



STATE UNIVERSITY OF NEW YORK
Application for New York State Residency Status
for Tuition Billing Purposes

Deadline for Submission: The application *must* be received by the Student Accounts Office no later than the last day of the semester add/drop period. Failure to submit an application by the deadline will result in full liability for tuition at the non-resident tuition rate. Applications submitted after the deadline may be considered for the following term. Supporting documentation must be for a period of 12 months or more prior to the start of the term for which you are applying for NYS residency status.

Application and Copies of Required Documents should be mailed to: SUNY Cortland, Student Accounts Office, Attn: Residency Officer, P. O. Box 2000, Miller Building 323, Cortland, NY 13045. For assistance, please call (607) 753-2313.

Please refer to page six for detailed application guidelines

Part I (must be completed by ALL applicants)

1. Term for which you are applying for NYS Residency (Please indicate term and year, e.g., Fall 2018)		
Fall _____ Winter _____ Spring _____ Summer _____		
2. Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First MI </div>		
3. Cortland E-Mail Address:	Telephone Number:	
4. Cortland Student ID#: C00 _____	Date of Birth:	Marital Status:
5. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a Naturalized Citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Attach copy of your certificate, if applicable)</i> If you are not a citizen, are you a permanent resident alien? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, registration number: A _____ <i>(Attach copy of your card, if applicable)</i> Are you here on a visa? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list visa type: _____ Expiration Date: _____ <i>(Attach copy of your card, if applicable)</i>		
6. Did you attend a New York High School for two or more years and graduate from that school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, high school name & location: _____ Period of attendance: From: ____ / ____ / ____ To: ____ / ____ / ____ Graduation Date: ____ / ____ / ____ <i>(Note: We may require a copy of your high school transcript if you have not already remitted it.)</i>		
7. Do you have an HSE issued by New York State: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, date issued: ____ / ____ / ____		
<p>A. If you answered YES to QUESTION 6 or 7 and YOU ARE A U.S. CITIZEN or PERMANENT RESIDENT ALIEN, please PROCEED TO PART III of this application and date and sign the Affirmation. You must complete and sign this section in front of a Notary Public. You do not need to complete any further sections of this form.</p> <p>B. If you answered YES to QUESTION 6 or 7 and DO NOT currently have LAWFUL IMMIGRATION STATUS, but have filed an application to legalize your immigration status or will file such an application as soon as you are eligible to do so, please PROCEED TO PART III of this application date and sign the Affirmation. YOU MUST ALSO COMPLETE Appendix A (Student Affidavit of Intent to Legalize Immigration Status) before a Notary Public in order for your application to be considered.</p> <p align="center"><i>If neither "A" nor "B" (above) applies to you, please proceed to Part II of this application.</i></p>		

Part II

Section 1 must be completed by the student.

Section 2 must be completed if you are an INDEPENDENT student.

Section 3 must be completed if someone other than you or your spouse claims you as a DEPENDENT for tax purposes.

SECTION 1 Must be completed by the student applicant.

Legal Address:

_____ Street
_____ City _____ State _____ Zip

County of Residence: _____

Length of time at this address: _____ Years / _____ Months *Note: If less than three years, list your prior address(es) below*

From	To	Street	City	State
____ / ____	____ / ____	_____	_____	_____
____ / ____	____ / ____	_____	_____	_____
____ / ____	____ / ____	_____	_____	_____

Local address and phone number (if different than above):

Do you have a driver's license or state-issued non-driver's identification card? Yes No

If yes, what state was it issued? _____ Date issued: _____ *(Attach copy of driver's license, permit, etc.)*

Do you own a vehicle? Yes No If yes, what state is your vehicle registered? _____

Date issued: _____ *(Attach copy of vehicle registration)*

Are you a registered voter? Yes No If yes, state of registration: _____ Registration date: _____ *(Attach copy of voter registration card)*

SECTION 2 Must be completed if you are claiming INDEPENDENT status. If you are financially dependent on your parents, e.g., if they claim you as a dependent on their federal taxes, proceed to Section 3.

