

# HOSTOS COMMUNITY COLLEGE APPLICATION FOR NEW YORK RESIDENCY

Semester Applying For: Fall 20\_\_\_\_\_ Spring 20\_\_\_\_\_

Print Name \_\_\_\_\_

EMPL ID # \_\_\_\_\_

**Students must complete the attached CUNY Residency Form with the appropriate documentation**

Please provide one of the following as proof of status if you are a U.S. citizen, permanent resident or in a qualifying immigration status (see section on the back of this form for details)

- U.S. Birth Certificate or Passport
- Certificate of Naturalization
- Permanent Resident (green) Card
- Unexpired Conditional Permanent Resident Card
- Receipt for USCIS Form I-751
- Receipt for USCIS Form I-698
- I-551 stamp in passport
- Copy of USCIS Form I-90

**Instructions:** The student must submit two of items “a” through “m” (Please bring **original** documentation)

Note: All items must document residency for the 12 month period immediately preceding the first day of classes.

Documents in the same category 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.

- 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. Letter showing eligibility or disbursement of Social Security or New York City Public Assistance with the student’s New York address covering the 12-month period immediately preceding the first day of classes
- c. Copies of the most recent complete Federal and New York State tax returns 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
- d. A valid New York State driver’s license or a non-driver license issued at least one year prior to the first day of classes
- e. IDNYC New York City municipal identification card, showing the date of issuance at least one year prior to the first day of classes
- f. Homeowner’s or renter’s insurance policy
- g. Automobile registration or insurance certificate
- h. Voter registration certificate or card
- i. Bills for telephone, utility, cable TV or other home services covering a period of 12 months
- j. Monthly bank or credit card statements covering a period of 12 months (dollar amounts may be blocked out)
- k. Attendance as a juror in New York State
- l. Housing 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
- m. Postmarked mail addressed to a student at a New York address at least 12 months immediately preceding the first day of classes (a P.O. Box is not acceptable)

## FOR OFFICE USE ONLY

Received by \_\_\_\_\_ Approved by \_\_\_\_\_ Denied by \_\_\_\_\_ Date \_\_\_\_\_

Reason for Denial \_\_\_\_\_

For complete information about residency requirements see the **University Tuition and Fee Manual** at:  
<http://www2.cuny.edu/about/administration/offices/legal-affairs/university-tuition-fee-manual/>

If you reside in New York State but outside the 5 boroughs of New York City, you will need to submit a County Certificate. Please review the link relevant to the county you reside in below and follow up accordingly.

1. [Westchester County](#)
2. [Nassau County](#)
3. [Suffolk County](#)
4. [Rockland County](#)
5. [Putnam County](#)
6. [Dutchess County](#)