

CUNY RESIDENCY FORM: Part A

1. Last Name _____ First Name _____ Middle Initial _____
2. Soc.Sec.No. _____ Date of Birth _____ Phone No.() _____
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 Type: _____ Expiration Date: _____
4. Did you attend a New York high school for two or more years, and graduate from that high school?
Yes No If yes, high school name and location _____
Period of Attendance _____ Graduation Date _____
5. Do you have a GED issued by NYS? Yes No Date Issued: _____

If you answered "yes" to question 4 or 5 and are a U.S. citizen or permanent resident alien, you do not need to complete any further sections of this form.

If you answered "yes" to question 4 or 5 and do not currently have lawful immigration status but have filed an application to legalize your immigration status or will file such an application as soon as you are eligible to do so, you must complete Part B of this Residency Form (affidavit) before a Notary Public.

If you answered "no" to question 4 or 5 and are a U.S. citizen, permanent resident alien, or have a visa type eligible to qualify for resident tuition, you must complete Part C of this Residency Form.

Please refer to the instructions to complete this form 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 the resident tuition rate, 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 college will not review any residency determination unless the request for the review is made, and all the required documentation is submitted on or before the last day of finals for the semester for which resident tuition is being sought.***
- ***If the College finally determines that you are non-resident, you may appeal by notifying the Registrar's Office (or other designated college appeal office) in writing within ten days of the adverse decision. At that time you may submit a statement indicating why you disagree with the College's decision. The Registrar (or other designated official) will submit the City University Residency Form, copies of all documentation provided by you and any statement made by you, along with the College's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel which will render a decision on your appeal.***

CUNY RESIDENCY FORM: Part B

Affidavit of Intent to Legalize Immigration Status

_____, being duly sworn, deposes and says that he/she does not currently have
(Student's Name)
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. Soc.Sec. No. _____

3. Current Address _____

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
Mo __ Day __ Yr __	Mo __ Day __ Yr __	_____ CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr __	_____ STREET
Mo __ Day __ Yr __	Mo __ Day __ Yr __	_____ CITY STATE ZIP
Mo __ Day __ Yr __	Mo __ Day __ Yr __	_____ STREET
Mo __ Day __ Yr __	Mo __ Day __ Yr __	_____ 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 twelve months starting with the most recent employment.

<u>EMPLOYER</u>	<u>ADDRESS</u>	<u>FROM</u>	<u>TO</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. 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. Do you presently intend to permanently live in New York City or New York State?
Yes _____ No _____ Uncertain _____ If uncertain, please explain. _____

9. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting residency determination? Yes _____ No _____
If yes, please provide details. _____

10. Do you have any other proof other than the items indicated on the attached instructions for completing the Residency Form you wish to present in support of your application to be declared a resident of York City/State for City University tuition purposes? Yes _____ No _____
If yes, please provide details and attach relevant documents.

Instructions For The Completion of The City University Residency Form

The procedures described herein must be followed when completing The City University Residency Form. Required forms of proof and other relevant documentation must accompany this form in order that an accurate residency determination may be rendered. The "intent to remain a resident" portion of the form must be completed prior to a residency determination. Under no circumstances will this form be considered unless all applicable questions have been answered.

Students requesting residency status for tuition purposes should read the requirements necessary to qualify for City residency (for community college students) and State residency (for both senior and community college students). In any case, a student must be a U.S. citizen, permanent resident or in a non-immigration status that qualifies for the resident rate.

1. Qualifying for the Community College Resident Tuition Rate

A community college student may qualify for the resident tuition rate if he/she meets both of the following two conditions:

- a) continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes,

and

- b) continuously maintained his/her principal place of abode in the City of New York for at least the last six months immediately preceding the first day of classes.

Students who have attended a New York City high school in the semester immediately prior to the first day of classes and also attended a New York City or State high school in the semester preceding that semester also qualify. In addition, a community college student may also qualify for the resident tuition rate if he/she meets condition (a) above and presents a valid certificate of residence to the CUNY community college from their home (New York State) county. The acceptance of this certificate presupposes that the student's home county has, as per Section 6305, Article 126, Title 7, of the State Education Law; "...elected to participate in and pay an appropriate share of the expenses involved in the local community college program..."

2. Qualifying for the Senior College Resident Tuition Rate

A senior college student may qualify for the resident tuition rate if he/she continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes. Students who have attended a New York City or State high school for the two semesters immediately prior to the first day of classes also qualify.

3. Required Documentation Which Must Accompany The Residency Form

The student must submit required forms of proof of residency from items "a" through "q" indicated below. The college must obtain:

- "a", or "b", or "c", or "d";

or

- two of items "e" through "q" (Note: All items must document proof of residency for the 12 month period immediately preceding the first day of classes. Documents 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.)

Items "a" through "q" are as follows:

- 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) Budget/benefit letter from 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) Benefits letter from Social Security 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,
- d) Copies of the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 form,
- e) Copies of the most recent complete Federal or New York State tax returns without the preprinted address label 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,
- f) A valid New York State driver's license showing the date of issuance one year prior to the first day of classes,
- g) Homeowner's or renter's insurance policy,
- h) Automobile registration,

- i) Automobile insurance certificate,
- j) New York State "non-driver license" which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State or Federal agencies,
- k) Voter registration certificate or card,
- l) Telephone or utility bills or payments for services such as cable TV covering a period of up to 12 months,
- m) Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),
- n) Armed forces identification card DD Form 2A (green),
- o) Attendance as a juror in New York State,
- p) Apartment 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" which is contained in the Addenda to this Manual, 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,
- q) postmarked mail addressed to a student at a New York address more than 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.

4. Students Under the Age of 18

If the student has a legal guardian other than his/her parents, or his/her parents are separated or divorced, a copy of the legal guardianship papers or court order indicating legal custodianship must be submitted.

5. Intent to Continue Residing in the City, State and Country

Assessing one's intent to permanently reside in New York is a difficult task. In each case, whether the student is an immigrant alien (with the

exception of permanent resident or resident alien), non-immigrant alien or U.S. citizen from out-of-State, the totality of circumstances will be reviewed. The college may view intent in terms of a student's professed intention to permanently remain in New York, as well as his/her intention not to return to his/her prior domicile.

It must be stressed that the burden of proof as to a change of domicile rests with the student asserting it.

Where the evidence is equal on both sides of the issue, the determination of domicile should be made in favor of the formerly established domicile, inasmuch as there is a presumption that an established domicile continues.

I. Appeal Procedures

Any student who receives a negative residency determination must, along with this determination, receive a copy of the college's appeal procedures. If the student wishes to appeal a negative residency determination, he/she must notify the Registrar's Office (or other designated college appeal office) within ten days of notification that he/she has been determined to be a non-resident. At that time, the student may submit a statement to the Registrar (or other designated official) indicating why he/she disagrees with the college's decision. (See Addenda for a sample "Appeal of Residency Determination" form.) Upon submission of an appeal, the student will be provided with a copy, stamped "received" and the date, or some other dated proof of the college's receipt of the appeal. The Registrar (or other designated official) will submit the residency form, copies of all documentation provided by the student and any statement made by the student, along with the college's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel.