

NYS RESIDENCY

- If you are a newly admitted student or readmitted undergraduate or graduate student (except School of Social Work students) submit your NYS Residency application and required documents to the Office of Admissions, Room 203 North.
- If you are a currently enrolled (beyond first semester) undergraduate or graduate student (and ALL School of Social Work matriculated students) submit your NYS Residency application and required documents to the Office of the Registrar/OASIS, Room 217 North.
- Read the NYS Residency application directions carefully. Submit the required documents along with your Residency application to the appropriate office (see above). If you do not submit the correct documents, you will delay the processing of your request.
Note: The residency of dependent students (under age 24) reflects that of his/her custodial parent(s) regardless of how long the student has resided in New York State. To provide proof of independence, students must submit their most recent Federal, NYS taxes and W-2's and their parents Federal tax returns.
- For a timely response, you must submit your application and documents at least two weeks prior to the due date required on your bill. Requests for residency changes are not processed on the spot.
- You are responsible for the payment of any and all Out of State tuition by the tuition due date on your bill until your request for NYS residency status has been reviewed and a decision has been made in your favor. If a determination is made in your favor at a later date, you may be eligible for a tuition refund issued by the Office of the Bursar. This is a determination made by the Office of the Bursar.



The City University of New York

NEW YORK STATE RESIDENCY INFORMATION

The procedures described herein should be followed when completing the New York State Residency Application for Hunter College of the City University of New York. Required proof and other relevant documentation **must** accompany this application in order for an accurate residency determination to be rendered. Under no circumstance will this application be considered unless all applicable questions have been answered, and all required documentation **covering a period of at least twelve consecutive months immediately preceding the first day of classes has been provided.**

Please Note: All newly admitted students (new freshman, transfers, non degrees to degrees and new graduate students) or readmitted students provide proof of NYS residency at the Admissions office, Room 203 HN. Currently enrolled undergraduate and graduate students as well as all School of Social Work students provide proof of NYS residency before the first day of classes for any given semester at the OASIS, Room 217 HN.

The residency of dependent students (under age 24) reflects that of his/her custodial parent(s), regardless of how long the student lives in New York State. Residence in dormitory facility does not constitute residence in New York State.

NON-UNITED STATES CITIZENS

Students residing in the United States with **TEMPORARY IMMIGRATION STATUS OR PETITION STATUS ARE NOT ELIGIBLE** for classification (for tuition charging purposes) as a New York State official resident, and should not complete the Hunter College Residency Application.

Students in the United States on any temporary visa, (except A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1, H-4, I, K, L, N, R, S, T, U, V) are not eligible for classification as a New York State resident. Students with a Permanent Resident or a Refugee Visa, or any of the exceptions listed above, must submit the required documents listed below and submit the Visa and any official correspondence from the U.S. Department of Immigration having relevance to their status in the United States. **IF A STUDENT IS THE HOLDER OF A PERMANENT RESIDENT CARD, THE CARD MUST BE BROUGHT WITH THIS APPLICATION.**

QUALIFYING FOR THE IN-STATE RESIDENT TUITION

A college student may qualify for the resident tuition rate if he/she continuously maintained his/her 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.** *No Residency Form will be accepted after the end of the semester for which the student is applying for a determination.*

REQUIRED DOCUMENTATION WHICH MUST ACCOMPANY THE RESIDENCY APPLICATION

Students **must** submit required documents as proof of residency from items “a” through “p” listed below.

- The college must obtain **one** item from “a”, or “b”, or “c”, or “d” ;
- OR**
- The college must obtain **two** items from “e” through “p” (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).

Submit **One** item from the following; “a”, or “b”, or “c”, or “d”:

- 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 your most recent complete New York State tax return **with the pre-printed address label** and the corresponding W-2 form.

OR

Submit **Two** items from “e” through “p”:

- e) Copies of the most recent complete New York State tax return **without the preprinted address label** and the corresponding W-2 form. Response to New York State form 4506 requesting State tax information is acceptable if the State government acknowledges 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’s 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) Telephone or utility bills or payment of services such as cable TV covering a period of up to 12 months,
- l) Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),
- m) Armed Forces identification card DD Form 2A (green),
- n) Attendance as a juror in New York State,
- o) 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 doesn’t 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,**
- p) 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).

REV:01/05

*****Please note all documents submitted become the legal property of the college and may not be surrendered back to the applicant.***

CITY UNIVERSITY RESIDENCY FORM

1. Last Name _____ First Name _____ MI _____
2. Student ID # _____ - _____ - _____ Date of Birth ____/____/____ Day Tel # (____) _____
Eve Tel # (____) _____
3. Do you live with your parents? Yes No
4. Do you live with other relatives? Yes No If yes, describe _____
5. Do you live with someone other than a relative? Yes No If yes, describe _____

List below all your addresses, including temporary and summer addresses during the past 12 months, starting from your current address and working backwards.

FROM	TO	COMPLETE ADDRESS
Mo _____ Day _____ Year _____	Present	
		CITY STATE ZIP
Mo _____ Day _____ Year _____	Mo _____ Day _____ Year _____	
		CITY STATE ZIP
Mo _____ Day _____ Year _____	Mo _____ Day _____ Year _____	
		CITY STATE ZIP

6. 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 his/her name and address? _____

C. Where did you live during the last June through August period? If different from 6A, give reason for being elsewhere during that period. _____

7. A. Please list below all full-time and part-time employment (including summer employment and most recent employment).

EMPLOYER	ADDRESS	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 twelve months? Yes No
- D. Did you file a Federal Tax return during the past twelve months? Yes No
8. What are your purposes for residing in New York City or New York State? _____

9. 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
10. Do you presently intend to permanently live in New York City or New York State? Yes No
11. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting your residency determination? Yes No
- If yes, please give details _____

12. Do you have any other proof you wish to present in support of your application to be declared a resident of New York City/State for the City University Tuition purposes? Yes No
- If yes, please give details below and attach any relevant documents _____

I hereby certify that I have completed this form truthfully to the best of my knowledge. I understand further that any decision classifying me as a New York City/State resident is subject to review should the College subsequently learn that the information provided herein is inaccurate or incomplete; under those circumstances, I will be required to pay retroactive, non-resident tuition and be subject to the penalties of my college relating to non-payment of tuition.

Student Signature _____ Date _____

PLEASE NOTE: YOU HAVE THE RIGHT TO APPEAL A NON-NEW YORK CITY/STATE RESIDENCY DETERMINATION

If you wish to appeal, you must notify the office in which you submitted your application to in writing within 10 days of being notified that you have been determined to be a non-resident. This statement should indicate why you disagree with the decision and should be placed in a sealed envelope with your name on it. The office that you submitted your application to will submit the Residency Form, copies of all documentation provided by you and any statement made by you, along with the determination made by the college, to the Office of the Vice Chancellor for Legal Affairs and General Counsel.

<u>OFFICIAL USE ONLY</u>		
DATE PROCESSED	REPRESENTATIVE	RESIDENCY AWARDED
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
		CODE: _____

