

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*).

Acceptable Document Type	1. Independent Student	2. Dependent Student
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. <i>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.</i> *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.	Student	Student and Parent/Spouse
Documents used to demonstrate domicile – at least three (3) must be submitted and more may be required.		
NYS Drivers License	Student	Student and Parent/Spouse
NYS Learner Permit		
NYS Identification Card		
NYS Vehicle Registration	Student	Parent/Guardian/Spouse
NYS Voter Registration	Student	Parent/Guardian/Spouse
Signed NYS Residential Lease, Deed or Property Tax	Student	Parent/Guardian/Spouse
Utility Bill – must provide two statements of the same type of utility service e.g., electric/gas/heating/water/sewer/cable <i>(Currently held account: one current statement and one statement issued 12 months prior to term start)</i>	Student	Parent/Guardian/Spouse
Signed NYS Income Tax Return (from prior year) (Form IT-201 or IT-203)	Student	Parent/Guardian/Spouse
Form 1099 or Form W-2	Student	Parent/Guardian/Spouse

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

Student Accounts | 111 West Ave. | 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.)

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)

Name _____
Last First MI

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 _____

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:

From MM YYYY	To MM YYYY	Street Address	City	State, Zip

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 _____ 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:

FROM	TO	Name and Address of Employer	Hours / Week

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

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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 _____
(from MM | YYYY to MM | YYYY)

Do you rent or own your home? Rent Own

Previous Address

Street address City State Zip Length of time at this address _____
(from MM | YYYY to MM | YYYY)

Phone numbers: Home (_____) _____ Business (_____) _____

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 Approved
Term _____
Date _____
Datatel update _____

Office Notes and Comments

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