Applying for New York State Residency for Tuition Billing Purposes

**APPLICATION DEADLINES**
- Fall Semester Deadline: October 1
- Winter Session Deadline: January 1
- 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.

**Acceptable Document Type**

| Documents Used to Demonstrate Domicile – At least three (3) must be submitted, and more may be required. |
|---|---|---|
| Alien Registration Card or Visa (Non-U.S. Citizens only) 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. *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. | Student | Student and Parent/Spouse |
| NYS Driver License NYS Learner Permit NYS Identification Card | N/A | Parent/Guardian/Spouse |
| NYS Vehicle Registration | Student | Parent/Guardian/Spouse |
| NYS Voter Registration | Student | Parent/Guardian/Spouse |
| Signed NYS Residential Lease, Deed, or Property Taxes (At least 12 months prior to the start of the semester) | Student | Parent/Guardian/Spouse |
| 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.) | Student | Parent/Guardian/Spouse |
| NYS Bank Account (Currently held account: one current statement and one statement issued 12 months prior to the start of the semester.) | Student | Parent/Guardian/Spouse |

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

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

1. **Independent Students** – Are financially self-sufficient and no longer receive any financial support from parents or legal guardians.
   - Application: Complete Sections A and B.
   - Documentation: Must provide evidence of both financial independence as well as a New York State domicile (see Column 1, Independent Student).

2. **Dependent Students** – Are financially dependent and receive financial support from parents, legal guardians, or spouse.
   - Application: Complete Sections A and C.
   - Documentation: Must be in the name of the parent, legal guardian, or spouse (see Column 2, Dependent Student).

**SIGNING THE APPLICATION**
*Applications must be signed before a Notary Public* by anyone whose personal information appears on the application. All students must sign the attestation on page 3; all parents, legal guardians, or spouses must sign the attestation on page 4.
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) __________________________________________________________

Permanent address __________________________________________________________

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 MM</th>
<th>YYYY</th>
<th>To MM</th>
<th>YYYY</th>
<th>Street Address</th>
<th>City</th>
<th>State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 2011? _______ 2012? _______ 2013? _______

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 2012? □ 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 2013? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2012? □ 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

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>
<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>

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 ____________________________ ) ss:
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 Name ___________________ First Name ___________________ 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>Year</th>
<th>State 1</th>
<th>State 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</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**

) 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 ___________________

Notary Public ___________________

**Office Use Only**

Denied  [ ]  Approved  [ ]

Term: ___________________

Date: ___________________

PeopleSoft Update: ___________________

* INCOMPLETE APPLICATIONS WILL DELAY PROCESSING.*

October 2013