RESIDENCY CHECKLIST - FALL 2012

To be eligible for the New York City resident tuition rate at Borough of Manhattan Community College you must complete the Residency Form and provide the necessary documentation.

If you have attended an approved New York State high school for two or more years, or received a GED in New York State, and applied to CUNY within five years of receiving a high school diploma, you are eligible for the New York City resident tuition rate. You are required to fill out Parts A and B of the Residency Form.

If you demonstrate that you are a resident of the State and City of New York, you are eligible for the New York City resident tuition rate. You are required to fill out Part A and C of the Residency Form and provide proof of your citizenship/immigration status is required.

THE FOLLOWING REQUIRED DOCUMENTATION MUST ACCOMPANY THE RESIDENCY FORM.

The documentation must prove that the student has lived in New York State since August 2011 and has lived in New York City for six months immediately preceding the first day of classes.

The student must submit required forms of proof of residency from among the items “A” through “P” indicated below. The college must obtain:

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<th>Bring One (1)</th>
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a) Lease, Deed or Rent Registration form signed by the landlord and tenant (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) Copies of the most recent complete Federal and State of 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 address noted.

c) 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.

d) 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.
Bring Two (2)
e) A valid New York State driver’s license showing the date of issuance one year prior to the first day of classes.

f) Homeowner’s or renter’s insurance policy

g) Automobile registration

h) Automobile insurance certificate

i) 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 of Federal agencies)

j) Voter registration certificate or card

k) Telephone or utility bills or payments for services such as cable TV covering a period of up to 12 months

l) Monthly bank or credits card statements covering a period of 12 months (dollar amounts may be blocked out)

m) Armed forces identification card DD Form 2A (green)

n) Attendance of a juror in New York State

o) 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” which is contained at the Admissions Office 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 of bills) of residency at his/her current address for the previous 12 months.

p) Postmarked mail addressed to student at a New York address (P.O. Box address is not acceptable)

In addition to the items indicated above, the College may at its discretion request additional documentation from a student, if it believes that an accurate residency determination may be rendered through additional documentation.

STUDENT UNDER THE AGE OF 24

Generally, students under the age of 24 who are dependent on out-of-state parents are considered residents of the parents’ state. Students under the age 24 who claim to be independent must document financial independence from their parents. Students over the age of 24 are considered independent and do not have to document financial independence.