Applying for New York State Residency

Application Deadlines
Fall Semester Deadline: October 1
Spring Semester Deadline: March 1
Summer Sessions Deadlines:
  June 15 (sessions starting through May)
  August 1 (sessions starting through July)

Completing the Application
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.

1. Are you financially independent (emancipated) and no longer receive any financial support from your parents or legal guardians?
   Complete Sections A and B of the application.

2. Do you receive financial support from your parents, legal guardians, or spouse?
   Complete Sections A and C of the application.

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 2; all parents, legal guardians, or spouses must sign the attestation on page 3.

Providing Documentation*
A minimum of three (3) documents from the list below must be submitted. Documents must bear issue dates of one year or more prior to the start date of the semester, term or module for which you are applying for residency. Students claiming financial independence must provide evidence of both financial independence as well as a New York State domicile (see Column 1, Independent Student). Students who are financially dependent upon parents or legal guardians must submit supporting documents in the name of the parent/guardian (see Column 2, Dependent Student).

Definition of Domicile: A fixed, permanent home for legal purposes to which a person returns after a period of absence.

<table>
<thead>
<tr>
<th>Acceptable Document Type</th>
<th>1. Independent Student (Application Sections A &amp; B)</th>
<th>2. Dependent Student (Application Sections A &amp; C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alien Registration Card or Visa (Non-U.S. Citizens only)</td>
<td>Student</td>
<td>Student and Parent</td>
</tr>
<tr>
<td>Permanenct 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>
<td></td>
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</tr>
<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>
<td>The following documents may be used as evidence of domicile:</td>
<td></td>
<td></td>
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<tr>
<td>NYS Driver License</td>
<td>Student</td>
<td>Student and Parent</td>
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<tr>
<td>NYS Learner Permit</td>
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<tr>
<td>NYS Identification Card</td>
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<td></td>
</tr>
<tr>
<td>NYS Vehicle Registration</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>NYS Voter Registration</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>Signed NYS Residential Lease, Deed, or Property Taxes</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>Utility Bill, e.g.: Electric/Gas/Heating/Water/Sewer/Cable</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>(Currently held account: one current statement and one issued 12 months prior to the start of the semester.)</td>
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<tr>
<td>The following documents may be used to demonstrate financial independence, and in some cases, domicile*:</td>
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<tr>
<td>* NYS and Federal Income Tax Returns with signature (From prior year.)</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>* NYS Bank Account (Currently held account: one current statement and one issued 12 months prior to the start of the semester.)</td>
<td>Student</td>
<td>Parent/Guardian</td>
</tr>
<tr>
<td>TA/RA/GA departmental offer letter with signatures</td>
<td>Student</td>
<td>N/A</td>
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<tr>
<td>Form 1099; Form W-2; Trust Documents, etc.</td>
<td>Student</td>
<td>N/A</td>
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<tr>
<td>Exceptions to Domicile Rule:</td>
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<tr>
<td>Military Home of Record – Form DD-4 (Dependents 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</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</td>
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<tr>
<td>Official/Final High School Transcript w/award of degree.</td>
<td>Student</td>
<td>N/A</td>
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<tr>
<td>Affidavit of Intent to Legalize Immigration Status</td>
<td>Student</td>
<td>Student</td>
</tr>
</tbody>
</table>

**Documents must support the claim to have resided in New York State for at least 12 consecutive months prior to the beginning of the semester of application.
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
Spring Semester Deadline: March 1
Summer Sessions Deadline: June 15 (sessions starting thru May) and August 1 (sessions starting thru July)

PLEASE PRINT INFORMATION CLEARLY
ANSWER ALL QUESTIONS*

Section A (Must be completed by ALL applicants.)

Date of Application ____________________________

Semester/year for which you are applying for NYS Residency (e.g. Spring 2010) ____________________________

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

Street ____________________________ Street ____________________________

City __________ State __________ Zip __________

City __________ State __________ Zip __________

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

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>
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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.

Revised April 2010
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 the Home of Record (Form DD-4) and military orders, and 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 2008? ______ 2009? ______ 2010? ______

Section B (To be completed by applicants who are not financially dependent on parents, legal guardians, or spouse. If you depend upon someone other than yourself for financial support, 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 2009? □ 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 2010? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2009? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2010? □ Yes □ No

Are you an emancipated minor (under the age of 22 and no longer receive financial support from parents or legal guardians) or an adult student who no longer receives parental support? □ Yes □ No If yes, when did you become independent? ______________

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>
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</tbody>
</table>

If not employed, list your financial resources:

<p>| |</p>
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</table>

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 ____________, 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.)

**Name**

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
</tr>
</thead>
</table>

**Relationship to Applicant**

**Permanent Address**

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Length of time at this address months/years</th>
</tr>
</thead>
</table>

**Do you rent or own your home?**
- [ ] Rent
- [ ] Own

**Previous Address**

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Length of time at this address months/years</th>
</tr>
</thead>
</table>

**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:

| 2008 | 2009 | 2010 |

**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: ____________________________

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* Incomplete applications will delay processing.*