Applying for New York State Residency for Tuition Billing Purposes

APPLICATION DEADLINES

Completed residency applications must be submitted by the last date for add/drop for the term in which tuition is due. Applications received after the last date for add/drop will be reviewed and will become effective for the next term, if approved. **Incomplete applications will delay processing.** All students must sign under the section titled Applicant’s Affirmation on page 3.

**Definition of Domicile:** A fixed, permanent home, for legal purposes, to which a person returns after a period of absence.

COMPLETING THE APPLICATION AND PROVIDING DOCUMENTATION

If you are charged tuition at the out-of-state rate and believe you are eligible for in-state tuition rates, you will need to apply for New York State Residency for Tuition Billing Purposes. At least three (3) documents demonstrating domicile must be submitted by all applicants. Additional documents also may be required. All documents must be dated one year or more prior to the start date of the term for which you are applying for residency.

1. **Independent Students** – Are financially self-sufficient and no longer receive any financial support from parents or legal guardians.
   - **Application:** Complete Sections A and B.
   - **Documentation:** Must provide evidence of New York state domicile (see Column 1, Independent Student).

2. **Dependent Students** – Are financially dependent and receive financial support from parents, legal guardians, or spouse.
   - **Application:** Complete Sections A and C.
   - **Documentation:** Must be in the name of the parent, legal guardian, or spouse (see Column 2, Dependent Student).

<table>
<thead>
<tr>
<th>Acceptable Document Type</th>
<th>1. Independent Student</th>
<th>2. Dependent Student</th>
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</thead>
<tbody>
<tr>
<td>Alien Registration Card or Visa (Non-U.S. Citizens only) – must provide a copy of Permanent Resident Card or VISA in addition to three documents from the list below. Permanent Residents, Refugees and Asylees, including those with pending applications, certain visa holders* and some undocumented aliens may establish NYS residency in accordance with these policies. *A1-A3, E1, E2, G1-G5, H1B, H1C, H4, I, K1-K4, L1, L2, N8, N9, O1, O3, S5-S7, T1-T4, U1-U4 and V1-V3.</td>
<td>Student</td>
<td>Student and Parent/Spouse</td>
</tr>
<tr>
<td>NYS Drivers License</td>
<td>Student</td>
<td>Student and Parent/Spouse</td>
</tr>
<tr>
<td>NYS Learner Permit</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>NYS Identification Card</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>NYS Vehicle Registration</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>NYS Voter Registration</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Signed NYS Residential Lease, Deed or Property Tax</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Utility Bill – must provide two statements of the same type of utility service e.g., electric/gas/heating/water/sewer/cable (Currently held account: one current statement and one statement issued 12 months prior to term start)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>Signed NYS Income Tax Return (from prior year) (Form IT-201 or IT-203)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Form 1099 or Form W-2</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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**At least three (3) documents must support the claim to have permanently resided in New York state for at least 12 consecutive months prior to the beginning of the term you are applying for.**
**Applying for New York State Residency Status for Tuition Billing Purposes**

Completed residency applications must be submitted by the last date for add/drop for the term in which tuition is due. Applications received after the last date for add/drop for the term will be reviewed, and made effective, the next term.

**PLEASE PRINT INFORMATION CLEARLY – ANSWER ALL QUESTIONS**

<table>
<thead>
<tr>
<th>Section A (Must be completed by ALL applicants. See table on page 1, “Documents Used to Demonstrate Domicile.” All applicants must submit at least three (3) documents demonstrating domicile; more may be required.)</th>
</tr>
</thead>
</table>

**Date of application** ________________________________

**Term/year for which you are applying for NYS residency** (e.g., Fall 2012) ________________________________

**Phone numbers**

**Home** ________________________________

**Cell** ________________________________

**Work** ________________________________

**Email** ____________________________________________

**County of residence** ________________________________

**Do you rent or own your home?** □ Rent □ Own

**Local address** (if different from permanent)

**Street** ________________________________

**City** ________________________________ **State** ______ **Zip** ______

**Length of time at this address (from MM | YYYY to MM | YYYY)**

<table>
<thead>
<tr>
<th>From MM</th>
<th>YYYY</th>
<th>To MM</th>
<th>YYYY</th>
<th>Street Address</th>
<th>City</th>
<th>State, Zip</th>
</tr>
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**Permanent address**

