

## ESTABLISHING RESIDENCY FOR IN-STATE TUITION

Students applying for in-state tuition must have resided in NYS, with the intent to stay, for at least 1 year prior to the first day of class for the semester in which they are applying for a determination. In addition, student must be in one of the categories listed in number 2. Please read the residency requirements carefully and submit the required documents along with the residency form. Completed applications are typically processed within 3-5 business days.

- 1) Unmarried students under the age of 24, **who do not have a New York State issued identification card or driver's license**, must provide their parent(s) or legal guardian(s) most recent tax returns. If the student is claimed as a dependent on their parents' or legal guardian's tax returns and they live out-of state, the student is not eligible for the in-state tuition. A dependent student's state of residency is considered the same as his or her parent(s) or legal guardian(s). To provide proof of independence, students must submit their most recent Federal taxes, NYS taxes and W-2(s), as well as their parent(s) or legal guardian(s) tax returns, which should indicate that they are not claimed as a dependent. Students have the burden of providing clear and convincing evidence that they are independent.
- 2) To qualify for the resident tuition rate, a student must provide documentation of their status. This includes:
  - a. Students that are U.S. citizens (naturalized U.S. citizens must provide proof of citizenship such as: Certificate of Naturalization/Citizenship OR U.S. passport), permanent residents (green card holders).
  - b. Students granted asylum, refugee/parole status or other qualifying immigration status.
  - c. Students in the United States with a current temporary visa such as A, E, G, H-1B, H-1C H-4 (Spouse or family member must be on H-1B or H-1C), I, K, L, N, O, R, S, T, U, V may be eligible to establish residency. Please Note: Students in the following visa categories are not eligible for the in-state tuition: B, C, D, F, H-2, H-3, J, M, P, Q, and TN.
  - d. Nonresidents of NYS and Out-of-Status (undocumented) students who attended an approved New York State high school for two or more years, graduated, and applied to attend CUNY within five years of receiving their NYS diploma OR students who attended an approved New York State program for General Equivalency Diploma (GED), received the NYS GED, and applied to attend CUNY within five years of receiving their NYS GED diploma.
- 3) Students whose NYS residency has not been determined by the time their tuition bill is due (see due date on your bill), will be required to pay the out-of-state tuition. If the Residency Office later determines that they qualify for the in-state tuition rate, the Office of the Bursar will issue a tuition refund for the difference paid. No residency form will be accepted after the end of the semester for which they are applying for a determination.

### Students can submit documents in any of the following ways:

- Fax to 718-951-5257
- E-mail to [residency@brooklyn.cuny.edu](mailto:residency@brooklyn.cuny.edu)
- Mail to Brooklyn College, Office of the Registrar, Room 306 West Quad Center, 2900 Bedford Avenue, Brooklyn, NY 11210
- Bring to Office of the Registrar located in Room 306 West Quad Center (718) 951-5729  
Office Hours: Monday-Friday 9:00am-5:00pm

**All students must complete the CUNY Residency Form with the appropriate documentation.**

Please choose one of the following if applicable:

- |  |  |
|--|--|
| a) <b>If you are a U.S. Citizen:</b>   | <input type="checkbox"/> Submit two items from the list below.   |
| b) <b>If you are a Permanent Resident, please submit:</b>                          | <input type="checkbox"/> Permanent Resident card (Green card) <b>or</b> U.S. Birth Certificate <b>or</b> Certificate of Naturalization <b>or</b> I-551 stamp in passport <b>or</b> U.S. Passport page with information and photo.  |
| c) <b>If you are an International student, please submit:</b>                      | <input type="checkbox"/> Residency form and documents to Office of International Student Services.   |
| d) <b>If you are a Temporary Visa holder, please submit:</b>                       | <input type="checkbox"/> A copy of temporary visa and copy of Passport page with information <b>or</b> I-94 card with temporary visa stamp.  |
| e) <b>If you are Undocumented, please submit:</b>                                  | <input type="checkbox"/> Passport page with information and photo <b>or</b> I-94 card with temporary visa stamp <b>or</b> New York State High School diploma and transcript indicating you attended for at least two years <b>or</b> New York State General Equivalency Diploma GED <b>or</b> if applicable, any correspondence from the U.S. Immigration and Naturalization Services regarding the student's status. (A notarized affidavit of intent may be required). |
| f) <b>If you are filing for Permanent Residence or Citizenship, please submit:</b> | <input type="checkbox"/> Notarized Affidavit of Intent to Legalize Immigration Status (Part B of Residency Application) <b>or</b> Official Government receipt of application (I-485 form); <b>or</b> Employment authorization card.  |
| g) <b>If you are a Veteran, please submit:</b>                                     | <input type="checkbox"/> A copy of your DD 214 to the Veteran and Military Programs and Services Office, located in James Hall, room 1407.   |

**Note: This documentation must be submitted in addition to two proofs of New York State residency, please see below.**

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**Instructions: The student must submit two items from “a” through “n” (Note: All items must document residency for the 12 months 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 they show the student living at the same address).**

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- 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 the Federal form 4506 and New York State form 4506 requesting Federal 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 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 as insured,

- 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 service 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 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).

**Important Note:** In addition to the items indicated above, the college may, at its discretion, require 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. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_
2. CUNY First ID/Student ID \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Phone No. ( ) \_\_\_\_\_ Email address: \_\_\_\_\_
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 ☐ Visa type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
4. Did you attend a New York State high school for two or more years, and graduate from that high school?  
Yes ☐ No ☐ if yes, high school name and address \_\_\_\_\_  
Date of Attendance From: \_\_\_\_\_ To: \_\_\_\_\_ Graduation Date \_\_\_\_\_
5. Do you have a GED/TASC issued by NYS? Yes ☐ No ☐ Date Issued: \_\_\_\_\_
6. 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: \_\_\_\_\_
7. Are you a veteran or other individual eligible for educational assistance under federal GI bills?  
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/ia/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. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_
2. CUNYFirst ID/Student ID \_\_\_\_\_ Email: \_\_\_\_\_
3. Current Address \_\_\_\_\_  
STREET CITY STATE ZIP
- 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                  |
|                   |                   | CITY STATE ZIP          |
| Mo __Day __Yr. __ | Mo __Day __Yr. __ | STREET                  |
|                   |                   | CITY STATE ZIP          |
| Mo __Day __Yr. __ | Mo __Day __Yr. __ | STREET                  |
|                   |                   | 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 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.