NYS RESIDENCY

• If you are a *newly admitted or readmitted* Undergraduate student, submit your NYS Residency application and required documents to the Office of Undergraduate Admissions, Room 203 North Building.

• If you are a *newly admitted or readmitted* Graduate or Doctoral student, submit your NYS Residency application and required documents to the Office of Graduate Admissions, Room 223 North Building.

• If you are a *currently enrolled (beyond first semester or semester of readmission)* Undergraduate or Graduate student, submit your NYS Residency application and required documents to the One Stop, Room 217 North.

• Read the NYS Residency application directions carefully. Submit the required documents along with your Residency application to the appropriate office (see above). If you do not submit the correct documents, you will delay the processing of your request. Note: The residency of dependent students (*under age 24*) reflects that of his/her custodial parent(s) regardless of how long the student has resided in New York State. To provide proof of independence, students must submit their most recent Federal, NYS taxes and W-2’s and their parents Federal tax returns.

• For a timely response, you must submit your application and documents at least two weeks prior to the due date required on your bill. Requests for residency changes are not processed on the spot.

• You are responsible for the payment of any and all Out of State tuition by the tuition due date on your CUNYfirst account until your request for NYS residency status has been reviewed and a decision has been made in your favor. If a determination is made in your favor at a later date, you may be eligible for a tuition refund issued by the Office of the Bursar. This is a determination made by the Office of the Bursar.
NEW YORK STATE RESIDENCY INFORMATION

The procedures described herein should be followed when completing the New York State Residency Application for Hunter College of the City University of New York. Required proof and other relevant documentation must accompany this application in order for an accurate residency determination to be rendered. Under no circumstance will this application be considered unless all applicable questions have been answered, and all required documentation covering a period of at least twelve consecutive months immediately preceding the first day of classes has been provided.

WHERE TO SUBMIT THIS APPLICATION

All newly admitted and readmitted Undergraduate students (new freshman, transfers and non-degree to degree reclassifications, undergraduate non degrees) provide proof of NYS residency at the office of Undergraduate Admissions, Room 203, North Building.

All newly admitted and readmitted Graduate and Doctoral students provide proof of NYS residency at the Office of Graduate Admissions, Room 223, North Building.

All currently enrolled (beyond first semester or semester of readmission) Undergraduate and Graduate students provide proof of NYS residency at the One Stop, Room 217 HN.

The residency of dependent students (under age 24) reflects that of his/her custodial parent(s), regardless of how long the student lives in New York State. Residence in dormitory facility does not constitute residence in New York State.

NON-UNITED STATES CITIZENS

Students residing in the United States with TEMPORARY IMMIGRATION STATUS OR PETITION STATUS ARE NOT ELIGIBLE for classification (for tuition charging purposes) as a New York State official resident, and should not complete the Hunter College Residency Application.

Students in the United States on any temporary visa, (except A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1, H-4, I, K, L, N, R, S, T, U, V) are not eligible for classification as a New York State resident. Students with a Permanent Resident or a Refugee Visa, or any of the exceptions listed above, must submit the required documents listed below and submit the Visa and any official correspondence from the U.S. Department of Immigration having relevance to their status in the United States. IF A STUDENT IS THE HOLDER OF A PERMANENT RESIDENT CARD, THE CARD MUST BE BROUGHT WITH THIS APPLICATION.

QUALIFYING FOR THE IN-STATE RESIDENT TUITION

A college student may qualify for the resident tuition rate if he/she continuously maintained his/her place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes.
REQUIRED DOCUMENTATION WHICH MUST ACCOMPANY THE RESIDENCY APPLICATION

Students must submit required documents as proof of residency from items “a” through “p” listed below.

- The college must obtain one item from “a”, “b”, “c”, or “d”;

  OR

- The college must obtain two items from “e” through “p” (Note: All items must document proof of residency for the 12 month period immediately preceding the first day of classes. Documents covering the first and last months of the previous twelve month period are acceptable provided that they show the student living at the same address)

Submit One item from the following; “a”, “b”, “c”, or “d”:

a) Lease, deed or rent registration form (used for rent stabilized apartments) signed by the landlord which is either a public or private agency and the student or parent of the student with the same surname.

b) Budget/benefit letter from New York City Public Assistance with the student’s New York address covering the 12 month period immediately preceding the first day of classes and including the student’s name.

c) Benefits letter from Social Security with the student’s New York address covering the 12 month period immediately preceding the first day of classes and including the student’s name.

d) Copies of your most recent complete New York State tax return with the pre-printed address label (mailed by IRS to your home) and the corresponding W-2 form.

  OR

Submit Two items from “e” through “p”:

e) Copies of the most recent complete New York State tax return without the preprinted address label and the corresponding W-2 form. Response to New York State form 4506 requesting State tax information is acceptable if the State government acknowledges that the party in question has in fact filed a tax return from the address noted

f) A valid New York State driver’s license showing the date of issuance one year prior to the first day of classes

g) Homeowner’s or renter’s insurance policy

h) Automobile registration
i) Automobile insurance certificate

j) New York State “non-driver’s license” which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State, or Federal agencies

k) Telephone or utility bills or payment of services such as cable TV covering a period of up to 12 months

l) Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out)

m) Armed Forces identification card DD Form 2A (green)

n) Attendance as a juror in New York State

o) Apartment lease signed by the landlord (who is an individual and is not a public or private agency) and the student. If the student’s name doesn’t appear on the lease, the “Alternate Lease Statement” may be substituted. The “Alternate Lease Statement” must be completed and notarized by both the person whose name appears on the lease/contract and the student. The person whose name appears on the lease/contract must also submit proof (i.e. lease, telephone, utility, or similar type bills) of residency at his/her current address for the previous 12 months

p) Postmarked mail addressed to a student at a New York address more than 12 months immediately preceding the first day of classes (a P.O. Box is not acceptable).

