

COLLEGE OF STATEN ISLAND
Residency Application for In-State Tuition

Please carefully read all of the information regarding the criteria for New York State residency, completing the form, and submitting all required materials.

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

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

COLLEGE OF STATEN ISLAND
The City University of New York

CITY UNIVERSITY OF NEW YORK RESIDENCY FORM

To be eligible for New York State (NYS) tuition and fees, you may be required to prove NYS residency for at least a twelve-month period (1 year) effective the first day of class. If there is a question regarding your NYS residency and you wish to be charged in-state rates, you must complete a CUNY Residency Form. The information you provide will determine if you meet the guidelines set by CUNY. Failure to provide the required documentation(s) will result in you being billed as a non-resident. Incomplete applications or missing documents will delay the processing of the form.

Read the NYS Residency application directions carefully and submit the completed application and all required documents to the appropriate office. If you do not submit the correct documents, you will delay the processing of your request. 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 payment of tuition charges by the tuition due date on your CUNYfirst account.

For complete information about residency requirements see the ["Residency In Brief" section](#) of the Tuition and Fee Manual.

NEW YORK STATE RESIDENCY INFORMATION

In general, to qualify for the resident tuition rate at a senior college based on residence in the State of New York, a student must:

- Be a U.S. citizen, permanent resident or in a qualifying immigration status (see section below regarding qualifying immigration statuses); AND
- Have continuously maintained their principal place of abode in the State of New York for a period of at least twelve (12) consecutive months immediately preceding the first day of classes; AND
- Have a bona fide intention of living in New York permanently.

Students under the age of 24

All students under 24 are considered dependent students.

- Generally, a dependent student's residency is considered to be the same as that of the custodial parent(s) or legal guardian(s).
- The legal residence of a student under 24 whose parents are divorced, separated or living apart will be considered New York State if the student resides for 12 months with the parent who is a New York State resident.
- To be designated a New York State resident, a student whose parent(s) or legal guardian(s) are living out-of-state must present evidence of meeting CUNY's residency requirements set forth above (under "New York State Residency Information") AND EITHER

(a) that the student is financially independent from the student's parents. Proof of financial independence must be documented. Factors considered in determining financial independence include, but are not limited to: whether the student is claimed as a dependent on parents' federal and state income tax returns; whether the student is employed and the amount the student earned relative to expenses; the extent of financial support received by the student from parents or guardians; and other sources of student income;

OR

(b) that the student, despite being dependent on out-of-state parents(s) or legal guardian(s), has changed the student's domicile, i.e. the place that the student has a bona fide intention of living permanently, to New York State. Such a showing must be made by clear and convincing evidence. Students who claim that New York is their domicile are expected to have a New York State driver's license or New York State issued identification card dated a minimum of twelve (12) months prior to the start of the semester. In addition, a student is expected to submit documentary evidence indicating the student has changed the student's domicile to New York, such as the following:

1. evidence that the student has filed a New York State resident income tax return for the previous calendar year;
2. evidence that the student resided in the State of New York for a significant period of time for other-than-educational purposes prior to attending CUNY;
3. evidence that the student resides in property owned by the student or the student's parent(s) or legal guardian(s) in the State of New York;
4. evidence showing that the student uses the student's New York address as the student's sole address of record for all purposes including on health and auto insurance records, bank accounts, tax records, loan and scholarship records, school records, military records, leases and similar kinds of documents.

Students aged 24 and older are considered independent and are not deemed to have the same state of residency as their custodial parent(s) or legal guardian(s).

Qualifying Immigration Statuses

To qualify for the in-state tuition rate, a student who is not a U.S. citizen must present valid evidence, issued by the U.S. Department of Homeland Security – U.S. Citizenship and Immigration Services (“USCIS”), indicating that the student is in a qualifying immigration status.

Students in the U.S. on any temporary visa (except A, E, G, H-1B, H1-C, H-4, I, K, L, N, O, R, S, T, U, V) are not eligible for classification as NY residents.

Undocumented and out-of-status immigrants, while not eligible to be considered “residents”, may nevertheless be entitled to pay the resident tuition rate if they attended and graduated from high school or received a GED or TASC in New York State. For additional information, see [Part I, Section B of the Tuition and Fee Manual](#).

College of Staten Island Residency Checklist

Instructions: The student must submit two of items “a” through “n” (Note: All items must document residency for 12 consecutive months in the period immediately preceding the first day of classes. Documents in the same category 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).

- 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. Letter showing eligibility or disbursement of Social Security or 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. Copies of the most recent complete Federal and New York State tax returns and the corresponding W-2 form. Responses to Federal form 4506 and New York State form 4506 requesting Federal and State tax information is acceptable if the Federal and State governments acknowledge that the party in question has in fact filed a tax return from the address noted,
- d. A valid New York State driver’s license or non-driver ID card issued by the New York State Department of Motor Vehicles with the student’s name, showing the date of issuance at least one year prior to the first day of classes,
- e. IDNYC New York City municipal identification card, showing the date of issuance at least one year prior to the first day of classes,
- f. Homeowner’s or renter’s insurance policy with the student’s name listed as the insured party,
- g. Automobile registration with the student’s name listed,
- h. Automobile insurance certificate with the student’s name listed as insured,
- i. Voter registration certificate or card with the student’s name,
- j. Bills for telephone, utility, cable TV or other home services, in the student’s name, or other evidence of telephone, utility, cable TV or other home services provided to the student covering a period of 12 months,
- k. Monthly bank or credit card statements, with the student’s name, covering a period of 12 months (dollar amounts may be blocked out),
- l. Attendance as a juror in New York State with the student’s name,
- m. Housing 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 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 the student’s current address for the previous 12 months,
- n. Postmarked mail addressed to the student at a New York address at least 12 months immediately preceding the first day of classes (a PO Box is not acceptable).

In addition to the Items a-n indicated above, the College may at its discretion consider additional documentation from the list below, if it believes that an accurate residency determination may be rendered through the additional documentation.

Common additional documents that may be considered by the College include:

- For spring admits – high school transcript with June graduation. For fall admits – high school transcript with January graduation. The transcript must include the current address being used on the residency request.
- GED score report within the last year showing the address being used for residency (at least 6 months old).
- Pay stubs (two or more) documenting the last year with the student's name and address being used for residency.
- 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 the student's name and address being used for residency.
- Home insurance policy for the last year with the student's name and address being used for residency.
- Life insurance policy for the last year with the student's name and address being used for residency.
- Mortgage statements/bills (two or more) documenting the last year with the student's name and address being used for residency.
- Medical bills or health insurance statements (two or more) documenting the last year with the student's name and address being used for residency.
- Cell phone bills (two or more) documenting the last year with the student's name and address being used for residency.
- Credit card bills (two or more) documenting the last year with the student's name and address being used for residency.
- Marriage Certificate from within the last two years.
- Letter from a religious institution (on letterhead) verifying the student's status as a parishioner or congregant, with address being used for residency and length of affiliation with the institution (must be at least the year prior). Letter must contain contact information for verification.

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 _____.



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.

