

**Hostos Community College
Admissions Office
500 Grand Concourse (corner of 149th St.)
Room B-102 Bronx, NY 10451**

REQUIRED DOCUMENTATION WHICH MUST ACCOMPANY THE RESIDENCY FORM

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 (domicile) in the State of New York for a period of at least twelve consecutive months proceeding the first day of classes.

Are you a U.S. Citizen?

IF YES ~~~ Please bring proof of U.S. Citizenship: e.g. U.S. Birth Certificate, Passport, or Naturalization Certificate

IF NO ~~~ Please bring INS proof of your status, such as your Alien Registration (green) card or Passport with I-94

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 or you have graduated with a New York State High School Diploma 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 other students, not in this 'high school category', must **also** submit required forms of proof of residency as indicated below.

You must bring **one** of the documents listed below to the College: "a", or "b", or "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 NYC Public Assistance with the student's NY address covering the 12 month period immediately preceding the first day of classes and including student's name
- c) benefits letter from Social Security with the student's NY address covering the 12 month period immediately preceding the first day of classes and including the student's name
- d) copies of the most recent complete Federal **and** State of New York tax returns **WITH THE PREPRINTED ADDRESS LABEL** and corresponding W-2 form (s)

If you do not have the proofs indicated above ("a" - "d") you should submit 2 (two) of the following items indicated in "e" through "o"

- e) copies of the most recent complete Federal **and** State of New York tax returns **WITHOUT THE PREPRINTED ADDRESS LABEL** and corresponding W-2 form (s). Responses to Federal form 4506 and NYS form 4506 requesting Federal and State tax information, 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 NYS driver's license issued 1 year prior to the first day of classes
- g) Homeowner's or renter's insurance policy
- h) Automobile registration
- i) Automobile insurance certificate
- j) N.Y.S. "non-driver license" issued 1 year prior to the first day of classes
- k) Voter registration certificate or card,
- l) Telephone, Utility or Cable TV bills (Note: all items must document proof of residency for the previous 12 month period)
- m) Monthly bank or credit card statements (Note: all items must document proof of residency for the previous 12 month)
- 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 lease, the **"Alternate Lease Statement"** may be used. The "Alternate Lease Statement" must be completed and notarized by both the student and the person whose name appears on the lease/contract. The lease/contract holder must also submit proof of residency at his/her current address.
- q) postmarked mail addressed to a student at a New York address (**a P.O. Box is not acceptable**).

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If you reside in New York State but outside the 5 boroughs of New York City, you will also need to submit an "Out of County Certificate" in addition to items listed above. Please review the link relevant to the county you reside in below and follow up accordingly.

1. [Westchester](#)
2. [Nassau](#)
3. [Suffolk](#)
4. [Rockland](#)
5. [Putnam](#)
6. [Dutchess County](#)
7. [Application for Certificate of Residence](#)