



## Instructions for filing the SUNY Old Westbury Express NYS Resident Tuition Application

The Office of Enrollment Services is reviewing your NYS residency status to determine the tuition rate that will be charged for enrolling at the College. Currently, your admission status for tuition billing purposes is at the **out of state rate**. You may qualify for the in-state tuition rate if you meet certain NYS residency conditions.

Please complete the attached NYS Express Resident Tuition Application following the instructions below. Return the Application and requested documentation to Enrollment Services within **15 days** to enable a determination about your tuition rate to be made. You will be notified of your residency status within two weeks after your completed application has been submitted.

### 1. For US Citizens and Permanent Residents:

If you are a U.S. citizen or permanent resident for more than 12 months prior to the semester of entry, and answered “yes” to question 3a or 3b, you do not need to complete any further pages of this Application. Return the signed Application to Enrollment Services. Permanent Residents need to attach a copy of the front and back of your Permanent Resident Alien Card to this Application. Until this Application and required documents are received and approved in Enrollment Services, the determination about your tuition status will remain at the higher out of state rate.

### 2. For Applicants that do not have lawful immigration status:

If you answered “no” to question 2a **and** “yes” to 2b **and** if you answered “yes” to question 3a or 3b, fill out the *Express NYS Resident Tuition Application* and the **STUDENT AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS** Application (“Student Affidavit”) that is on the backside of the Application (page 2). You must also have applied for admission to SUNY Old Westbury within five years of graduation from a NYS high school or receiving a NYS GED.

Note: **Remember to sign it in the presence of Notary Public.**

Return the completed Express NYS Tuition Resident Application and notarized Student Affidavit Application with a copy of your expired visa to Enrollment Services (or you can bring in your passport for us to review your visa).

### 3. For all non-NYS High School Graduates:

If you answered “no” to question 3a or 3b and are a U.S. citizen, permanent resident alien, or have a visa type eligible to qualify for resident tuition, you will be mailed a more detailed NYS Residency Application (Long Application). Please contact Enrollment Services if you do not obtain the Application before the first day of classes. Your tuition will remain at the **out of state rate** until the Application is submitted and a decision is made. This Application must be completed before the first day of classes.

**ALL Applicants:** Don’t forget to sign and date the Application. If you have any questions, please contact Enrollment Services.

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

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

#### **Enrollment Services Contact Information**

Telephone: 1.516.876.3200  
Email: [enroll@oldwestbury.edu](mailto:enroll@oldwestbury.edu)  
Website: [www.oldwestbury.edu](http://www.oldwestbury.edu)



## Express NYS Resident Tuition Application

Name: \_\_\_\_\_ Semester of Entry: \_\_\_\_\_  
(First Name, Last Name)

Student ID: 700 \_\_\_\_\_ Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Please answer the following questions and submit the requested documentation within **15 days**. A prompt response will prevent a delay in revising your current Non-NYS tuition rate status 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 approximately \$ \_\_\_\_\_ for a semester.

1. Are you a US Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, are you a NYS resident? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how long have you lived in NYS? Years: \_\_\_\_\_ Months: \_\_\_\_\_

If **yes** and you resided in NYS for 12 months prior to semester of entry, skip 2 and answer 3a or 3b.

If **no** to any of the questions above or have less than 12 months of NYS residency, please answer 2 and 3a or 3b.

2. Are you a Permanent Resident of the USA (a permanent resident is not a US Citizen but has a valid permanent resident immigration status)? Yes \_\_\_\_\_ No \_\_\_\_\_
- a. If yes, please provide your Alien Registration number: \_\_\_\_\_  
Please mail a clear copy of the front and back of the Permanent Resident Card or bring it to our office for duplication.  
**Note:** Do not use information from an Employment Authorization Card. An EAD card is not a Permanent Resident Card. 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. If no, are you a DACA, undocumented or out of status immigrant? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Did you attend a New York State high school for two or more years and graduate from a NYS high school? Yes \_\_\_\_\_ No \_\_\_\_\_
- a. If **yes**, indicate high school name: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_ Graduation Date: \_\_\_\_\_  
(Please provide a copy of your final high school Transcript if it has not already been submitted.)

If **no**, additional documentation may be requested. You will be notified about providing additional documentation.

**OR**

- b. Do you have a GED issued by NYS? Yes \_\_\_\_\_ No \_\_\_\_\_ If **yes**, date Issued: \_\_\_\_\_  
If **no**, additional documentation may be requested.  
(Please provide a copy of your GED and proof of GED Prep-courses if these have not already been submitted.)

{If yes to 2b and 3a or 3b) you **must** have also applied for admission to SUNY Old Westbury within 5 years of graduating from high school. You **must** also sign/date below and complete the "STUDENT AFFIDAVIT" on page 2}

### 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 non-resident 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: \_\_\_\_\_



**APPLICATION FOR NEW YORK STATE RESIDENCY STATUS/RESIDENT TUITION  
STUDENT AFFIDAVIT OF INTENT TO LEGALIZE IMMIGRATION STATUS**

***Only applicants that do not have lawful immigration status,  
complete this affidavit in the presence of a Notary.***

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

\_\_\_\_\_, being duly sworn, deposes and says  
(Student's name)

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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**All students:** Please complete page 1 of this Application, attach requested documents and mail all materials to:

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