ESTABLISHING NYS RESIDENCY FOR IN-STATE TUITION

- Read the NYS Residency form directions carefully. Submit the required documents along with your Residency form. If you do not submit the correct documents, the processing of your application will be delayed. Completed applications are typically processed within one week.

- Students under the age of 24 must provide their parents' most recent Federal tax returns, unless the student is married. If the student is claimed as a dependent on their parents' tax returns and parents' live out-of state, the student is not eligible for in-state tuition. To provide proof of independence, students must submit their most recent Federal taxes, NYS taxes and W-2’s, as well as their parents' Federal tax returns which should indicate that they are not claimed as a dependent.

- Students that have a permanent resident card (green card) must provide a copy of the card.

- If your NYS residency has not been certified by the time your tuition bill is due (see due date on your bill), you will be required to pay the out-of-state rates. If the Residency Office later determines that you qualify for in-state tuition rates, you will receive a tuition refund issued by the Office of the Bursar. It is therefore critical that you submit your documentation quickly, so that the Residency Office can determine your status as soon as possible.

- No residency form will be accepted after the end of the semester for which you are applying for a determination.

- You can submit documents in any of the following ways:
  - Fax to 718-951-5257
  - E-mail to residency@brooklyn.cuny.edu
  - Mail to the Office of Admissions, 2900 Bedford Avenue, Brooklyn, NY 11210
  - Bring to the Admissions Information Center located in 1103 James Hall

Office of Residency

Brooklyn College of The City University of New York
2900 Bedford Avenue • Brooklyn, New York 11210-2889 • Telephone (718) 951-5729 • Fax (718) 951-5257
NON-UNITED STATES CITIZENS

Students in the United States on any temporary visa, (except A-1, A-2, A-3, E-1, E-2, G-1, G-2, G-3, G-4, G-5, H-1, H-4, I, K, L, N, R, S, T, U, V) are not eligible for classification as a New York State resident. Students with a Permanent Resident or a Refugee Visa, or any of the exceptions listed above, must submit the required documents listed below and submit the Visa and any official correspondence from the U.S. Department of Immigration having relevance to their status in the United States.

QUALIFYING FOR THE IN-STATE RESIDENT TUITION

A college student may qualify for the resident tuition rate if he/she continuously maintain his/her place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes.
**Required Documentation Which Must Accompany the Residency Form**

In addition to completing the residency form, students must submit required forms listed below as proof of residency. Important Note: In addition to the items indicated below, the college may, at its discretion, require the student to submit additional documentation if it believes that further proof is necessary in order that an accurate residency determination may be rendered.

**YOU MUST SUBMIT EITHER:**

**ONE** of the forms listed below in Column A  
**OR**  
**TWO** forms listed below in Column B

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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<tbody>
<tr>
<td>• 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,</td>
<td>• A valid New York State driver’s license showing the date of issuance one year prior to the first day of classes,</td>
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<tr>
<td>• Benefit letter from New York City Public Assistance with the student’s New York address covering the 12 months period immediately preceding the first day of classes and including the student’s name,</td>
<td>• Homeowner’s or renter’s insurance policy,</td>
</tr>
<tr>
<td>• Benefit letter from Social Security with the student’s New York address covering the 12 month period immediately preceding the first day of classes including the student’s name,</td>
<td>• Automobile registration,</td>
</tr>
<tr>
<td>• Copies of the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 form</td>
<td>• Automobile insurance certificate,</td>
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<td>• New York State “non-license” which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State or Federal agencies, certificate or card,</td>
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<td>• Telephone or utility bills or payment for services such as cable TV covering a period of up to 12 months,</td>
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<td></td>
<td>• Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),</td>
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<td></td>
<td>• Armed forces identification card DD form 2A (green),</td>
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<td>• Attendance as a juror in New York State,</td>
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<td></td>
<td>• 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, an “Alternate Lease Statement” which is available in the Office of Admissions 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 submit proof (i.e., lease, telephone, utility, or similar type bills) of residency at his/her current address for the previous 12 months.</td>
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<tr>
<td></td>
<td>• Copies of the most recent complete Federal or New York State tax returns without the preprinted address label 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,</td>
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<td></td>
<td>• Postmarked mail addressed 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).</td>
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CITY UNIVERSITY RESIDENCY FORM

