

## EXPRESS APPLICATION FOR NEW YORK STATE RESIDENCY STATUS FOR TUITION BILLING PURPOSES

Congratulations on your acceptance! Our records indicate that you may not qualify for the NY State (NYS) tuition rate. Please complete this application and submit it with the documents required (see below) so that we can determine your eligibility. **If you are not sure what your status is, please read the definitions under the glossary on page 3 before answering the questions.**

### Documents Required by Status:

#### 1.) All applicants:

Submit an official final high school transcript with graduation date. If you are still enrolled in high school, please submit the official final high school transcript as soon as it is available. If you have a GED, please provide a copy of your GED and proof of GED prep-courses.

**If you graduated from a high school outside of NYS you will be given a more detailed NYS Residency Application to complete.** You must be a **US Citizen or Permanent Resident for 12 months or longer** prior to the start of the semester or have a visa type that qualifies you for NYS resident tuition.

**For students who are DACA status, out-of-status, or undocumented you must have applied to the College within five 5 years of receiving your NYS diploma or GED** otherwise a more detailed NYS Residency Application will be required.

#### 2.) If you are a **Permanent Resident:**

a. Attach a copy of the front and back of your Permanent Resident Alien Card (also called a Green Card).

#### 3.) If you have **DACA status:**

a. Attach a copy of your Immigration Service form I-797C.

#### 4.) If you are **Out of Status:**

a. Fill out the **STUDENT AFFIDAVIT OF INTENT TO LEGALIZE STATUS FORM** and have it notarized.

#### 5.) If you are **Undocumented:**

a. Fill out the **STUDENT AFFIDAVIT OF INTENT TO LEGALIZE STATUS FORM** and have it notarized.

Please remember to sign and date this application. When we receive all the information mentioned above, and it is processed, we can determine if you qualify for the lower NY state tuition rate.

Enrollment Services is **always** here to help you with this process. Do not hesitate to contact us with any and all questions. Advisors are standing by!

#### **Mailing address for all documents:**

Office of Enrollment Services  
SUNY Old Westbury  
PO Box 307  
Old Westbury, New York 11568

#### **Enrollment Service Contact Information:**

Telephone: 516-876-3200  
Email: [Enroll@oldwestbury.edu](mailto:Enroll@oldwestbury.edu)  
Website: [Oldwestbury.edu](http://Oldwestbury.edu)

**EXPRESS APPLICATION FOR NEW YORK STATE RESIDENCY STATUS FOR TUITION BILLING PURPOSES**

**PART A**

**Name:** \_\_\_\_\_ (First Name, Last Name)

**Semester/Year of Entry:** \_\_\_\_\_ **Student ID:** 700 \_\_\_\_\_ **Email:** \_\_\_\_\_ **Tel:** \_\_\_\_\_

Please answer the following questions and submit the required documentation within 15 days. A prompt response will help you receive the lower NYS resident cost *if you qualify*. If you do not respond or you cannot demonstrate NYS residency for at least 1 year prior to the first day of classes, you will be charged the out-of-state-rate.

(Circle your answers below)

1) **Are you a US Citizen?** YES or NO

a. **Are you a NYS resident?** YES or NO

b. **How long have you lived in NYS?** \_\_\_\_ Years \_\_\_\_ Months

c. **Did you or will you graduate from a NY State high school? YES or NO**(\* different application will be provided)  
If yes, what year did, or will you graduate? \_\_\_\_\_

\*If you are a US Citizen or NYS resident and resided in NYS for 12 months prior to the semester of entry you can skip 2.\*

2) **Are you a Permanent Resident of the USA** (see page 3 for a definition)? **YES or NO**(\*If no, skip 2a and answer 2b, 2c, and 2d)

a. **If yes, please provide your Alien Registration number:** \_\_\_\_\_

Please mail or email a clear copy of the front and back of the Permanent Resident Card or bring it to our office for duplication Permanent Resident status must have been approved at least 12 months prior to the semester of entry. If not, more information may be requested.

b. **Do you have a DACA status?** YES\* or NO (\*If yes, please attach approved I-797C)

c. **Are you Undocumented?** YES or NO

d. **Are you Out of Status?** YES or NO

3) **Did you attend a NYS high school for two or more years?** YES or NO

a. **If yes, what is the name of the school?** \_\_\_\_\_  
**When did you attend? Start** \_\_\_\_ **End** \_\_\_\_ **Graduation Date:** \_\_\_\_\_

b. **Do you have a NYS GED?** YES or NO  
**If yes, what date did you receive it?** \_\_\_\_\_

**To Be Completed by All Students:** I certify that all information provided, and all statements made in all sections of this application 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 the resident tuition rate, SUNY may revoke its determination of eligibility for the resident tuition rate and that I will owe nonresident tuition to the University for each semester or session that I have attended under these circumstances. I also may be subject to disciplinary action.

**DATE:** \_\_\_\_\_ **STUDENT SIGNATURE:** \_\_\_\_\_

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**AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS**

**PART B**

**\*\*If you are Out of Status or Undocumented you must complete this form, have it signed by a notary, and submit it with the documents required for your status as listed on page 1.\*\***

State of New York: County of \_\_\_\_\_:

\_\_\_\_\_ (Student's name), 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 before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**Office of Enrollment Services  
SUNY Old Westbury  
PO Box 307  
Old Westbury, New York 11568**

## Glossary

**DACA/Dreamer** - DACA, an acronym for Deferred Action for Childhood Arrivals, is a policy that protects around 800,000 young people — known as “DREAMers” — who entered the United States unlawfully as children. The program does not grant them official legal status or a pathway to citizenship, but it does allow them to apply for a driver’s license, social security number, and work permit. SUNY Old Westbury offers NY State tuition to DACA students who graduated from a NY State high school and who meet other eligibility requirements.

**Foreign National** – Anyone who is not a U.S. citizen by birth or naturalization. A person without U.S. citizenship or nationality.

**Notary Public:** An official appointed by state government to serve the public as an impartial witness in performing a variety of official acts related to the signing of important documents.

**Out of Status** – Entered the U.S. legally, but visa expired.

**Permanent /Resident Alien with an Alien Registration Number:** A Green Card holder (permanent resident) is someone who has been granted authorization to live and work in the United States on a permanent basis. As proof of that status, U.S. Citizenship and Immigration Services (USCIS) grants a person a permanent resident card, commonly called a "Green Card." Note: Do not use information from an Employment Authorization Card (EAD). An EAD card is not a Permanent Resident Card.

**Undocumented** - Individuals defined as foreign nationals who entered the U.S.A without immigration documentation to be a U.S. Citizen.