

NYS RESIDENCY

- If you are a *newly admitted* or *readmitted* **Undergraduate** student, submit your NYS Residency application and required documents to the **Office of Undergraduate Admissions, Room 203 North.**
- If you are a *newly admitted* or *readmitted* **Graduate** student, submit your NYS Residency application and required documents to the **Office of Graduate Admissions, Room 223 HN.**
- If you are a *currently enrolled* (beyond first semester or semester of readmission) **Undergraduate** or **Graduate** student, 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.**

Where to submit this Application

All *newly admitted* and *readmitted Undergraduate* students (new freshman, transfers and non degrees to degrees) provide proof of NYS residency at the office of Undergraduate Admissions, Room 203 HN. All *newly admitted* and *readmitted Graduate* students provide proof of NYS residency at the Office of Graduate Admissions, Room 223 HN. All *currently enrolled* (beyond first semester or semester of readmission) Undergraduate and Graduate students provide proof of NYS residency 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.**

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** (mailed by IRS to your home) 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).

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

REV:04/09

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 _____ STREET |
| Mo __ Day __ Yr __ | Mo __ Day __ Yr __ | CITY STATE ZIP _____ 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.



The City University of New York
ALTERNATE LEASE STATEMENT

Name of the Student Last First MI Semester

Student ID # Day Tel # () Eve. Tel # ()

Address Apt #

City State Zip Code -

E-Mail

I lived at the above address from Month/Day/Year to Month/Day/Year but the lease is NOT in my name.

TO BE COMPLETED BY THE PERSON WHOSE NAME APPEARS ON THE LEASE OR CONTRACT

I Owner's/Leasee's Name certify that I reside at the address indicated above and Student's Name has resided with me from Month/Day/Year to Month/Day/Year.

Proof that I have resided at the above address for one year is attached (e.g. lease, telephone bill, utility bill, apartment or house insurance, mortgage statement).

Signed Date

NOTARIZED

Sworn before me this day of the month of , 20

Notary Public

I certify that the above information is accurate and complete. I understand that this information may affect my residency status at the college.

I understand that if I provide false information or withhold relevant information in order to obtain resident status, Hunter College may revoke its determination of in-state residency, and that I will owe non-resident tuition for each semester or session that I have attended under these circumstances. I also understand that I may be subject to disciplinary action.

Signed Date

NOTARIZED

Sworn before me this day of the month of , 20

Notary Public