Applying for New York State Residency for Tuition Billing Purposes

**APPLICATION DEADLINES**
- Fall Semester Deadline: October 1
- Winter Session Deadline: January 2
- Spring Semester Deadline: March 1
- Summer Sessions Deadline: July 1

**Incomplete Applications Delay Processing**
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 may also be required. All documents must be dated one year or more prior to the start date of the semester, term or module for which you are applying for residency.

**Applying for New York State Residency for Tuition Billing Purposes**

<table>
<thead>
<tr>
<th>Acceptable Document Type</th>
<th>1. Independent Student (Application Sections A &amp; B) Documents Must Come From:</th>
<th>2. Dependent Student (Application Sections A &amp; C) Documents Must Come From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alien Registration Card or Visa (Non-U.S. Citizens only) <em>Permanent Residents, Refugees and Asylees, including those with pending applications, certain visa holders</em> and some undocumented aliens may establish NYS residency in accordance with these policies. <em>A1-A3, E1, E2, G1-G5, H1B, H1C, H4, I, K1-K4, L1, L2, N8, N9, O1, O3, S5-S7, T1-T4, U1-U4, and V1-V3.</em></td>
<td>Student</td>
<td>Student and Parent/Spouse</td>
</tr>
<tr>
<td>NYS Driver License</td>
<td>Student</td>
<td></td>
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<tr>
<td>NYS Learner Permit</td>
<td>Student</td>
<td></td>
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<tr>
<td>NYS Identification Card</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>NYS Vehicle Registration</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>NYS Voter Registration</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Signed NYS Residential Lease, Deed, or Property Taxes</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>(At least 12 months prior to the start of the semester)</td>
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<tr>
<td>Utility Bill, e.g.: Electric/Gas/Heating/Water/Sewer/Cable</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>(Currently held account: one current statement and one statement issued 12 months prior to the start of the semester.)</td>
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</tr>
<tr>
<td>NYS Bank Account</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>(Currently held account: one current statement and one statement issued 12 months prior to the start of the semester.)</td>
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</tbody>
</table>

**Documents Used to Demonstrate Financial Independence** – and in one case – Domicile**

| **Signed NYS and Federal Income Tax Returns** | Student | Parent/Guardian/Spouse |
| (From prior year.) | | |
| TA/RA/GA Departmental Offer Letter With Signatures | Student | N/A |
| Form 1099; Form W-2; Trust Documents, etc. | Student | N/A |

**Exceptions to Domicile Rule:**

| Military Home of Record – Form DD-4 | N/A | Parent/Guardian/Spouse |
| (Dependents and spouses of Full-Time Active Members of the U.S. Armed Forces stationed out-of-state, whose Home of Record is NYS.) | | |
| Active Duty Military Orders | Student | Parent/Guardian/Spouse |
| (Members of U.S. Armed Forces on Full-Time Active Duty and stationed in NYS, and their spouse and dependents.) | | |
| U.S. Military Identification and/or Uniformed Services Identification and Privilege Card | Student | Parent/Guardian/Spouse |
| Official/Final High School Transcript w/award of degree. | Student | N/A |
| Affidavit of Intent to Legalize Immigration Status | Student | N/A |

**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 semester or term you are applying for.**
Application for New York State Residency Status for Tuition Billing Purposes
Student Accounts Office | CC-G26 | 1400 Washington Avenue | Albany, NY 12222
Fall Semester Deadline: October 1
Winter Session Deadline: January 2
Spring Semester Deadline: March 1
Summer Sessions Deadline: July 1
PLEASE PRINT INFORMATION CLEARLY
ANSWER ALL QUESTIONS*

Section A  (Must be completed by ALL applicants. See table on Page 1, “Documents Used to Demonstrate Domicile.” All applicants must submit at least three (3) documents demonstrating domicile; more may be required.)

Date of Application ______________________________

Semester/year for which you are applying for NYS Residency (e.g. Spring 2014) ______________________________

Telephone numbers
Home ___________________________________________
Cell ___________________________________________
Work ___________________________________________
E-mail ___________________________________________

County of residence ______________________________

Do you rent or own your home?  □ Rent  □ Own

Local address (if different from permanent)
Street ______________________________
City ______ State ______ Zip ______

Permanent address
Street ______________________________
City ______ State ______ Zip ______

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

If less than 3 years at the above address, list addresses for last 3 years:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Street Address</th>
<th>City</th>
<th>State, Zip</th>
</tr>
</thead>
<tbody>
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</table>

Education
Did you attend and graduate from a New York State high school or an approved NYS program for General Equivalency Diploma (GED) examination?  □ Yes  □ No

Name of High School Attended ____________________________
County __________ State __________

Date of Graduation: MM | YYYY

Did you attend this high school for two years or more?   □ Yes  □ No
Have you ever received a state award (TAP, Regents Scholarship, Empire State Fellowship, Challenger)?   □ Yes  □ No
If yes, at what institution?_____________________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.
U.S. Armed Forces Information
Are you or your parent or spouse a member of the U.S. Armed Forces on full-time active duty? □ Yes □ No
If yes, submit a copy of Form DD-4 Home of Record, Active Duty Orders, Military ID, & check: □ Self □ Parent □ Spouse

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 driver’s 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. ____________________________

Tax Filing Information
In what state did/will you (or your spouse) file resident taxes for 2012? _________ 2013? _________ 2014? _________

Section B (Must be completed by applicants who are not financially dependent on parents, legal guardians, or spouse.
Students claiming financial independence must also provide documented evidence of financial self-sufficiency; 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 6 weeks during 2013? □ Yes □ No

Did you or will you live in an apartment, house or building owned or leased by your parents for more than 6 weeks during 2014? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2013? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2014? □ Yes □ No

Are you a student who no longer receives parental support? If yes, when did you become independent? _________ MM | YYYY

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

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Name and Address of Employer</th>
<th>Hours / Week</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

If not employed, list your financial resources:


Applicant’s Affirmation (Must be completed by ALL applicants.)
The following affirmation statement must be completed and notarized before a Notary Public.
STATE OF NEW YORK ______________________________________
COUNTY OF ______________________________________
I, _______________________________________________, the applicant herein, being duly sworn, do hereby affirm that I am a bona fide legal Resident domiciled in the State of New York, that it is my intention to remain in New York State, and that all information provided on this form, and attachments hereto, is accurate 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.

Sworn to before me this __________ day of ______________, ________

Signature of Applicant ____________________________
Notary Public ____________________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*
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                                  First                                      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)

Telephone Numbers                   Home (_______) ____________________________________________

Business (_______) ____________________________

Citizenship                          ☐ U.S. citizen  ☐ Other    If other, please specify_______________________________

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

2012                                2013                                2014

Driver License and Vehicle Information

Do you have a driver’s 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.)
The following affirmation statement must be completed and notarized before a Notary Public.

STATE OF NEW YORK

) ss:

COUNTY OF __________________________

I, ________________________________, being duly sworn, do hereby affirm that I am a bona fide legal Resident domiciled in the State of New York, and that all information provided on this form, and attachments hereto, is accurate and true to the best of my knowledge. I understand that providing false information knowingly will disqualify the student from consideration for New York State residency status.

Sworn to before me this_______day of __________, 20___

Signature of Applicant’s Parent/Custodian/Spouse

Office Use Only

Denied ☐ Approved ☐

Term: __________________________

Date: __________________________

PeopleSoft Update: __________________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*