

Applying for New York State Residency for Tuition Billing Purposes

APPLICATION DEADLINES

Completed residency applications must be submitted by the last date for add/drop for the term in which tuition is due. Applications received after the last date for add/drop will be reviewed and will become effective for the next term, if approved. **Incomplete applications will delay processing. All students must sign under the section titled Applicant’s Affirmation on page 3.**

Definition of Domicile: A fixed, permanent home, for legal purposes, to which a person returns after a period of absence.

COMPLETING THE APPLICATION AND PROVIDING DOCUMENTATION

If you are charged tuition at the out-of-state rate and believe you are eligible for in-state tuition rates, you will need to apply for New York State Residency for Tuition Billing Purposes. At least three (3) documents demonstrating domicile must be submitted by all applicants. Additional documents also may be

required. All documents must be dated one year or more prior to the start date of the term for which you are applying for residency. The burden of proof is upon the applicant to provide a completed application and supporting documentation to the Student Accounts office that he/she has established a domicile in New York state.

1. Independent Students — Are financially self-sufficient and no longer receive any financial support from parents or legal guardians.

Application: Complete Sections A and B.
Documentation: Must provide evidence of New York state domicile (see *Column 1, Independent Student*).

2. Dependent Students — Are financially dependent and receive financial support from parents, legal guardians, or spouse.

Application: Complete Sections A and C.
Documentation: Must be in the name of the parent, legal guardian, or spouse (see *Column 2, Dependent Student*).

Acceptable Document Type	1. Independent Student	2. Dependent Student
Alien Registration Card or Visa (Non-U.S. Citizens only) — must provide a copy of Permanent Resident Card or VISA in addition to three documents from the list below. <i>Permanent Residents, Refugees, and Asylees, including those with pending applications, certain visa holders* and some undocumented aliens may establish NYS residency in accordance with these policies. *A, E1, E2, G, H-1B, H-1C, H4 (spouse or children of H-1B or H-1C), I, K, L, N, O1, O3, R, S, T, U, and V.</i>		
Documents used to demonstrate domicile — at least three (3) must be submitted and more may be required.		
NYS Driver’s License NYS Learner Permit NYS Identification Card	Student	Student and Parent/Spouse
NYS Vehicle Registration	Student	Parent/Guardian/Spouse
NYS Voter Registration	Student	Parent/Guardian/Spouse
Signed NYS Residential Lease, Deed, or Property Tax	Student	Parent/Guardian/Spouse
Utility Bill — must provide two statements of the same type of utility service, e.g., electric/gas/heating/water/sewer/cable (Currently held account: one current statement and one statement issued 12 months prior to term start)	Student	Parent/Guardian/Spouse
Signed NYS Income Tax Return (from prior year) (Form IT-201 or IT-203) AND Form 1099 or Form W-2	Student	Parent/Guardian/Spouse
Documentation that applicant receives public assistance from New York state or from a city, county, or municipal agency in New York state	Student	Parent/Guardian/Spouse

At least three (3) documents must support the claim to have permanently resided in New York state for at least 12 consecutive months prior to the beginning of the term you are applying for.



Voter Registration Information

Are you a registered voter? Yes No

If yes _____
State of registration Date of registration

Driver License and Vehicle Information

Do you have a drivers license, state issued identification card

Or learner's permit? Yes No

If yes _____
State of license, Issue date, Driver's license No.

Do you own a car? Yes No

If yes _____
State of registration | Registration date | License plate No.

Tax Filing Information

In what state did/will you (or your spouse) file resident taxes for last year _____ current year? _____ next year? _____

Section B (Must be completed by applicants who are *not* financially dependent on parents, legal guardians, or spouse. See page 1, column 1 for a list of required supporting documentation. Skip **Section B** if you are financially dependent upon a parent, legal guardian, or spouse and proceed to **Section C**.)

Did you or will you live in an apartment, house or building owned or leased by your parents for more than six weeks during last year? Yes No

Did you or will you live in an apartment, house or building owned or leased by your parents for more than six weeks during this year? Yes No

Were you or will you be claimed as a dependent on your parents' Federal or State Income Tax Return of last year? Yes No

Were you or will you be claimed as a dependent on your parents' Federal or State Income Tax Return of this year? Yes No

Are you a student who no longer receives parental support? If yes, when did you become independent? Yes No

MM | YYYY

List below your sources of financial support/income for the past two (2) years:

FROM	TO	Name and Address of Employer	Hours / Week

If not employed, please explain and attach proof of your financial resources.

Applicant's Affirmation (Must be completed by all students)

I, _____, the applicant herein, being duly sworn, do hereby affirm that I am a resident of New York state and that it is my intention to remain in New York state, and that all information provided on this form, and attachments thereto, is accurate, complete, and true to the best of my knowledge. I understand that providing false information knowingly will disqualify me from consideration for New York state residency status.

Signature of applicant _____

Date _____

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Section C (To be completed by the person — parent, legal guardian, spouse — who claimed or will claim the student as a dependent for income tax purposes last year. See page 1, column 2, for a list of required supporting documentation.)

Name

Last Frist MI

Relationship to applicant _____

Permanent Address

Street Address City State Zip

Length of time at this address _____
(From MM | YYYY to MM | YYYY)

Do you rent or own your home? Rent Own

Previous Address

Street Address City State Zip

Length of time at this address _____
(From MM | YYYY to MM | YYYY)

Phone numbers: Home (_____) _____

Business (_____) _____

Citizenship U.S. citizen Other

If other, Please specify _____
And include either a copy of your Permanent Resident Card
(Form I-551) or VISA _____

Tax Filing Information – Please list states in which you filed or will file *resident* taxes:

Last year Current Year Next Year

Driver License and Vehicle Information

Do you have a drivers license? Yes No

If yes _____
State of license, Issue date, Driver's license No.

Do you own a car? Yes No

If yes _____
State of registration | Registration date | License plate No.

Affirmation (Must be completed by parent, legal guardian or spouse.)

I do hereby affirm that the above information provided is accurate, complete, and true to the best of my knowledge.

Signature of applicant

Date

Office Use Only
Denied by _____ Approved by _____
Term _____
Date _____
Banner update and email sent to student _____

Office Notes and Comments

***INCOMPLETE APPLICATIONS WILL DELAY PROCESSING**