Verification of Status for Tuition Determination

You will be billed at the higher (nonresident) tuition rate based on the information included on your application for admission. In order to be considered for the lower (resident) tuition rate, you will need to provide proof of U.S. citizenship (or permanent residency or non-immigrant alien status) and proof that you have lived in New York State for a consecutive period of one year prior to the first day of classes of the semester for which you are applying.

You must bring in to the Admissions or Registrar’s Office all original documents for all the items listed below before you register for classes. Please note that copies are NOT acceptable. Any changes made to your tuition status after the semester in question will not be retroactive.

☐ Students Under the Age of 18: If you have a legal guardian other than your parents, or your parents are separated or divorced, a copy of the legal guardianship papers or court order indicating legal custodianship must be submitted.

☐ Students Under the Age of 24: A student under the age of 24 must submit sufficient evidence to determine whether the student is a resident of the parents’ state, or New York.

☐ Immigration Status: The following items will determine if your immigration status makes you eligible for the lower tuition rate:
  - Permanent residents must submit their Alien Registration Card (green card) or passport and I-94 Card with I-551 stamp.
  - Immigrant aliens pending permanent residency status and non-immigrant aliens must submit their passport and I-94 Card.
  - Proof of U.S. citizenship: U.S. passport, birth certificate, or naturalization papers.
  - “Refugee/Asylum Granted” stamped on passport or I-94 Card.

☐ Residency: Please complete the enclosed City University Residency Form and submit it with the documents requested below. These items will prove that you have been living in New York State for a consecutive period of one full year prior to the first day of classes of the semester for which you are applying. The documents must cover the period from _________________ to _________________:

From the list of items “a” through “o” indicated below, you must submit:

- One item from items “a” through “e” OR
- Two items from items “f” through “o” – 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 12-month period are acceptable, provided that they show you are living at the same address.

Items “a” through “e” are as follows:

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 the parent of the student with the same surname.

b. Benefit 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.

c. 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.

d. Copies of the most recent complete federal or New York State tax returns and the corresponding W-2 or 1099 forms with proof of submission.

e. DD214 or military identification card.

f. A valid New York State driver’s license showing the date of issuance at least 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 another official city, state, or federal agency.

k. Telephone or utility bills or payments for services, such as cable TV, covering a period of up to 12 months.

l. Monthly bank or credit card statements covering a period of up to 12 months (dollars amounts may be blocked out).

m. Proof verifying service as a juror in New York State.

n. 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, an “Alternate Lease Statement” may be substituted. The “Alternate Lease Statement” must be completed by both the person whose name appears on the lease/contract and the student and then notarized. The person whose name appears on the lease/contract must also submit proof (i.e., lease, telephone, utility, or similar type bills, as noted above) of residency at his/her current address for the previous 12 months.

o. Postmarked mail addressed to the student at a New York address more than 12 months immediately preceding the first day of classes (mail addressed to a P.O Box is not acceptable).

Note: In addition to the items indicated above, the college may—at its discretion—consider additional documentation from a student if it believes that an accurate residency determination may be rendered through that documentation.

..........................................................  DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY ..........................................................

☐ Freshman ☐ Transfer ☐ SEEK ☐ ACE/LEAP ☐ Non-Degree ☐ Reenter ☐ Semester ________________

Requested by __________________________________________ Date ____________________ Rev. Fall 2014
CITY UNIVERSITY RESIDENCY FORM

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 ☐

Visa 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. If you answered “yes” to item 4, did you apply to CUNY within 5 years of your graduation date? Yes ☐   No ☐

6. Do you have a GED issued by NYS? Yes ☐   No ☐

Date Issued: ___________

If you answered “yes” to questions 4 and 5, or to question 6, and are a U.S. citizen or permanent resident alien, you do not need to complete any further section of this form.

If you answered “yes” to questions 4 and 5, or to question 6, 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 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 resident status, 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, during the semester for which resident tuition is being sought.

• If the College finally determines that you are non-resident and you wish to appeal, you must notify the Registrar's Office (or other designated college appeal office) 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 the Registrar (or other designated official) 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.
Affidavit of Intent to Legalize Immigration Status

_____________________________, being duly sworn, deposes and says that he/she does not currently have 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

1. Last Name ____________________________ First Name _______________ Middle Initial ______

2. Soc.Sec. No. ________________

3. Current Address ______________________________  ________________  _______  ________

   STREET     CITY           STATE         ZIP

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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo __ Day __ Yr __</td>
<td>Mo __ Day __ Yr __</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Mo __ Day __ Yr __</td>
<td>Mo __ Day __ Yr __</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Mo__ Day __ Yr __</td>
<td>Mo __ Day __ Yr __</td>
</tr>
<tr>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 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. 
   ____________________________________________________________________________________
   ____________________________________________________________________________________
   ____________________________________________________________________________________

Rev 1/13