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
Residency Requirements for In-State Tuition (subject to change)

For your reference, please make sure you are aware of the following:

Semester filing for residency: ________________________  First day of classes: ________________________

U.S. citizens, permanent residents and certain categories of non-citizens may qualify for the resident tuition rate if they have continuously maintained their principal place of abode in the State of New York for a period of at least twelve consecutive months preceding the first day of classes.

**STEP 1: Completion of the Residency Form**

Please complete the enclosed “Residency” Form. Required forms of proof and other relevant documentation must accompany this form in order that an accurate residency determination may be rendered. All sections of the form must be completed prior to the first day of classes. Under no circumstances will this form be considered unless all applicable questions have been answered.

**STEP 2: Proof of Citizenship or Valid Immigration Status**

**ONE** of the following must be provided:

- U.S. Birth Certificate, U.S. Passport, Certificate of Naturalization, Certificate of Citizenship, or Certification of Birth Abroad
- Permanent Resident Card, Resident Alien Card, or Conditional Permanent Resident Card
- Passport from your country with I-94 arrival/departure card that has one of the following: A, E, G, H-1B, H-1C, H-4 (family of H-1 visa holder), I, K, L, N, R, S, T, V or U.
- Employment Authorization Card (Not all are acceptable), I-94 card, stamped passport or INS Receipt Notice for one of the following: I-485, I-551, I-797, Refugee, Asylum Granted, Parolee, Temporary Protected Status (TPS)

All undocumented and out-of-status immigrant students who request resident status will be required to complete the “Undocumented or Out-of-Status Immigrant Affidavit” form and satisfy additional requirements.

**STEP 3: New York State Residency Requirements**

To prove New York State (NYS) residency, all **documents must have names, addresses and dates**. They must indicate uninterrupted NYS residency **for twelve (12) consecutive months immediately prior the first day of classes**. All students should submit the following items for themselves and/or their parents if they are dependent upon them. If a student has a legal guardian other than his/her parents or his/her parents are separated or divorced, a copy of the legal guardianship papers or court order indicating legal custodianship must be submitted.

If you have attended (or are currently attending) a high school in New York State for the two semesters immediately prior to the first day of classes, you can qualify for the resident rate. An official updated transcript with your address and name indicated or a sealed official letter from your school is required. If this applies to you, **STOP HERE!**

All others please continue and follow the instructions on the reverse side:

Revised 3/31/05
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.

Revised 3/31/05
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.
College of Staten Island/CUNY Residency Form
Office of Recruitment and Admissions

1. Last Name: ____________________________  First Name: ____________________________  MI: ______

2. Soc. Sec. No.: _____ - _____ - ______ Date of Birth: ____/____/______ Phone No. ( )_____ - _______

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Complete Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ / ___ / ___</td>
<td>PRESENT</td>
<td>Street: ____________________________</td>
</tr>
<tr>
<td>City: ____________________</td>
<td>State ______</td>
<td>Zip ______</td>
</tr>
<tr>
<td>___ / ___ / ___</td>
<td></td>
<td>Street: ____________________________</td>
</tr>
<tr>
<td>City: ____________________</td>
<td>State ______</td>
<td>Zip ______</td>
</tr>
<tr>
<td>___ / ___ / ___</td>
<td></td>
<td>Street: ____________________________</td>
</tr>
<tr>
<td>City: ____________________</td>
<td>State ______</td>
<td>Zip ______</td>
</tr>
</tbody>
</table>

[ ] I live with my parents.
[ ] I live with other relatives. Please describe relationship: __________________________
[ ] I live with someone other than a relative. Describe situation: __________________________________________________________

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 twelve months starting with the most recent employment:

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
<th>FROM</th>
<th>TO</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>

B. What is the source of your support? __________________________________________________________
C. Did you file a New York 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 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. Do you presently intend to permanently live in New York State?   [   ] Yes [   ] No   [   ] Uncertain
If uncertain, please explain:_____________________________________________________________________

9. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting residency determination?   [   ] Yes [   ] No   If yes, please provide details:
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

10. Do you have any other proof other than the items indicated on the attached instructions for completing the Residency Form you wish to present in support of your application to be declared a resident of New York City/State for City University tuition purposes? [   ] Yes [   ] No If yes, please provide details and attach relevant documents:
_______________________________________________________________________________________
_______________________________________________________________________________________

I certify that I am not withholding any documentation relating to my immigration status and that I intend remain in New York State permanently.

I understand that if I provide false information or withhold relevant information in order to obtain residency 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.

The above statements are true and correct to the best of my knowledge.

DATE _________________ STUDENT SIGNATURE ____________________________________________

PLEASE NOTE: YOU HAVE A RIGHT TO APPEAL A NON-NEW YORK STATE RESIDENCY DETERMINATION.

If you wish to appeal, you must notify the Office of Recruitment and Admissions in writing within ten days of being notified that you have been determined to be a non-resident. At that time you may submit a statement to the Office of Recruitment and Admissions indicating why you disagree with the college’s decision. The Office of Recruitment and Admissions will submit the City University Residency Form, copies of all documentation provided by you and any statement made by you, along with the College’s determination, to the University’s Office of the Vice Chancellor for Legal Affairs and General Counsel.
College of Staten Island/CUNY
Residency Requirements for Undocumented and Out-of-Status Students

In addition to STEPS 1 and 3 on our “Residency Requirements for In-State Tuition “ listing, to qualify for in-state resident tuition rate you must meet one of the following conditions:

(1) You must have attended an approved New York State high school for at least two years AND graduated from an approved New York State high school AND applied for attendance at CUNY within 5 years of receiving a New York State high school diploma;

(2) You must have attended an approved New York State program for General Equivalency Diploma preparation AND received a General Equivalency Diploma issued within New York State AND applied for attendance at CUNY within 5 years of receiving a New York State General Equivalency Diploma;

(3) You must have been enrolled in CUNY in the fall 2001 semester AND qualified to pay tuition at the resident rate.

You must bring your passport or I-94 card proving that your most recent visa has expired.

To prove prior application to CUNY, please submit a copy of a cancelled check (for application fee), any correspondence from a CUNY School or UAPC regarding a submitted application (i.e., acceptance letter or incomplete notice) or bursar’s receipt (if you registered).

In addition, students without lawful immigration status must file an affidavit stating that they have filed an application to legalize their immigration status or will file such an application as soon as they are eligible to do so. Please complete the section below and have it notarized by a licensed notary public.

AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS

State of New York:
County of ____________________:

I, ________________________________, being duly sworn, depose and say that I do not
(Print your full name)

Currently have lawful immigration status but have filed an application to legalize my immigration status or will file such an application as soon as I am eligible to do so.

______________________________
(Student's signature)

Sworn to before me this ______ day of ________________________, 2______.

______________________________
NOTARY PUBLIC

Revised 3/31/05
Appeal Policy and Procedures

If you wish to appeal a negative residency determination, you must notify the office assisting you (Office of Recruitment and Admissions or the Registrar’s Office) within ten days of notification that you have been determined to be a non-resident. At that time, you may submit a statement to the college indicating why you disagree with the college's decision.

Upon submission of an appeal, you will be provided with a copy, stamped "received" and the date, or some other dated proof of the college's receipt of the appeal. The college will submit the residency form, copies of all documentation provided by you and your statement, along with the college's determination, to the University's Office of the Vice Chancellor for Legal Affairs and General Counsel.