



## Instructions for the Completion of the CUNY Residency Form

The procedures described herein must be followed when completing the CUNY Residency Form. Required forms of proof and other relevant documentation must accompany this form in order that an accurate residency determination may be rendered. The "intent to remain a resident" portion of the form must be completed prior to a residency determination. Under no circumstances will this form be considered unless all applicable questions have been answered.

### Qualifying For the Senior College Resident Tuition Rate.

In general, to qualify for the resident tuition rate at a senior college based on residence in the state of New York, a student must:

- Be a U.S. citizen, permanent resident or in a qualifying immigration status (see section below regarding qualifying immigration statuses); AND
- Have continuously maintained his/her principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes; AND
- Have a bona fide intention of living in New York permanently.

### Rules Relating to Establishing Residence in New York

- Generally, a dependent student's state of residency is considered the same as that of his or her custodial parent(s) or legal guardians.
- The legal residence of a dependent student whose parents are divorced, separated, or otherwise living apart will be considered New York State if the student resides for 12 months with the parent who is a New York State resident.
- To be considered a New York State resident, a student whose parent(s) or legal guardian(s) reside out of state must present evidence that he or she meets CUNY's residency requirements set forth in above, AND EITHER

(a) that he/she is financially independent from his/her parents. Factors taken into account in determining financial independence include, but are not limited to: whether the student is taken as a dependent on parents' federal and state income tax returns; whether the student is employed and the amount the student earned relative to expenses; the extent of financial support received by the student from parents or guardians; and other sources of student income OR

(b) that he/she, despite being dependent on out-of-state parents(s) or legal guardian(s), has changed his/her domicile, i.e. the place that he/she has a bona fide intention of living permanently, to New York State. Such a showing must be made by clear and convincing evidence. Students who claim that New York is their domicile are expected to have a New York State driver's license or New York State issued identification card dated a minimum of twelve (12) months prior to the start of the semester. In addition, a student is expected to submit documentary evidence indicating he/she has changed his/her domicile to New York, such as the following:

1. evidence that the student has filed a New York State resident income tax return for the previous calendar year;
2. evidence that the student resided in the State of New York for a significant period of time for other than-educational purposes prior to attending CUNY; evidence that the student resides in property owned by the student or his/her parent(s) or legal guardian(s) in the State of New York;
3. evidence showing that the student uses his/her New York address as his/her sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records,

loan and scholarship records, school records, military records, leases and similar kinds of documents.

Students aged 24 and older are considered independent and are not deemed to have the same state of residency as their parent(s)

Students under the Age of 18

If the student has a legal guardian other than his/her parents, or his/her parents are separated or divorced, a copy of the legal guardianship papers or court order indicating legal custodianship must be submitted.

Required Documentation which must accompany the Residency Form

The student must submit two items "a" through "n" (Note: All items must document proof of residency for the 12 month period immediately preceding the first day of classes. Documents in the same category 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.)

Items "a" through "n" 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 parent of the student with the same surname.
- b)** Letter showing eligibility or disbursement of Social Security or 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)** Copies of the most recent complete Federal and New York State tax returns 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.
- d)** A valid New York State driver's license or a "non-driver license" issued by the New York State Department of Motor Vehicles showing the date of issuance one year prior to the first day of classes.
- e)** IDNYC New York City municipal identification card, showing the date of issuance at least one year prior to the first day of classes.
- f)** Homeowner's or renter's insurance policy with the student's name listed as insured.
- g)** Automobile registration with the student's name listed.
- h)** Automobile insurance certificate with the student's name listed as insured.
- i)** Voter registration certificate or card with the student's name.
- j)** Bills for telephone, utility, cable TV or other home services, in the student's name, or other evidence of telephone, utility, cable TV or other home services provided to the student covering a period of 12 months.
- k)** Monthly bank or cred it card statements, with the student's name, covering a period of 12 months (dollar amounts may be blocked out).
- l)** Attendance as a juror in New York State with the student's name.
- m)** Housing lease signed by the land lord (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 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.

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

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 the additional documentation.