

HOSTOS COMMUNITY COLLEGE RESIDENCY FORM

Semester Applying For: Fall 20 _____ Spring 20 _____

Print Name _____ EMPL ID # _____

Instructions: Complete the CUNY Residency Form and submit it with the appropriate documentation (One (1) proof of US citizenship/immigration status and two (2) proof of New York address) to the Office of Admissions and Recruitment, B-Building Room 102, to apply for the in-city residency status.

For complete information about residency requirements see the **University Tuition and Fee Manual** at:
<http://www2.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/>

In general, to qualify for the resident tuition rate at a CUNY community 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 his/her 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
- Either (1) have continuously maintained his/her principal place of abode in New York City for at least the last six months immediately preceding the first day of classes OR (2) if the student is a resident of a New York State county outside of New York City, obtain and present a valid certificate of residence to the CUNY community college from his/her home county; AND
- Have a bona fide intention of living in New York permanently.

Qualifying Immigration Statuses

To be accorded resident status, 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 he/she is in a qualifying immigration status. 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.

Students Who Are Lawful Permanent Residents (Resident Aliens) must provide one of the following documents to verify their status:

- Permanent Resident Card. Expired cards may be accepted; or
- Unexpired Conditional Permanent Resident Card; or
- Receipt for USCIS Form I-751; or
- Receipt for USCIS form I-698; or
- I-551 Stamp in Passport indicating evidence of lawful permanent residence; or
- Copy of USCIS Form I-90 along with a U.S. Postal Service return receipt or with a cancelled check or money order

Students in certain non-immigrant statuses must provide his/her I-94 record with either the notation Duration of Status (D/S) or an expiration date not yet reached.

The following is a list of the visa categories of non-immigrant aliens who under federal law have the capacity to make New York State or New York City their domicile and therefore may qualify for the resident rate of tuition if they otherwise meet the requirements: (A, E, G, H-1B, H-1C, H-4 spouse or children of alien classified as H-1B or H-1C, I, K, L, N, O, R, S, T, U, V).

The following visa categories of non-immigrant aliens do not qualify for the resident rate of tuition: B, C, D, F, H-2, H-3, H-4 families of H-2 and H-3, J, M, P, Q, and TN.

For complete list of Qualifying Immigration Statuses for New York resident rate of tuition review the **University Tuition and Fee Manual** at: <http://www2.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/>

Required Documentation, Which Must Accompany The Residency Form (Part C): The student must submit two of items “a” through “n” (Note: All items must document residency for the 12 month 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 a “non-driver license” issued by the New York State Department of Motor Vehicles with 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 insured,
- 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 his/her current address for the previous 12 months,
- n. Postmarked mail addressed to a student at a New York address at least 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 the additional documentation.

Appeal Process

Any student who receives a negative residency determination must, at the same time, receive a copy of the University’s appeal procedures. If the student believes that they meet requirements for resident tuition, they may appeal by notifying the Office of Admissions and Recruitment within ten days of notification that they have been determined to be a non-resident. At that time, the student must submit a statement indicating why they disagree with the college’s decision.

Upon submission of an appeal, the student will be provided with a copy, stamped “received” and dated, or some other dated proof of the college’s receipt of the appeal. The Office of Admissions and Recruitment will submit the City University Residency Form, copies of all documentation provided by the student, and any statement made by the student, along with the college’s determination and the reasons for the College’s determination, to the University’s Office of the Vice Chancellor for Legal Affairs and General Counsel, which will make a final determination regarding the student’s residency status.

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.

<u>FROM</u>	<u>TO</u>	<u>COMPLETE ADDRESS</u>
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.

ALTERNATE LEASE STATEMENT

Name of the Student _____ Semester _____
Last First MI

Student ID # _____ Day Tel # (____) _____ Eve. Tel # (____) _____

Address _____ Apt # _____

City _____ State _____ Zip Code _____ - _____

E-Mail _____

I lived at the above address from _____ to _____ but the lease is **NOT** in my name.
Month/Day/Year Month/Day/Year

TO BE COMPLETED BY THE PERSON WHOSE NAME APPEARS ON THE LEASE OR CONTRACT

I _____ certify that I reside at the address indicated above and
Owner's/Leasee's Name
_____ has resided with me from _____ to _____.
Student's Name Month/Day/Year Month/Day/Year

Proof that I have resided at the above address for one year is attached (e.g. lease, telephone bill, utility bill, apartment or house insurance, mortgage statement).

Signed _____ Date _____

NOTARIZED

Sworn before me this _____ day of the month of _____, 20_____

Notary Public

I certify that the above information is accurate and complete. I understand that this information may affect my residency status at the college.

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

Signed _____ **Date** _____

NOTARIZED

Sworn before me this _____ day of the month of _____, 20_____

Notary Public