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 parent’s 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, TN.
   d. Non residents 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
- 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
Semester: ______________

Brooklyn College
Office of the Registrar

CUNY RESIDENCY FORM: PART A

1. Last Name __________________________ First Name __________________ Middle Initial ______

2. Empl ID __________________ 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 questions 4 or 5 and you are a U.S. citizen or permanent resident, you must complete Part C of this residency form.

If you answered “yes” to question 4 or 5 above and do not currently have lawful immigration status but have filed an application to legalize your immigration status or will file such a 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 questions 4 or 5 and you are a U.S. citizen, permanent resident or have a visa type eligible to qualify for resident tuition, you must complete Part C of this residency form.

*Please refer to the first page of this form for a comprehensive list of eligible visa categories.

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, during 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.
Brooklyn College
Office of the Registrar
CUNY RESIDENCY FORM: PART B

Affidavit of Intent to Legalize Immigration Status

State of New York:
County of ________________

___________________________________
(Student’s Name)
______________ ________________
being duly sworn, deposes and says that he/she does not currently 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__

___________________________________
(Notary Public)
Required Documentation Which Must Accompany the Residency Form

In addition to completing the residency form, students must submit required forms listed below as proof of residency. **All forms of proof must be dated at least 12 months prior to the first day of classes.** (e.g If the first day of classes for the Fall 2014 semester is August 27, 2014, students must prove residency in New York from August 27, 2013 to August 27, 2014.)

**YOU MUST SUBMIT EITHER:**

ONE of the forms listed below in Column A  OR  TWO forms listed below in Column B

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**Column A**

- Lease, deed or rent registration form (used for rent stabilized apartments) **signed** by the landlord (public or private agency) and the student or parent of the student with the same surname,

- Budget/benefit letter from New York City Public Assistance with the student’s New York address covering the 12 months period immediately preceding the first day of classes and including the student’s name,

- Benefit letter from Social Security with the student’s New York address covering the 12 month period immediately preceding the first day of classes including the student’s name,

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**Column B**

- A valid New York State driver’s license showing the date of issuance one year prior to the first day of classes,

- Homeowner’s or renter’s insurance policy,

- Automobile registration,

- Automobile insurance certificate,

- New York State “non-license” which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State or Federal agencies, certificate or card,

- Voter registration certificate or card,

- Telephone or utility bills or payment for services such as cable TV covering a period of 12 months,

- Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),

- Armed forces identification card DD form 2A (green),

- Attendance as a juror in New York State,

- Apartment lease **signed** by the landlord (an individual and is not a public or private agency) and the student.

- An **Alternate Lease Statement**, which may be used if the student’s name does not appear on the lease, may be substituted. It is available online. 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.**

- 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,

- Postmarked mail addressed to a student at a New York Address (a P.O. Box is not acceptable).

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**Important Note:** In addition to the items indicated below, the college may, at its discretion, require the student to submit additional documentation if it is believed that further proof is necessary in order that an accurate residency determination may be rendered.
Brooklyn College  
Office of the Registrar  
CUNY RESIDENCY FORM: PART C  
Semester: ___________

1. Last Name __________________________ First Name _______________ Middle Initial _____

2. Empl ID __________________________

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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo __ Day __ Yr __</td>
<td>Mo __ Day __ Yr __</td>
</tr>
<tr>
<td>STREET</td>
<td>STREET</td>
</tr>
<tr>
<td>CITY</td>
<td>CITY</td>
</tr>
<tr>
<td>STATE</td>
<td>STATE</td>
</tr>
<tr>
<td>ZIP</td>
<td>ZIP</td>
</tr>
</tbody>
</table>

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.  

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>


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.____________________________________
    ____________________________________________________________________________________
    ____________________________________________________________________________________

Revised 11/14