

# The CITY COLLEGE OF NEW YORK

*The City University of New York*

## CITY UNIVERSITY OF NEW YORK RESIDENCY FORM

**To be eligible for New York State (NYS) 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. The information you provide will determine if you meet the guidelines set by CUNY. Failure to provide the required documentation(s) will result in you being billed as a non-resident. Incomplete applications or missing documents will delay the processing of the form.**

*New freshmen, transfer, graduate or special category students should submit the following documentation to the Office of Admissions, Wille Administration Building, Room 101. Continuing City College students should submit documentation to the Office of the Registrar, Administration Building, Room 102.*

### **New York State Residency in Brief**

The following outlines the basic requirements a student must fulfill to qualify for the in-state tuition rate as a resident of the State or City of New York. As is set forth in the CUNY Fee Manual, students may also qualify for the in-state tuition rate on other grounds, including having attended a high school or having obtained a GED or TASC in the State of New York. **If a student is A US Citizen; or a Permanent Resident; or in a qualifying Immigration Status and has as continuously resided in State of NY for 12 months immediately preceding the first day of classes.**

### **Rules Relating to Establishing Residence in New York**

- 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).
- The legal residence of a dependent student, whose parents are divorced, separated, or otherwise living apart will be considered New York State if the student resides for 12 months with the parent who is a New York State resident.
- To be designated a New York State resident, a student whose parent(s) or legal guardian(s) reside out-of-state must present evidence that he or she meets CUNY's residency requirements set forth in above,

### **AND EITHER**

- (a) that he/she is financially independent from his/her parents. Proof of financial independence must be documented. Factors taken into account in determining financial independence include, but are not limited to: whether the student is taken as a dependent on parents' federal and state income tax returns; whether the student is employed and the amount the student earned relative to expenses; the extent of financial support received by the student from parents or guardians; and other sources of student income;
- OR**
- (b) that he/she, despite being dependent on out-of-state parents(s) or legal guardian(s), has changed his/her domicile, i.e. the place that he/she has a bona fide intention of living permanently, to New York State. Such a showing must be made by clear and convincing evidence. Students who claim that New York is their domicile are expected to have a New York State driver's license or New York State issued identification card dated a minimum of twelve (12) months prior to the start of the semester. In addition, a student is expected to submit documentary evidence indicating he/she has changed his/her domicile to New York, such as the following:
1. evidence that the student has filed a New York State resident income tax return for the previous calendar year;
  2. evidence that the student resided in the State of New York for a significant period of time for other-than-educational purposes prior to attending CUNY;
  3. evidence that the student resides in property owned by the student or his/her parent(s) or legal guardian(s) in the State of New York;
  4. evidence showing that the student uses his/her New York address as his/her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases and similar kinds of documents.

## Qualifying Immigration Statuses

To be accorded resident status, a student who is not a U.S. citizen must present valid evidence, issued by the U.S. Department of Homeland Security – U.S. Citizenship and Immigration Services (“USCIS”), indicating that he/she is in a qualifying immigration status. Undocumented and out-of-status immigrants, while not eligible to be considered “residents”, may nevertheless be entitled to pay the resident tuition rate if they attended and graduated from high school or received a GED or TASC in New York State.

The following categories of students are in qualifying immigration statuses:

