

Residency Requirements and Application for In-State Tuition

If you are entering or currently enrolled in your first semester at the College of Staten Island (CSI), please bring all required documents and direct any questions to:

Office of Recruitment and Admissions
North Administration Building (2A), Room 103
(718) 982-2010
admissions@csi.cuny.edu

If you have completed at least one semester at CSI, please bring all required documents and direct your questions to:

Office of the Registrar
North Administration Building (2A), Room 107
(718) 982-2120
juline.robinson@csi.cuny.edu

CITY UNIVERSITY RESIDENCY FORM



Semester: _____

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/ia/tuition-fee-manual.html>*

CUNY RESIDENCY FORM: Part B

Affidavit of Intent to Legalize Immigration Status

_____, being duly sworn, deposes and says that he/she does not currently
(Student's Name)
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 _____.

ONE of the following (a, b, c, or d) must be submitted:

- (a) Lease, (**signed and notarized**), deed (signed and notarized), 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 OR;
- (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 OR;
- (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 OR;
- (d) Signed copies of the most recent complete Federal or New York State tax returns **with the preprinted address label** and the corresponding W-2 form. Your name must appear as a taxpayer or a dependent.

If NO items from "a" through "d" are available, TWO items from "e" through "q" must be submitted:

Note: All items must document proof of residency for the 12 month period immediately preceding the first day of classes (i.e., three to four bills). Documents covering the first and last months of the previous 12-month period are acceptable provided that they show the student living at the same address.

- (e) **Signed copies** of the most recent complete Federal or New York State tax **returns without the preprinted address label** and the corresponding W-2 form. Your name must appear as a taxpayer or a dependent. Responses to Federal form 4506 and New York State form 4506 requesting Federal and State Tax information are acceptable if the Federal and State governments acknowledge 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) Voter Registration Certificate or card,
- (k) New York State "non-license" identification card with date of issue at least 12 months immediately prior to the first day of classes,
- (l) Telephone or utility bills or payments for services such as cable TV covering a period of twelve (12) months or written confirmation from the telephone or utility company stating an account has existed for the past 12 months at a specified address,
- (m) Monthly bank or credit card statements (**dollar amounts may be blocked out**) covering a period of twelve (12) or written confirmation from the bank stating your address for the past,
- (n) Armed forces identification card DD Form 2A (green),
- (o) Attendance as a juror in New York State,
- (p) 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 does not appear on the appropriate 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,**
- (q) Postmarked mail addresses 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).

In addition to the items indicated above, the college may at its discretion consider additional documentation from a student if it believes that an accurate residency determination may be rendered through additional documentation.

Common additional documents that may be considered

If you are experiencing difficulty in finding the required documents, the following will be considered as one of two items (as in the second list, item e - q):

- For spring admits - HS transcript with June graduation. For fall admits – HS transcript with January graduation. Must include current address being used for residency.
- GED score report within the last year with current address (at least 6 months old).
- Pay stubs documenting the last year (2 or more) with name and address.
- Letter from employer documenting length of employment and address(es) on file during that period. The letter must be typed on company letterhead and contain contact information for verification.
- Bursar or tuition bills from previous college or private school for the past year (2 semesters/terms) with name and address.
- Home insurance policy for the last year with name and address.
- Life insurance policy for the last year with name and address.
- Mortgage Statements/Bills documenting the last year with name and address (2 or more).
- Medical Bills or Health Insurance Statements documenting the last year with name and address(2 or more).
- Cell phone or beeper bills documenting the last year (2 or more) with name and address.
- Credit card bills documenting the last year (2 or more) with name and address.
- Marriage Certificate from within the last 2 years.
- Letter from a religious institution (on letterhead) verifying status as a parishioner or congregant with address and length of affiliation (must be at least the year prior). Letter must contain contact information for verification.



CUNY RESIDENCY FORM: Part C

Semester: _____

1. Last Name _____ First Name _____ Middle Initial _____

2. CUNYfirst 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	COMPLETE ADDRESS
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.

EMPLOYER	ADDRESS (CITY/STATE)	FROM	TO
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.

