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.

<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)</td>
<td>Student</td>
<td>Student and Parent/Spouse</td>
</tr>
<tr>
<td>Permanent Residents, Refugees and Asylees, including those with pending applications, certain visa holders* and some undocumented aliens may establish NYS residency in accordance with these policies.</td>
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<tr>
<td>*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.</td>
<td></td>
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</tr>
<tr>
<td>NYS Driver License</td>
<td>Student</td>
<td></td>
</tr>
<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>
</tr>
<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 (At least 12 months prior to the start of the semester)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Utility Bill, e.g.: Electric/Gas/Heating/Water/Sewer/Cable (Currently held account: one current statement and one statement issued 12 months prior to the start of the semester.)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>NYS Bank Account (Currently held account: one current statement and one statement issued 12 months prior to the start of the semester.)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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</table>

**Documents Used to Demonstrate Independence — and in one case — Domicile**

<table>
<thead>
<tr>
<th><strong>Signed NYS and Federal Income Tax Returns (From prior year.)</strong></th>
<th>Student</th>
<th>Parent/Guardian/Spouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>TA/RA/GA Departmental Offer Letter With Signatures</td>
<td>Student</td>
<td>N/A</td>
</tr>
<tr>
<td>Form 1099; Form W-2; Trust Documents, etc.</td>
<td>Student</td>
<td>N/A</td>
</tr>
<tr>
<td>Military Home of Record – Form DD-4 (Dependants and spouses of Full-Time Active Members of the U.S. Armed Forces stationed out-of-state, whose Home of Record is NYS.)</td>
<td>N/A</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Active Duty Military Orders (Members of U.S. Armed Forces on Full-Time Active Duty and stationed in NYS, and their spouse and dependents.)</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>U.S. Military Identification and/or Uniformed Services Identification and Privilege Card</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
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<tr>
<td>Veterans: Certificate of Eligibility OR Form DD-214</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>Dependents of Veterans: Certificate of Eligibility &amp; Form DD-214</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
</tbody>
</table>

**New York State High School Exception to Domicile Rule:**

| 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 | Campus Center - G26 | 1400 Washington Avenue | Albany, NY 12222

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. Fall 2017)

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)

Permanent address

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

<table>
<thead>
<tr>
<th>From MM</th>
<th>YYYY</th>
<th>To MM</th>
<th>YYYY</th>
<th>Street Address</th>
<th>City</th>
<th>State, Zip</th>
</tr>
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<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
Are you a veteran or the dependent or spouse of a veteran of the U.S. Armed Forces?  
☐ Veteran  ☐ Dependent/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 2015?   2016?   2017?

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 2016?  
☐ 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 2017?  
☐ Yes  ☐ No
Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2016?  
☐ Yes  ☐ No
Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2017?  
☐ Yes  ☐ No
Are you a student who no longer receives parental support? If yes, when did you become independent?  
☐ Yes  ☐ No
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>
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</tbody>
</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  
) ss:
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 ____________________, 20__

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:

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
</table>

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 )
COUNTY OF _______________________________

) ss:

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 _______________________________

Notary Public _______________________________

Office Use Only

Denied ☐ Approved ☐

Term: _______________________________

Date: _______________________________

PeopleSoft Update: _______________________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*