In what state did you (or your spouse) file resident taxes for the past two years? _____

In what state will you (or your spouse) file your resident taxes this year? _____ *(Attach a copy of your most recent Federal and State Income tax returns)*

Did you or will you live in an apartment, house or building owned by your parents for more than six weeks during the last two years & current year?
Year 20 ____ Yes No Year 20 ____ Yes No Year 20 ____ Yes No

Were you or will you be claimed as a dependent on your parents federal income tax return for the prior and current years?
Prior Year 20 ____ Yes No Current Year 20 ____ Yes No
(If you are 23 years old or younger you MUST attach a copy of your parent's most recent Federal and State Income tax returns)

Are you an emancipated minor or adult student who is financially independent from parental support? Yes No
If yes, when did you become independent? ____ / ____

Do you rent or own residential property in New York? Own Rent *(Attach copy of your signed lease, deed or property tax bill)*

Amount of financial support provided to you by parents or guardians during the prior and current years:

Prior Year 20 ____ \$ _____ .00 Current Year 20 ____ \$ _____ .00

List below your sources of financial support. The **total must equal or exceed** the annual cost of attendance for the year in which you are applying for New York state residency status. The current cost of attendance may be found at <https://www2.cortland.edu/cost-aid/student-accounts-office/tuition-and-costs/>. The College may request additional documentation to support the information you provide.

\$ Amount per Year	Source of support (wages, savings, student loans, unemployment, public assistance)
_____ .00	_____
_____ .00	_____
_____ .00	_____

SECTION 3 Must be completed by the CUSTODIAL PARENT or NON-CUSTODIAL PARENT with whom the student resides or who claims the student as a dependent for income tax purposes. If you are an INDEPENDENT student and completed SECTION 2 proceed to Part C.

Name: _____
Last First MI

Relationship to Student: _____ Telephone Number: _____

Permanent Address:	Length of Time at this Address:
_____ Street _____	_____ Years _____
_____ City _____ State _____ Zip _____	_____ Months _____

Are you a U.S. Citizen? Yes No

If you are not a citizen, are you a permanent resident alien? Yes No

If yes, registration number: **A** _____ *(Attach copy of your card, if applicable)*

Are you here on a visa? Yes No

If yes, list visa type: _____ Expiration Date: _____ *(Attach copy of your card, if applicable)*

Please list states in which you filed or will file resident taxes during the last three years:

Year 20 ____ State: _____ Year 20 ____ State: _____ Current Year 20 ____ State: _____
(Attach a copy of your most recent Federal and State Income tax returns)

Do you have a driver's license or state-issued non-driver's identification card? Yes No

If yes, what state was it issued? _____ Date issued: _____ *(Attach copy of driver's license, permit, etc.)*

Do you own a vehicle? Yes No If yes, what state is your vehicle registered? _____ Date issued: _____
(Attach copy of vehicle registration)

Affirmation for SECTION 3 Only – The following statement must be completed by the parent or custodial and notarized before a Notary Public.

I hereby certify the above applicant is applying with my knowledge for New York State residency status at SUNY Cortland.

STATE OF NEW YORK, COUNTY OF _____, I, _____, do
Print Name

hereby affirm all the information provided on this form and any attachments hereto, are accurate, complete and true to the best of my knowledge.

Signature of Parent or Custodial Parent

Sworn before me this _____ day of _____, 20 ____

Notary Public

Affix Notary Stamp here:

Part III – Applicant’s Affirmation (must be completed by ALL applicants)

STATE OF NEW YORK, COUNTY OF _____.

I, _____, the applicant herein, being duly sworn, do hereby affirm that I am a bona fide legal resident domiciled in the state of New York, and that all the information provided on this form and any attachments hereto, are accurate, complete and true to the best of my knowledge. I understand that providing false information knowingly will disqualify me from consideration for New York State resident status for tuition billing purposes.

Signature of Applicant: _____

Sworn before me this _____ day of _____, 20 ____

Notary Public

Affix Notary Stamp here:

Office Use Only

Application Approved Denied By: _____
Director of College and Student Accounting Services

Effective Term: _____ Date Approved/Denied: _____

Decision Letter mailed to student by: _____ Date: _____

If applicable, date copy of U.S. Permanent Resident Card, U.S. Certificate of Citizenship/Naturalization or foreign visa provided to:

International Student Services Office _____ Registration and Records _____

Banner Updates:

SFAREGS adjusted by: _____ Date: _____

TSAAREV comment entered by: _____ Date: _____

Residency Spreadsheet updated: _____ Financial Aid Notified: _____
(If applicable)

Revised 4/2018

Appendix A – Student Affidavit of Intent to Legalize Immigration Status – to be completed by students who do not have legal immigration status.

STATE OF NEW YORK, COUNTY OF _____.