**Street** ________________________________

**City** ________________________________ **State** ______ **Zip** ______

**Length of time at this address (from MM | YYYY to MM | YYYY)**

**If less than three years at the above address, list addresses for last three years:**

<table>
<thead>
<tr>
<th>From MM</th>
<th>YYYY</th>
<th>To MM</th>
<th>YYYY</th>
<th>Street Address</th>
<th>City</th>
<th>State, Zip</th>
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**Education**

Did you attend and graduate from a New York state high school or an approved NYS program for General Equivalency Diploma (GED) examination? □ Yes □ No

**Name of high school attended** ________________________________ **County** ________________________________ **State** ______ **MM | YYYY**

Did you attend this high school for two years or more? □ Yes □ No

Have you ever received a state award (TAP, Regents Scholarship, Empire State Fellowship, Challenger)? □ Yes □ No

**If yes, at what institution?** ____________________________________________

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* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.
Voter Registration Information
Are you a registered voter? □ Yes □ No
If yes___________________________________________________________
State of registration       Date of registration

Driver License and Vehicle Information
Do you have driver’s license, state issued identification card or learner’s permit? □ Yes □ No
If yes___________________________________________________________
State of license       Issue date       Driver’s license No.

Do you own a car? □ Yes □ No
If yes___________________________________________________________
State of registration       Registration date       License plate No.

Tax Filing Information
In what state did/will you (or your spouse) file resident taxes for last year?___________ current year?___________ next year?___________

Section B (Must be completed by applicants who are not financially dependent on parents, legal guardians or spouse. See page 1, column 1 for a list of required supporting documentation. Skip Section B if you are financially dependent upon a parent, legal guardian or spouse and proceed to Section C.)

Did you or will you live in an apartment, house or building owned or leased by your parents for more than six weeks during last year? □ Yes □ No

Did you or will you live in an apartment, house or building owned or leased by your parents for more than six weeks during this year? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of last year? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of this year? □ Yes □ No

Are you a student who no longer receives parental support? If yes, when did you become independent? □ Yes □ No
            MM | YYYY

List below your sources of financial support/income for the past two (2) years:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Name and Address of Employer</th>
<th>Hours / Week</th>
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</tbody>
</table>

If not employed, please explain and attach proof of your financial resources.

_____________________________________________________________________________________________________________________________________
_____________________________________________________________________________________________________________________________________

Applicant’s Affirmation (Must be completed by all students.)

I, ______________________________, the applicant herein, being duly sworn, do hereby affirm that I am a resident of New York state and that it is my intention to remain in New York state, and that all information provided on this form, and attachments thereto, is accurate, complete and true to the best of my knowledge. I understand that providing false information knowingly will disqualify me from consideration for New York state residency status.

Signature of applicant          Date

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.
Section C (To be completed by the person – parent, legal guardian, spouse – who claimed or will claim the student as a dependent for income tax purposes last year. See page 1, column 2, for a list of required supporting documentation.)

Name

Last  First  MI  Relationship to applicant

Permanent Address

Street address  City  State  Zip  Length of time at this address

Do you rent or own your home?  ☐ Rent  ☐ Own

Previous Address

Street address  City  State  Zip  Length of time at this address

Phone numbers: Home (_________)  Business (_________)

Citizenship  ☐ U.S. citizen  ☐ Other  If other, please specify

Tax Filing Information – Please list states in which you filed or will fill resident taxes:

Last year  Current year  Next year

Driver License and Vehicle Information

Do you have a driver’s license?  ☐ Yes  ☐ No

Do you own a car?  ☐ Yes  ☐ No

Affirmation (Must be completed by parent, legal guardian or spouse.)

I do hereby affirm that the above information provided is accurate, complete and true to the best of my knowledge.

Signature of parent/guardian/spouse  Date

Office Use Only

Denied  ☐  Approved  ☐

Term

Date

Datatel update

Office Notes and Comments

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*