1. *Lawful Permanent Residents* – See CUNY Fee Manual for categories accepted as proof.
2. *Students in Certain Non-immigrant Statuses.* A Ambassador, diplomats and certain other foreign officials and their families, E Treaty trader/Treaty investor, spouse, and children, G Certain government or international organization officials and their families, H-1B Temporary worker in specialty occupation, H-1C Temporary worker performing professional nursing services, H-4 Spouse or children of alien classified as H-1B or H-1C, I Representatives of foreign information media and their spouse and children, K Fiancé(e) or Spouse of a U.S. citizen and dependent children, L Intra-company transferee (such as managers who have worked abroad for a branch of a U.S. firm) and their spouse and children, N Parents and children of certain officers and employees of international organizations who were in turn granted permanent residency as special immigrants, O Aliens who possess extraordinary ability in the sciences, arts, education, Business or athletics, motion pictures or television, R Religious workers and their spouse and children, S Crime witnesses and their spouse and children, T Victims of severe forms of human trafficking, U Victims of serious crimes, V Certain spouses and children of lawful permanent residents who have a relative petition filed on their behalf before December 21, 2000 which has been pending for at least three (3) years.
3. *Students admitted as refugees, or granted asylum, or granted Withholding of Deportation or Removal.* Acceptable proof is the following: Decision from USCIS or the Immigration Judge granting Asylum or Withholding of Deportation or Removal; or Refugee Travel Document; or I-94 Arrival/Departure record with Employment Authorization Stamp and the notation “Asylum granted” or “Refugee granted”; or Employment Authorization Document (EAD or work permit) (I-766) with the following codes: (A)(3) for Refugee, (A)(5) for Asylee, and (A)(10) for Withholding of Deportation or Removal.
4. *Students with Adjustment of Status Applications Pending.* Students who have filed USCIS Form I-485, Application to Register Permanent Resident or Adjust Status, qualify for in-state tuition pending a decision on their application. The following are acceptable proofs of this status: A USCIS Receipt Notice for the Adjustment of Status Application: Form I-797C indicating that the receipt is for an I-485 Adjustment of Status application; or A USCIS Receipt indicating that the fee for the adjustment application has been received. This receipt usually lists application type (in this case I-485), name of the applicant, alien number (“A” number) and the amount paid; or Employment Authorization Card (I-766) with the code (c)(9) or (c)(24) Note: Students who filed or have an approved petition (Form I-130 or I-140), but have not yet applied for adjustment of status are NOT eligible for in-state or resident tuition.
5. *Students Who Have Applied For or Have Been Granted Temporary Protected Status (TPS).* A USCIS Receipt of Application for TPS (Form I-821); or, A USCIS letter granting TPS; or Employment Authorization Document (I-766) with the codes (a)(12) or (c)(19)
6. *Students Granted Deferred Enforced Departure (DED) status or Deferred Action or Deferred Action for Childhood Arrivals (DACA).* For details see CUNY fee manual. Acceptable proof is the following: Form I-797 granting Deferred Action, Deferred Enforced Departure status, or Deferred Action for Childhood Arrivals (No Exhibit); or Unexpired Employment Authorization Document (EAD) (I-766) with the code (c)(14) for Deferred Action status (Addenda I – Exhibit 6A); or Unexpired Employment Authorization Document (EAD) (I-766) with the code (a)(11) for Deferred Enforced Departure (DED)/extended voluntary departure status (Addenda I – Exhibit 6B). Unexpired Employment Authorization Document (EAD) (I-766) with the code (c)(33) for Deferred Action for Childhood Arrivals (DACA).
7. *Students who fall into one of the following categories:* “Late Amnesty” applicants, NACARA applicants, Cuban Parolees, other types of Parolees, and students who have applied for Asylum and been granted USCIS Employment Authorization. See CUNY Fee Manual for details.
8. *Undocumented or Out-of-Status* – Students who wish to claim in-state tuition, must submit one of the following documents: (1) diploma from an approved NYS High School where the student attended for two or more years and graduated within five years prior to applying to CUNY; or (2) General Education Development (GED) Diploma issued by an approved NYS Program within five years prior to applying to CUNY; or (3) the most current bill from a CUNY institution demonstrating the student was charged as a resident.

**The following visa categories of non-immigrant aliens do not qualify for the resident rate of tuition: B, C, D, F, H-2, H-3, H-4 (family of H-2 or H-3), J, M, P, Q, and TN.**

Note: CUNY Fee Manual can be located on the website <http://www2.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/iv-residency/>

## *City College of New York Residency Checklist*

### **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.**

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**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).

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- 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.

# 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