I, _____, being duly sworn, deposes and says that he/she does not currently 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 Name - Print

Student's Signature

Sworn before me this

_____ day of _____, 20 ____

Notary Public

Affix Notary Stamp here:

New York State Residency Status for Tuition Billing Purposes - Application Guidelines

Statement of SUNY Board of Trustees Policy:

A person whose *domicile* has been in the State of New York for a period of at least one year immediately preceding the time of registration for any period of attendance shall be a New York resident for the purposes of determining the tuition rate payable for such period. All other persons shall be presumed to be out-of-state residents for such purpose, unless domiciliary status is demonstrated in accordance with guidelines adopted by the Chancellor or designee.

Residency Applications:

Applications for New York State Residency Status for Tuition Billing Purposes should be completed by

- A. Students admitted to the College as out-of-state students who wish to appeal that initial determination,
- B. Students previously classified as out-of-state students and who wish to apply for a change in that classification (e.g., after maintaining a domicile in New York for at least 12 months, after obtaining a qualifying visa classification, etc.), and
- C. Students for whom the College seeks to verify a claim of residency.

NOTE: *Any student who fails to complete the residency application, including the submission of all supporting documentation, after being requested to do so will be charged the non-resident (out-of-state tuition) rate.*

Definition of Domicile:

- A. For unemancipated students, the domicile is that of his or her parents or other legal guardian. An unemancipated student of divorced or legally separated parents will acquire a New York State domicile if the custodial parent is a New York resident, or if the student resides with a noncustodial parent and the student intends to continue to reside with that parent throughout his or her attendance at the University.
- B. For emancipated students, a domicile is a fixed, permanent home to which the student intends to return whenever absent. A person may have many residences, but only one domicile. A domicile is retained until it is abandoned and another established. One **does not** acquire a New York State domicile by being physically present in New York for the sole purpose of attending the University, or by simply being physically present in New York for a period of twelve months.
- C. College dormitories are not considered a permanent domicile; independent students residing in the residency halls will not be considered for New York State residency status.

Exceptions to the Domicile Rule:

- A. Members of the U.S. Armed Forces who document that they are on full-time active duty and are stationed in New York shall be charged in-state tuition regardless of the actual location of their domicile. Spouses and dependents shall also be charged in-state tuition.
- B. Dependents of a parent or legal guardian who is a member of the U.S. Armed Forces and is stationed out-of-state shall be charged in-state tuition if the parent or legal guardian submits proof of a New York State domicile – referred to as a “Home of Record.” Such records are on file at the person’s military base.

Domicile and Immigrant/Non-Immigrant Aliens:

Immigrant aliens (Permanent Residents), refugees and asylees, including those with pending applications, may establish in-state residency in accordance with these policies. Certain undocumented aliens may be eligible for the resident tuition rate under these policies. Non-immigrant aliens with the following certain types of visa classifications may also establish in-state residency.

Factors Relevant to Domicile and Emancipation:

- A. **Domicile:** Proof of a New York State domicile is demonstrated by documents, which support an applicant’s contention that his or her permanent home is located in New York. For unemancipated students, the proof shall relate to the permanent home of the parents or legal guardian. Factors relevant to a claim of domicile include, but are not limited to:
 1. New York State driver’s license (or non-driver ID card) and vehicle registration.
 2. New York State voter registration.
 3. New York State and Federal income tax returns.
 4. Duration of the student’s physical presence in New York.
 5. State of residency of the student’s family (i.e., parents, spouse, or children).
 6. Proof of ownership of New York State real property or 12-month residential rental lease.
 7. New York State bank accounts.
- B. **Emancipation:** A student whose parents or legal guardian resides out-of-state and who is claiming emancipation must present evidence of both emancipation and a New York State domicile. Such proof must include documentation demonstrating the student’s financial independence. Students under the age of 24 must provide evidence of one year of independent living in order to be considered emancipated. Factors relevant to a claim of emancipation include, but are not limited to:
 1. Employment on a full-time or part-time basis in New York.
 2. Sources and extent of financial support from parents or guardians.
 3. Sources and extent of other income.
 4. Parents’ Federal and State income tax forms, which do not claim the student as a dependent (if the student continues to receive financial support, however, the student shall not be considered emancipated).
 5. Student’s place of residence during the summer or other academic term recess.
 6. Student’s status as financially independent for purposes of Federal/State financial aid.
 7. Independent filing by the student of Federal/State income tax returns; other assets and liabilities.

Emancipated students are fully responsible for paying all of their educational costs. The amount of income claimed by the student must be in excess of educational expenses, including those expenses associated with living in non-campus housing. The term income includes any financial aid awarded directly to the student with the exception of parental loans. The student should not have any joint or custodial accounts with the parent or legal guardian, and any income claimed must be accompanied by source documentation (tax returns, Form 1099, bank statements, trust documents, etc.).