Applying for New York State Residency for Tuition Billing Purposes

**APPLICATION SUBMISSION 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 (not the application submission deadline) 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. *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>
<td></td>
</tr>
<tr>
<td>NYS Driver License</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>NYS Learner Permit</td>
<td>Student</td>
<td>Parent/Guardian/Spouse</td>
</tr>
<tr>
<td>NYS Identification Card</td>
<td>Student</td>
<td></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>
</tr>
</tbody>
</table>

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

- **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

**Military & Veteran Exceptions to Domicile Rule:**

- 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.)
  - N/A
  - Parent/Guardian/Spouse
- Active Duty Military Orders (Members of U.S. Armed Forces on Full-Time Active Duty and stationed in NYS, and their spouse and dependents.)
  - Student
  - Parent/Guardian/Spouse
- U.S. Military Identification and/or Uniformed Services Identification and Privilege Card
  - Student
  - Parent/Guardian/Spouse
- Veterans: Certificate of Eligibility OR Form DD-214
  - Student
  - Parent/Guardian/Spouse
- Dependents of Veterans: Certificate of Eligibility & Form DD-214
  - Student
  - Parent/Guardian/Spouse

**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.
**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.

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Name</th>
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<tbody>
<tr>
<td></td>
<td>Last ___________________ First ___________________ MI ___________________</td>
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</tbody>
</table>

### 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)

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

### Permanent address

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</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**

<table>
<thead>
<tr>
<th>Name of High School Attended</th>
<th>County</th>
<th>State</th>
<th>MM</th>
<th>YYYY</th>
</tr>
</thead>
</table>

- **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?**

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* 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 __________________________ Date of Registration __________ License Plate No. __________

Tax Filing Information

In what state did/will you (or your spouse) file resident taxes for 2017? __________ 2018? __________ 2019? __________

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 __________________________

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 2018? □ 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 2019? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2018? □ Yes □ No

Were you or will you be claimed as a dependent on your parents’ Federal or State Income Tax Return of 2019? □ 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>
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</table>

If not employed, list your financial resources:

<p>| | |</p>
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</table>
**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.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permanent Address**

<table>
<thead>
<tr>
<th>Street address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Length of time at this address

(from MM | YYYY to MM | YYYY)

**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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Length of time at this address

(from MM | YYYY to MM | YYYY)

**Telephone Numbers**

<table>
<thead>
<tr>
<th>Home (_______)</th>
<th>Business (_______)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></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
    - Date of Registration
    - 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 ____________________________

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

<table>
<thead>
<tr>
<th>Office Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Denied [ ]</td>
</tr>
<tr>
<td>Approved [ ]</td>
</tr>
<tr>
<td>Term: __________</td>
</tr>
<tr>
<td>Date: __________</td>
</tr>
<tr>
<td>PeopleSoft Update: __________________________</td>
</tr>
</tbody>
</table>

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