**Please note all documents submitted become the legal property of Hunter College and may not be surrendered back to the applicant**
CITY UNIVERSITY RESIDENCY FORM

CUNY RESIDENCY FORM: Part A

1. Last Name __________________________ First Name __________________________ Middle Initial ______

2. CUNYfirst ID/Student ID ______________________ Date of Birth ______________________
   Phone No.(______) __________ Email address: __________________________

3. Are you a U.S. citizen?   Yes □   No □
   Are you a permanent resident alien?   Yes □   No □
   Are you here on a visa? Yes □   No □
   Visa type: ______ Expiration Date: ______________

4. Did you attend a New York State high school for two or more years, and graduate from that high school?
   Yes □   No □
   If yes, high school name and address __________________________________________
   Date of Attendance From: _______ To: _______ Graduation Date ________________

5. Do you have a GED/TASC issued by NYS? Yes □   No □
   Date Issued: ______________________

6. If you answered “yes” to item 4 or 5, did you apply to CUNY within 5 years of your high school
   graduation or receiving a GED/TASC?   Yes □   No □
   Date of first application to CUNY: ________

7. Are you a veteran or other individual eligible for educational assistance under federal GI bills?
   Yes ______ No ______
   If yes, attach supporting documents.

IMPORTANT: If you answered “yes” to question 4 or 5, and to question 6, and are not lawfully present in the US, you need to complete Section B (affidavit) of this Residency Form but not Section C. If you answered “yes” to question 4 or 5, and to question 6, and are a resident of another state, you do not need to complete any other sections of this form. If you answered “yes” to question 7, you do not need to complete any other sections of this form. All other students must complete Part C of this form and submit appropriate supporting documentation.

Please note that some students who are here on visas may not be eligible for the resident tuition rate. Please refer to the CUNY Tuition and Fee Manual (see link below) for a comprehensive list of eligible visa types.

To Be Completed by All Students

I certify that all information provided and all statements made in all sections of this Residency Form are true and correct to the best of my knowledge.

I understand that if I provide false information or withhold relevant information in order to obtain resident status, The City University may revoke its determination of in-state residency, and that I will owe non-resident tuition to the University for each semester or session that I have attended under these circumstances. I also understand that I may be subject to disciplinary action.

DATE ___________________ STUDENT SIGNATURE ______________________________

- The colleges will not review any residency determination unless the request for the review is made in writing, and all required documentation is submitted on or before the last day of finals in the semester for which resident tuition is being sought.
- Complete rules regarding eligibility for the resident tuition rate and appeals procedure are set forth in CUNY’s Tuition and Fee Manual at http://www.cuny.edu/about/administration/offices/la/tuition-fee-manual.html
Affidavit of Intent to Legalize Immigration Status

______________________________, being duly sworn, deposes and says that he/she does not currently
have lawful immigration status but, has filed an application to legalize his/her immigration status or will file
such an application as soon as he/she is eligible to do so.

______________________________
(Student’s Signature)

Sworn to me this ________________ day of the month of ________________, 20__
______________________________, State of New York, County of _________________________.

______________________________
(Student’s Name)
CUNY RESIDENCY FORM: Part C

Semester: ____________

1. Last Name ____________________________ First Name _______________ Middle Initial _____

2. CUNY first ID/Student ID _____________ Email: _____________________________

3. Current Address _____________________________________________________________
   STREET ____________________________ CITY ______ STATE ______ ZIP ______
   A. Live with parents ________, or other relatives ____________, or other than a relative ________
      1) If other relatives, describe relationship. ________________________________________________
      2) If other than a relative, describe situation. _______________________________________________

List below all your addresses, including temporary addresses and summer addresses during the past 12 months, starting from your current address and working backwards.

FROM                              TO
Mo __ Day __ Yr __    Mo __ Day __ Yr __ _____________________________________________
   STREET
   CITY ______ STATE ______ ZIP ______
Mo __ Day __ Yr __    Mo __ Day __ Yr __ _____________________________________________
   STREET
   CITY ______ STATE ______ ZIP ______
Mo __ Day __ Yr __    Mo __ Day __ Yr __ _____________________________________________
   STREET
   CITY ______ STATE ______ ZIP ______

4. A. Parents' permanent address _____________________________
    ______________________________________________________
    STREET
    CITY ______ STATE ______ ZIP ______

B. If you are under the age of 18, does anyone other than your parents serve as your legal guardian?  Yes____   No_____

   If yes, what is their name and address? _________________________________________________
   ________________________________________________________________________________

C. Where did you live during the last June through August period?  If different from 4.A., give reason for being elsewhere during period

   ________________________________________________________________________________
   ________________________________________________________________________________
5. A. Please list below all full-time and part-time employment (including summer employment and voluntary activities) during the past 12 months starting with the most recent employment.

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<th>EMPLOYER</th>
<th>ADDRESS (CITY/STATE)</th>
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B. What is the source of your support?

C. Did you file a New York City/State resident income tax return during the past 12 months? _____

D. Did you file a Federal income tax return during the past 12 months? ______________________

6. What are your purposes for residing in New York City or New York State?____________________

7. Have you applied for any financial aid, scholarships, or other benefits provided under the laws of the State of New York or the United States? Yes _____ No _____

If yes, specify and indicate what benefits you are receiving. ________________________________

8. At the present time is it your intention to permanently live in New York City or New York State? Yes _____ No _____ Uncertain _____ If uncertain, please explain. ________________________________

9. Do you have any other proof other than the items indicated for completing the Residency Form that you wish to present in support of your application to be declared a resident of New York City/New York State for the City University of New York tuition purposes? Yes _____ No _____

If yes, please provide details and attach relevant documents.