# In-City Residency Application Instructions

## First Semester/Transfer/Non-Degree Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into BMCC Portal (<a href="https://mybmcc.bmcc.cuny.edu/my.policy">https://mybmcc.bmcc.cuny.edu/my.policy</a>) with your BMCC User ID and Password  &lt;br&gt; <strong>Note:</strong> Username and password are the same as your BMCC email account/BMCC PC log in. For help with the website contact the Service Desk (<a href="mailto:ServiceDesk@bmcc.cuny.edu">ServiceDesk@bmcc.cuny.edu</a> or 212-220-8379)</td>
</tr>
<tr>
<td>2</td>
<td>Look for this “Student Forms” icon and click on it</td>
</tr>
<tr>
<td>3</td>
<td>Look for the “Office of the Registrar” heading and click on the dashes</td>
</tr>
<tr>
<td>4</td>
<td>Click on “Residency Survey- First Semester Students Only” link</td>
</tr>
<tr>
<td>5</td>
<td>Submit your answers online and then are done – how easy is that?!</td>
</tr>
</tbody>
</table>

## Continuing Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete &amp; Sign Application Forms*</td>
</tr>
<tr>
<td>2</td>
<td>Provide 2 Documents Proving your NYC Address*</td>
</tr>
<tr>
<td>3</td>
<td>Provide 1 Document Proving your Citizenship/Immigration Status*</td>
</tr>
<tr>
<td>4</td>
<td>Submit Application and Documents before semester ends via email, as one single PDF file, to <a href="mailto:registrar@bmcc.cuny.edu">registrar@bmcc.cuny.edu</a>**</td>
</tr>
</tbody>
</table>
The following documents are only for use when you are a continuing student
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.
# Proof of NYC Address

**Document Categories** *(provide documents from 2 categories below and adhere to their criteria listed)*

<table>
<thead>
<tr>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Driver's Permit/License/ID</td>
<td>• Must be Photo ID and not a receipt&lt;br&gt;• Must be issued one year before the start of class</td>
</tr>
<tr>
<td>IDNYC Card</td>
<td>• Must be Photo ID and not a receipt&lt;br&gt;• Cannot expire within 5 years of the first day of class</td>
</tr>
<tr>
<td>Tax Returns</td>
<td>• Federal + State + W2 (all 3 combined count as one proof of address)&lt;br&gt;• You may redact financial information&lt;br&gt;• Must be most recent year or with proof of IRS extension the prior year&lt;br&gt;• Tax transcripts will not be accepted (must be Federal 1040 and NYS IT-201 forms)</td>
</tr>
<tr>
<td>Bank/Credit Card Statements</td>
<td>• Twelve (12) consecutive statements required&lt;br&gt;• If your mailing address is the same on all 12 statements; we only need the first and last month statements&lt;br&gt;• Only submit page one that shows your name, address, and date issued</td>
</tr>
<tr>
<td>Utility/Cable/Phone/Cell Statements</td>
<td>• Twelve (12) consecutive statements required&lt;br&gt;• If your mailing address is the same on all 12 statements; we only need the first and last month statements&lt;br&gt;• Documents must reflect your name, address, and date issued</td>
</tr>
<tr>
<td>NYC/Social Security Public Assistance Letter</td>
<td>• Letter must be issued 12 months before the start of class&lt;br&gt;• Letter must have your name and NYC mailing address&lt;br&gt;• Letter must be official Government Letterhead&lt;br&gt;• Social Security Card is not acceptable</td>
</tr>
<tr>
<td>Voter Registration Letter/Card</td>
<td>• Letter must be issued 12 months before the start of class&lt;br&gt;• Letter must have your name and NYC mailing address&lt;br&gt;• Letter must be official Government Letterhead/Card</td>
</tr>
<tr>
<td>Home/Auto Leases, Deeds, and Insurance</td>
<td>• Documents must cover all twelve (12) months before classes start&lt;br&gt;• Certificate(s) must have your name listed and reflect a NYC mailing address&lt;br&gt;• If your name is not on the lease, please see the Alternative Lease option on our website</td>
</tr>
</tbody>
</table>

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/guardian name if you provide a Birth Certificate, Court Document or Tax Returns reflecting your legally binding relationship.

## Document Date Range *(we verify the entire 12 months before the semester begins)*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Verification Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>August 2019 through August 2020</td>
</tr>
<tr>
<td>Spring 2021</td>
<td>January 2020 through January 2021</td>
</tr>
<tr>
<td>Summer 2021</td>
<td>May 2020 through May 2021</td>
</tr>
</tbody>
</table>

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Note: 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 – 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 I-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


☐ 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

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/la/ tuition-fee-manual.html
CUNY RESIDENCY FORM: Part B

THIS PAGE IS ONLY FOR UNDOCUMENTED STUDENTS WHO GRADUATE FROM A NY HIGH SCHOOL OR RECEIVED THEIR NY GED

Affidavit of Intent to Legalize Immigration Status

_____________________________________, being duly sworn, deposes and says that he/she does not currently 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 _________________________.

______________________, State of New York, County of _________________________.
CUNY RESIDENCY FORM: Part C

YEAR: _____________
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.

| FROM | TO |
| Mo __ Day __ Yr __ | Mo __ Day __ Yr __ |
| Mo __ Day __ Yr __ | Mo __ Day __ Yr __ |
| Mo __ Day __ Yr __ | Mo __ Day __ Yr __ |
| Mo __ Day __ Yr __ | Mo __ Day __ Yr __ |

| COMPLETE ADDRESS |
| 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.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS (CITY/STATE)</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________