



Community College

Office of the Registrar - Division of Student Affairs

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR NEW YORK CITY RESIDENT TUITION

To qualify for CUNY New York City tuition rates, students must prove one (1) year of residency in New York City prior to the first day of classes and must not be on a temporary visa. Students must be U.S. citizens, permanent residents, refugee/asylum granted (I-94 card) to qualify for NYC tuition rate.

To apply for New York State residency status for tuition billing purposes:

Please visit the College web site at www.laguardia.edu/registrar. On the left menu, click on “**forms (download)**”. Residency forms are listed on the center menu. Please download the residency application, copy any supporting documentation requested and return the completed application in person or by mail to:

LaGuardia Community College
29-10 Thomson Avenue, Room C-107
Long Island City, NY 11101

Residency forms will be not be accepted after the end of the semester (last day of final exams) for which the student is applying for a residency determination.

Residential Rate of Tuition for Undocumented or Out-of-Status Students:

A law provides in-state (resident) tuition benefits to certain undocumented students. You may qualify for the lower in-state tuition if you meet one of the following eligibility criteria:

You attended an approved New York State High School for two years and graduated from an approved New York State high school and attend CUNY within 5 years of receiving a New York State High School diploma

OR...

You attended an approved New York State program for General Equivalency Diploma (GED) exam preparation, received a GED issued within New York State, and attend CUNY within 5 years of receiving a New York State General Equivalency Diploma;

Please file the Residency form **Part A: CUNY Application** and **Part B: Affidavit of Intent to Legalize Immigration Status** available from the web site.

If you were enrolled in CUNY in the Fall 2001 semester or quarter and were authorized by CUNY to pay tuition at the resident rate, please submit **Part A: CUNY Application only** so we may verify your resident tuition status.

ADDRESS: 31-10 Thomson Avenue
Long Island City, NY 11101

PHONE: 718-482-7200
WEB: www.laguardia.edu





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INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR NEW YORK CITY RESIDENT TUITION (Continued)

Living outside the 5 Boroughs of New York City:

If you live in New York State but outside the five (5) boroughs of New York City (Bronx, Manhattan, Queens, Brooklyn and Staten Island), you will need to visit the County Clerk's office where you reside to obtain a **B-81: Certificate of Residency Form** and present it to the Bursar's Office in Room C-110. The B-81 form is good for 1 calendar year. The Bursar's Office will place a Stop on student registrations that have expired B-81 forms on file.

Residency Appeals:

If you wish to appeal, you must notify the Registrar's 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. Your statement should indicate why you disagree with the decision and should be placed in a sealed envelope with your name on it. The Registrar's Office 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 University Office of the Vice Chancellor for Legal Affairs and General Counsel.

Need Help?

If you have any questions about completing your application, please contact Ms. Carmen Marte by email at cmarte@lagcc.cuny.edu, by phone at (718) 482-5051 or visit the Enrollment Services Center, Rm. C-107 Mon & Thurs., 9:00am – 7:00pm. Tues & Wed., 9:00am-5:00pm. Fridays 9:00am-1:00pm.

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INSTRUCTIONS

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

Column 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,
- Budget/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.
- 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.
- Copies of the most recent complete Federal or New York State tax returns with the preprinted address label and the corresponding W-2 form

OR TWO forms listed below in Column B

Column B

- A valid New York State driver's license showing the date of issuance one year prior to the first day of classes,
- Homeowner's or renter's insurance policy,
- Automobile registration,
- Automobile insurance certificate,
- Voter Registration certificate or card,
- 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,
- Telephone or utility bills or payment for services such as cable TV covering a period of up to 12 months,
- Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out),
- Armed forces identification card DD form 2A (green),
- Attendance as a juror in New York State,
- Lease signed by the landlord (who is an individual and is not public or private agency) and the student. If the student's name does not appear on the lease, an "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.
- 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,
- 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)

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ELIGIBLE VISA TYPES

The following is a list of the categories of non-immigrant aliens who under Federal law have the capacity to become City and State of New York domiciliaries and therefore may qualify for the resident rate of tuition provided they have established intent and also satisfy the University's residency requirements.

Status Description

- A** Ambassadors, diplomats and certain other foreign officials and their families.
- E** Treaty trader/Treaty investor, spouse, and children.
- G** Certain government or international organization officials and their families.
- H-1B** Temporary worker in specialty occupation.
- H-1C** Temporary worker performing professional nursing services.
- H-4** Spouse or children of alien classified as **H-1B or H-1C**.
- I** Representatives of foreign information media and their spouse and children.
- K** Fiancé(e) or Spouse of a U.S. citizen and dependent children.
- L** Intra-company transferee (such as managers who have worked abroad for a branch of a U.S. firm) and their spouse and children.
- N** Parents and children of an alien granted permanent residency as a special immigrant.
- R** Religious workers and their spouse and children.
- S** Crime witnesses and their spouse and children.
- T** Victims of alien trafficking.
- U** Crime Victims.
- V** Spouse and children of a permanent resident who have a relative petition or an adjustment of status application pending for more than 3 years

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.



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ALTERNATE LEASE STATEMENT

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Name: _____ Semester: _____
Last Name First Name

S. S.# or CUNY first Empl ID# _____ Phone No (____) _____ - _____
Current Mailing Address:

_____ Street Apt No City State Zip Code

I have lived at the above address from ____/____/____ to ____/____/____
Month/Year Month/Year

But the lease is **NOT** in my name.

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

I _____ certify that I reside at the address indicated above and that
Owner/Leasee's Name

_____ has resided with me from ____/____/____ to ____/____/____
Student's Name Month/Year Month/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, or mortgage statement).

Signature **Date** ____/____/____
mm dd yyyy

NOTARIZED

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, 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.

Signature **Date** ____/____/____
mm dd yyyy

NOTARIZED

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