the CUNY Residency Manual: <http://www2.cuny.edu/about/administration/offices/legal-affairs/universitytuition-fee-manual/iv-residency/>

4. For other eligible statuses, visit [The CUNY Residency Manual](#) for a list of acceptable documents
5. Students in the following lawful non-immigrant statuses are not eligible for the resident rate of tuition: B, C, D, F, H2, H3, H4 (family of H2 or H3), J, M, P, Q and TN.

**To confirm New York State residency, submit two of the following items:**

Students who qualify for the resident tuition rate based on [having attended and graduated from a NY high school or having received a GED \(or TASC\)](#) in NYS do not need to submit proof of NYS residency.

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

Refer to the CUNY Residency Manual: <http://www2.cuny.edu/about/administration/offices/legal-affairs/universitytuition-fee-manual/iv-residency/>

# CITY UNIVERSITY RESIDENCY FORM



Semester: \_\_\_\_\_

## CUNY RESIDENCY FORM: Part A

1. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_
2. CUNYfirst ID/Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Phone No.(     ) \_\_\_\_\_ Email address: \_\_\_\_\_
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 State high school for two or more years, and graduate from that high school?  
Yes  No  If yes, high school name and address \_\_\_\_\_  
Date of Attendance From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation Date \_\_\_\_\_
5. Do you have a GED/TASC issued by NYS? Yes  No  Date Issued: \_\_\_\_\_
6. If you answered "yes" to item 4 or 5, did you apply to CUNY within 5 years of your high school graduation or receiving a GED/TASC? Yes  No  Date of first application to CUNY: \_\_\_\_\_
7. Are you a veteran or other individual eligible for educational assistance under federal GI bills?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, attach supporting documents.

**IMPORTANT:** If you answered "yes" to question 4 or 5, and to question 6, and are not lawfully present in the US, you need to complete Section B (affidavit) of this Residency Form but not Section C. If you answered "yes" to question 4 or 5, and to question 6, and are a resident of another state, you do not need to complete any other sections of this form. If you answered "yes" to question 7, you do not need to complete any other sections of this form. All other students must complete Part C of this form and submit appropriate supporting documentation.

Please note that some students who are here on visas may not be eligible for the resident tuition rate. Please refer to the CUNY Tuition and Fee Manual (see link below) 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 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.

DATE \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_

- *The colleges 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.*
- *Complete rules regarding eligibility for the resident tuition rate and appeals procedure are set forth in CUNY's Tuition and Fee Manual at <http://www.cuny.edu/about/administration/offices/ia/tuition-fee-manual.html>*

## CUNY RESIDENCY FORM: Part B

### Affidavit of Intent to Legalize Immigration Status

\_\_\_\_\_, being duly sworn, deposes and says that he/she does not currently  
(Student's Name)  
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)

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. CUNYfirst ID/Student ID \_\_\_\_\_ Email: \_\_\_\_\_

3. Current Address \_\_\_\_\_  
STREET CITY STATE ZIP

A. Live with parents \_\_\_\_\_, or other relatives \_\_\_\_\_, or 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 __	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 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 12 months starting with the most recent employment.

EMPLOYER	ADDRESS (CITY/STATE)	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 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. At the present time is it your intention to permanently live in New York City or New York State? Yes \_\_\_\_\_ No \_\_\_\_\_ Uncertain \_\_\_\_\_ If uncertain, please explain. \_\_\_\_\_  
\_\_\_\_\_

9. Do you have any other proof other than the items indicated for completing the Residency Form that you wish to present in support of your application to be declared a resident of New York City/New York State for the City University of New York tuition purposes? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide details and attach relevant documents.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**ALTERNATE LEASE STATEMENT  
TO BE COMPLETED BY THE STUDENT**

SEMESTER \_\_\_\_\_

EMPID (CUNY ID): \_\_\_\_\_ Social Security: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I have lived at the above address from \_\_\_\_\_ to \_\_\_\_\_ but the lease is not in my name.  
MM/YY MM/YY

**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/Lease Holder's Name

\_\_\_\_\_ has resided with me from \_\_\_\_\_ to \_\_\_\_\_.  
MM/YY MM/YY

Proof that I have resided at the above address for one year is attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that 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 of New York 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