

Instructions for Application for New York State Residency Status for Tuition Billing Purposes

The following principles govern the determination of a student's domicile:

- A domicile is a fixed, permanent home to which a person intends to return following an absence.
- A person may have multiple residences but only ONE domicile.
- A person retains a domicile until it is abandoned and another domicile is established.
- A person does not acquire a NYS domicile only by being physically present in NY for the sole purpose of attending a NYS campus.

Please complete the Residency Application if you have been charged the out-of-state tuition rate and believe you have a New York State domicile.

1. Complete the Application for New York State Residency Status for Tuition Billing Purposes

- a. All information in Section A must be completed by all applicants
- b. Section B must be completed if you are claiming independent status or are a dependent student whose domicile differs from that of their parent.
- c. Section C must be completed if someone other than you or your spouse claims you as a dependent for tax purposes or provides you with any financial support. This person must be a New York State resident as described below.

2. Have the application notarized.

- a. If Section B has been completed, you must have it notarized.
- b. If Section C has been completed, the person providing the information must have it notarized.

3. Provide proof of residency.

Students are generally considered New York State residents if they have established their domicile in New York State for at least 12 months prior to the last day of the registration period. Three forms of proof must be provided to substantiate NYS domicile. Examples of acceptable documentation include but are not limited to:

- NYS Driver License, Learner Permit, or Identification Card (if do not drive)
- NYS Motor Vehicle Registration
- NYS Voter Registration
- Proof of ownership of NYS real property or a signed residential lease for property in NYS
- Utility bill
- NYS bank account
- NYS Income Tax Returns

Documentation must be submitted in the name of the student if section B has been completed and in the name of the parent completing the application if section C has been completed.

4. Return forms to:

Alfred State
Student Records and Financial Services
10 Upper College Dr.
Alfred, NY 14802