



In-City Residency Application Instructions

First Semester/Transfer/Non-Degree Students

Step	Action
1	Sign into BMCC Portal (https://mybmcc.bmcc.cuny.edu/my.policy) with your BMCC User ID and Password Note: Username and password are the same as your BMCC email account/BMCC PC log in. For Help: room s-141 or 212-220-8002
2	Look for this “ Student Forms ” icon and click on it
3	Look for the “ Office of the Registrar ” heading and click on the dashes
4	Click on “ Residency Survey- First Semester Students Only ” link
5	Submit your answers online and disregard the attached forms – how easy is that?!

Continuing Students

Step	Action
1	Complete & Sign Application Forms*
2	Provide 2 Documents Proving your NYC Address*
3	Provide 1 Document Proving your Citizenship/Immigration Status*
4	Submit Application and Documents Before Semester Ends**



Office of the Registrar

In-City Residency Application

Borough of Manhattan Community College
The City University of New York
www.bmcc.cuny.edu

199 Chambers Street, S315
New York, NY 10007-1097
tel. 212 220-1290
fax. 212 220-1254

Student Information

First Name _____

Last Name _____

Student ID _____

Semester Fall Spring Summer

Year 20_____

Application Checklist

- Two (2) Documents Proving NYC Address
- Documents Proving Citizenship/Immigration Status
- Application Forms
(Part A and C are required for all students- Part B is only required for Undocumented Students)

Important Information: To qualify for In-City Resident Tuition; students must possess an approved citizenship/immigration status, reside in New York State for 12 months before the semester starts, and reside in New York City for 6 months before the semester starts or attended a New York State high school for 2 or more years and received a diploma (or received a GED from the state of New York) within 5 years of applying to any CUNY school. BMCC will not make residency determinations retroactively for prior semesters and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation- **you should submit your application before the semester begins to ensure accurate billing and financial aid.**



Residency – Proof of Address

Provide two (2) forms of documentation listed below*

ID New York State Driver's License/ Permit or NYC ID (issued one year before the start of the term)
Tax Returns Federal + New York State Tax Returns + W2 Form (all 3 items are required to count as 1 document)
Housing Insurance policy, Lease, Deed (if your name is not on the Lease- see Alternative Lease)
Bank Statements 12 consecutive statements**
Credit Card, Energy, Cable or Phone Bills 12 consecutive statements**
Civil Services Voter Registration Card, Juror Duty Served Letter, or Public Assistance Award Letter
Automobile Insurance Certificate, or Automobile Registration

***If you are under the age of 24 on the first day of class**, documents can be in either the student name or the parent's name (conditional on student providing a Birth Certificate or Tax Returns with the student claimed as a Dependent)

****Statements** covering the first and last months of the previous 12 months period are acceptable provided that they show the student living at the same address. Otherwise, twelve consecutive statements must be provided.

Spring 2019 Examples (documents range 01/27/18 – 01/27/19)

- ✓ Unexpired NYC ID(issued on or before 01/27/18)
- ✓ Unexpired NYS Driver's License (issued on or before 01/27/18)
- ✓ 2017 Tax Returns (complete Federal & State Tax Returns with all W2s)
- ✓ Statements (January 2018 through January 2019)

Summer 2019 Examples (documents range 05/29/18 – 05/29/19)

- ✓ Unexpired NYC ID(issued on or before 05/29/18)
- ✓ 2018 Tax Returns (complete Federal & State Tax Returns with all W2s)
- ✓ Statements (May 2018 through May 2019)

Fall 2019 Examples (documents range 08/27/18 – 08/27/19)

- ✓ Unexpired NYC ID(issued on or before 08/27/18)
- ✓ 2018 Tax Returns (complete Federal & State Tax Returns with all W2s)
- ✓ Statements (August 2018 through August 2019)

Additional documents may be requested by the college if necessary to ascertain a student's residency. More information can be found at <http://www.bmcc.cuny.edu/registrar/>



Bmcc Residency – Citizenship/Immigration

Qualified immigration status; Permanent Residents, Select VISA Recipient, Refugee, Granted Asylum/Deportation, Adjustment Pending Status, Temporary Protected Status (TPS), Deferred Enforced Departure (DED), Deferred Action on Childhood Arrival (DACA), Late Amnesty Applicant, NACARRA Applicant, and Select Parolees.

Please provide item(s) from one (1) of the following check boxes:

- US Citizen: Birth Certificate, US Passport, or Naturalization Papers
- Permanent Resident Alien Card (green card) or USCIS Form 1-90 (for card replacement)
- Copy of USCIS Form I-90: Application to Replace Permanent Resident Card, along with a U.S. Postal Service return receipt/cancelled check or money order
- Visa with the following Category: A, E, G, H-1B, H-1C, H-4, I, K, L, N, O, R, S, T, U, V; AND I-94 Arrival/Departure Record with D/S or Unexpired
- Unexpired Employment Authorization Card: A3, A5, A10, A11, A12, C8, C9, C10, C11, C14, C19, C24, C33
- Unexpired Conditional Permanent Resident Card: Form I-551 with a two (2) year expiration date
- Receipt for USCIS Form I-751: Petition to Remove the Conditions on Residence; or Proof of an application pending for adjustment of status
- Receipt for USCIS form I-698: Application to Adjust Status from temporary to Permanent Resident
- I-551 Stamp in Passport indicating evidence of lawful permanent residence. Expired stamps may be accepted
- Decision from USCIS or the Immigration Judge granting Asylum or Withholding of Deportation or Removal
- Refugee Travel Document
- I-94 Arrival/Departure record with Employment Authorization Stamp and the notation “Asylum granted” or “Refugee granted”
- A USCIS Receipt Notice for the Adjustment of Status Application: Form I-797C indicating that the receipt is for an I-485 Adjustment of Status application
- A USCIS Receipt indicating that the fee for the adjustment application has been received. This receipt usually lists application type (in this case I-485), name of the applicant, alien number (“A” number) and the amount paid
- A USCIS Receipt of Application for TPS (Form I-821)
- A USCIS letter granting TPS
- Form I-797 granting Deferred Action, Deferred Enforced Departure status, or Deferred Action for Childhood Arrivals (No Exhibit)
- An USCIS Receipt Form I-881
- A USCIS decision granting parole

Please visit our website for a comprehensive list of inclusions and exclusions

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.

