

BONA FIDE RESIDENT OF NEW YORK

To be eligible for New York State resident tuition rates, you must prove that you have been a resident of New York State for at least the twelve month period prior to the first day of classes. The information you provide will determine if you meet the guidelines of the Board of Trustees of The City University of New York. *Failure to provide the required documentation will result in your being billed as a non-resident.*

New graduate students should submit any of the approved combinations of the documentation listed below to the Office of Graduate Admissions, 135 East 22nd Street, 10th Floor, New York, NY 10010.

The student must submit required forms of proof from:

A or B or C or D – OR - 2 Items from E through Q

- 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 parents 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 the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 Form,
- E. Copies of the most recent complete Federal or New York State tax returns without the preprinted address label 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,
- 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 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. Voter registration certificate or card,
- L. Telephone or utility bills or payments for services such as cable TV covering a period of up to 12 months,
- M. Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),
- N. Armed forces identification card DD Form 2A (green),
- O. Attendance as a juror in New York State
- P. 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 does not appear on the lease, the "Alternate Lease Statement" may be submitted. 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,
- Q. 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).

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.

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 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 you wish to present in support of your application to be declared a resident of New York State for City University tuition purposes? Yes ___ No _____. If yes, please provide details. _____

I certify that all information provided and all statements made in all sections on 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 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 _____

PLEASE NOTE: YOU HAVE A RIGHT TO APPEAL A NON-NEW YORK STATE RESIDENCY DETERMINATION
If you wish to appeal, you must notify the Office of Undergraduate Admissions in writing within ten days of being notified that you have been determined to be a non-resident. At that time you may submit a statement to Mr. Hugo Morales, Assistant Director of Undergraduate Admissions, indicating why you disagree with the decision. Mr. Morales will submit your appeal, the Residency Form, copies of all documentation, and his determination to the Senior Vice-Chancellor for Legal Affairs and General Counsel.