# 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. The burden of proof is upon the applicant to provide a completed application and supporting documentation to the Student Accounts office that he/she has established a domicile in New York state.

### 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).

## Acceptable Document Type

<table>
<thead>
<tr>
<th>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. *A, E1, E2, G, H-1B, H-1C, H4 (spouse or children of H-1B or H-1C), I, K, L, N, O1, O3, R, S, T, U, and V.</th>
<th>1. Independent Student</th>
<th>2. Dependent Student</th>
</tr>
</thead>
<tbody>
<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>Student and Parent/Spouse</td>
</tr>
<tr>
<td>NYS Identification Card</td>
<td>Student</td>
<td>Student and Parent/Spouse</td>
</tr>
<tr>
<td>NYS Vehicle Registration</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<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>
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</table>

### Documents used to demonstrate domicile — at least three (3) must be submitted and more may be required.

- 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)*

- Signed NYS Income Tax Return (from prior year) *(Form IT-201 or IT-203) AND Form 1099 or Form W-2*

- Documentation that applicant receives public assistance from New York state or from a city, county, or municipal agency in New York state

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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.**

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Applying for New York State Residency Status for Tuition Billing Purposes

Student Accounts | 111 West Avenue | Saratoga Springs, NY 12866-6069 | 518-587-2100 | fax 518-580-4790 | www.esc.edu/StudentAccounts

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*

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.

<table>
<thead>
<tr>
<th>Date of application</th>
<th>Term/year for which you are applying for NYS residency (e.g., Fall 2020)</th>
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</table>

Name

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<th>First</th>
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Student ID ________________________________

Age _____ Date of birth __________ MM | DD | YYYY

Marital status ____________________________

Citizenship

☐ U.S. citizen ☐ U.S. permanent resident
☐ Temporary visa ☐ Political asylum/refugee

(must provide a copy of Permanent Resident Card or VISA)

If other, please specify:

Visa type _____________________________ Issue date __________

Expiration date ______________

If permanent resident, alien registration number and date issued _____________________________

Other, please specify _____________________________

Local address (if different from permanent)

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

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

Permanent address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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</table>

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

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 _____________________________ Date of graduation __________ 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? ____________________________________________

* 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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</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   (from MM | YYYY to MM | YYYY)

Length of time at this address _________________________________

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

Previous Address

_________________________________________________________________
Street address  City  State  Zip   (from MM | YYYY to MM | YYYY)

Length of time at this address _________________________________

Phone numbers: Home (____________)  _________________________  Business (____________) _________________________________________

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

Citizenship  ☐ U.S. citizen  ☐ Other

If other, please specify ________________________________________

and include either a copy of your Permanent Resident Card (Form I-551) or VISA. ___________________________________________

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

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.

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 by _________                    Approved by _________

Term  ___________________________________________________________

Date ___________________________________________________________

Banner update and email sent to student  __________________

Office Notes and Comments

_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*