

## **NEW YORK STATE RESIDENCY REQUIREMENTS**

In accordance with CUNY guidelines, the following documents are required in order to prove or establish New York State residency. **All items must document proof of residency for the 12 month period immediately preceding the first day of classes. Documents 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.**

*Additional documents may be requested by the Office of Admissions. If you are under the age of 24, please submit parent's tax returns.*

*Please submit **one** of the following from items "a" through "d" or **two** from items "e" through "q":*

- 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 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) Benefits letter from Social Security 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.
- d) Copies of the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 form.
- e) 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.
- f) A valid New York State driver's license showing the date of issuance one year prior to the first day of classes.
- g) Homeowner's or renter's insurance policy.
- h) Automobile registration.
- i) Automobile insurance certificate.

- j) New York State "non-driver license" which is issued to non-drivers (for identification purposes) by the Department of Motor Vehicles or other official City, State or Federal agencies.
- k) Voter registration certificate or card.
- l) Telephone or utility bills or payments for services such as cable TV covering a period of up to 12 months.
- m) Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out).
- 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 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.
- q) 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).

*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.*