1. Last Name _____________________________________  First Name _____________________________  MI _________

2. Student ID # _______ - _______ - _______  Date of Birth _____/_____/_________  Day Tel # (_____ ) ______________
   Eve Tel # (_____ ) ______________

3. Do you live with your parents?  θ Yes  θ No

4. Do you live with other relatives?  θ Yes  θ No  If yes, describe ________________________

5. Do you live with someone other than a relative?  θ Yes  θ No  If yes, describe ________________________

List below all your addresses, including temporary 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>
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<tbody>
<tr>
<td>Mo _____ Day _____ Year ________</td>
<td>Present</td>
<td>___________________________</td>
</tr>
<tr>
<td>CITY                                 STATE           ZIP</td>
<td></td>
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<tr>
<td>Mo _____ Day _____ Year ________</td>
<td>Mo _____ Day _____ Year ________</td>
<td>___________________________</td>
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<tr>
<td>CITY                                 STATE           ZIP</td>
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<td>Mo _____ Day _____ Year ________</td>
<td>Mo _____ Day _____ Year ________</td>
<td>___________________________</td>
</tr>
<tr>
<td>CITY                                 STATE           ZIP</td>
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</table>

6. 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?  θ Yes  θ No

   If yes, what is his/her name and address?  ____________________________________________________________

   C. Where did you live during the last June through August period?  If different from 6A, give reason for being elsewhere during that period.  ____________________________________________________________

7. A. Please list below all full-time and part-time employment (including summer employment and most recent employment.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS</th>
<th>FROM</th>
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Brooklyn College • 2900 Bedford Avenue • Brooklyn, NY 11210
B. What is the source of your support? _________________________________________________________________
_______________________________________________________________________________________________

C. Did you file a New York City/State resident income tax return during the past twelve months?  θ Yes  θ No

D. Did you file a Federal Tax return during the past twelve months?  θ Yes  θ No

8. What are your purposes for residing in New York City or New York State? _____________________________________
__________________________________________________________________________________________________

9. 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?  θ Yes  θ No

10. Do you presently intend to permanently live in New York City or New York State?  θ Yes  θ No

11. Do you have any explanation you wish to present as a reason for not submitting any of the required documents supporting
your residency determination?  θ Yes  θ No

If yes, please give details _____________________________________________________________________________
__________________________________________________________________________________________________

12. Do you have any other proof you wish to present in support of your application to be declared a resident of New York
City/State for the City University Tuition purposes?  θ Yes  θ No

If yes, please give details below and attach any relevant documents ____________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

I hereby certify that I have completed this form truthfully to the best of my knowledge. I understand further
that any decision classifying me as a New York City/State resident is subject to review should the College
subsequently learn that the information provided herein is inaccurate or incomplete; under those
circumstances, I will be required to pay retroactive, non-resident tuition and be subject to the penalties of my
college relating to non-payment of tuition.

Student Signature _____________________________________________  Date _______________________

PLEASE NOTE: YOU HAVE THE RIGHT TO APPEAL A NON-NEW YORK CITY/STATE RESIDENCY
DETERMINATION
If you wish to appeal, you must notify the office in which you submitted your application to in writing within 10 days of being
notified that you have been determined to be a non-resident. This statement should indicate why you disagree with the decision
and should be placed in a sealed envelope with your name on it. The office that you submitted your application to will submit the
Residency Form, copies of all documentation provided by you and any statement made by you, along with the determination made
by the college, to the Office of the Vice Chancellor for Legal Affairs and General Counsel.

OFFICIAL USE ONLY

DATE PROCESSED _____________________________________________ REPRESENTATIVE _______________________

RESIDENCY AWARDED  θ Yes  θ No  CODE: __________________________

Brooklyn College • 2900 Bedford Avenue • Brooklyn, NY 11210
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.

I ________________________________________ certify that I reside at the address indicated above and

Owner’s/Leasee’s Name

Student’s Name

has resided with me from _____________ to _____________.

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, Brooklyn College may revoke its determination of 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

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