



State University of New York College at Old Westbury

Instructions for the Application for New York State Residency Status

“PLEASE READ ALL INSTRUCTIONS CAREFULLY.”

ANY MISSING OR INCOMPLETE INFORMATION WILL DELAY REVIEW PROCESS

1. Fill out the attach application for New York State Residency Status accurately and completely. You **MUST** provide all of the information requested on the application. If you have any questions, contact the Bursar’s Office at (516) 876-3168 or email: Bursar@oldwestbury.edu.

PLEASE NOTE:

The application and ALL supporting documentation must be handed “PRIOR” to the first day of classes of the term in which New York State Residency is sought.

Deadline to submit application:	Fall Semester:	9/15	Winter Semester:	12/15
	Spring Semester:	2/15	Summer Semester:	6/01

“Applications received after deadline date will be considered for the next semester”

2. The application **MUST** be notarized before it is submitted for review. Applications that are **not notarized** will not be considered for review.

3. You MUST submit ALL of the following items with Residency Application:

- A. **“Current” Federal and State** income tax return. Submit all pages of your signed Federal and State tax returns.

Were you, or will you be “claimed” as a DEPENDENT on your parent’s federal and state income tax return? If yes, Please note, that if you are **claimed** as a **“Dependent”** you must submit all pages of your parent(s) Federal and State signed income tax returns.

- B. Copies of bills in your name dating back **ONE full calendar year** (12 months) for any of the following:
Official signed notarized Rental or Lease Agreement, Bank Statement, Telephone, Gas, or Electric.

Hand-written rental receipts will not be accepted.

PLEASE NOTE: If you are claimed as a **Dependent**, the bills should be in the name of the person that claims you on their income tax returns.

- C. Copy of one the following
New York State Driver’s License
New York State Voter Registration Card
New York State Vehicle Registration
- D. Copies of “ALL” Immigration and VISA information, including alien registration card.
“Please Note that this must be submitted by all NON-U.S. citizens.

4. Submit completed application and all supportive materials to:

**Attention: Bursar’s Office
SUNY College at Old Westbury
PO Box 210
Old Westbury, New York 11568**

SECTION B

If financially dependent on your parent, skip this section and have your parent complete Section C

- Did you, or will you, live in an apartment, house or building owned or leased by your parents for more than six (6) weeks during the last year? Yes No **Prior Year:** Yes No (attach copy of signed lease, deed, or tax bill)
- Were you, or will you, be **"claimed" as a dependent on your parent's federal or state income tax** return:
Last Year: 20 _____ Yes No **Prior Year:** 20 _____ Yes No
- Are you an **"emancipated"** minor or adult student who is **"financially independent"** from parental support? Yes No
If yes, when did you become independent? _____
Years / Months
- List below your source of financial income for the past two (2) years:

From	To	Name & Address of Employer	Hours Per Week

If not employed, please list your financial resources: _____

Applicant's Affirmation:

I do hereby affirm that I am a resident of New York State and that it is my intention to remain in New York State, and that all information provided on this form, and attachments thereto, is accurate, complete and true to the best of my knowledge. I understand that providing false information knowingly will disqualify me from consideration for New York State residency status. Date _____ Signature _____

SECTION C

To be completed by the person who claimed you as a dependent for income tax purposes last year.

Name _____ Relationship _____
 Address: _____ City _____ State _____ Zip code _____
 Telephone Nbr: Home () _____ Business: () _____
 Length of time at this address: _____
Years / Months

Citizenship: (check one) U.S. Other **If other, please specify** _____

Please list the states in which you filed or will file resident taxes during the last three years:

Year _____ State _____ **Prior Year** _____ State _____ **Second Prior Year** _____ State _____**Affirmation:**

I do hereby affirm that the above information provided is accurate, complete and true to the best of my knowledge.

Date: _____ Signature _____

SECTION D**APPLICANT'S AFFIRMATION:** The following affirmation statement must be completed and notarized before a Notary Public**STATE OF NEW YORK****COUNTY OF** _____

I, _____, the applicant herein, being duly sworn, do hereby affirm that I am a bona fide legal resident domiciled in the State of New York, and that all the information provided on this form and any attachments thereto, is accurate, complete and true to the best of my knowledge.

Signature of Applicant

Sworn to before me this _____

Day of _____, 20 _____

Notary public