

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) Veteran: 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.

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).

- 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.e Last Name _____ First Name _____ Middle Initial _____

2.e CUNYfirst ID/Student ID# _____ Date of Birth _____

Phone No.() _____ Email address: _____

3.e 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.e Did you attend a New York State high school for two or more years, and graduate from that high school?e

Yes No If yes, high school name and address _____ e

Date of Attendance From: _____ To: _____ Graduation Date _____

5.e Do you have a GED/TASC issued by NYS? Yes No Date Issued: _____

6.e 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: _____ e

7.e Are you a veteran or other individual eligible for educational assistance under federal GI bills?e
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/ta/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.e Last Namee _____ First Name _____ Middle Initial _____

2.e CUNYfirst ID/Student ID _____ Email: _____

3.e Current Adresse _____
STREET CITY STATE ZIP

A.e Live with parents _____, or other relatives _____, or other than a relative _____ e

1)elf other relatives, describe relationship. _____ e

2)elf other than a relative, describe situation.e _____

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>
Moe__ Day __ Yr __	Mo __ Day __ Yr __	<small>STREET</small>
		<small>CITY</small> <small>STATE</small> <small>ZIP</small>
Mo __ Day __ Yr __	Mo __ Day __ Yr __	<small>STREET</small>
		<small>CITY</small> <small>STATE</small> <small>ZIP</small>
Mo __ Day __ Yr __	Mo __ Day __ Yr __	<small>STREET</small>
		<small>CITY</small> <small>STATE</small> <small>ZIP</small>

4.e A. Parents' permanent address _____ e e e e
STREET

CITY STATE ZIP

B.e If you are under the age of 18, does anyone other than your parents serve as your legale guardian? Yes ___ No ___ e

If yes, what is their name and address? _____

C.e Where did you live during the last June through August period? If different from 4.A., givee reason for being elsewhere during periode

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.

