



## **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](http://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.



# LaGuardia Community College - Office of the Registrar

## 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](mailto: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.