



NYS RESIDENCY

- If you are a *newly admitted* student, submit your NYS Residency application and required documents to the **Office of Admissions, Room AC-1B07**.
- If you are a **currently enrolled** (beyond first semester or semester of readmission), submit your NYS Residency application and required documents to the **Office of the Registrar, Room AC-1H06**.
- 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.



NEW YORK STATE RESIDENCY INFORMATION

The procedures described herein should be followed when completing the New York State Residency Application for York College/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* Undergraduate students (new freshman, transfers and non degrees) provide proof of NYS residency at the Office of Admissions, Room 1B07. All *currently enrolled* (beyond first semester or semester of readmission) Undergraduate and Graduate students provide proof of NYS residency at the Office of the Registrar, Room 1H06.

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 York 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).