

To be eligible for resident tuition rates, you must prove that you have been a resident of the State of New York for at least twelve (12) consecutive months and a resident of the City of New York for at least six (6) consecutive months **preceding the first day of classes**. The information required to be provided in this form and documentary proof submitted by you to support that information will be used to determine if you are eligible for resident fees. Your failure to provide the required information and documentation may result in your classification as a Non-City of New York resident and therefore subject to higher tuition fees.

The following documentation should be submitted with the completed bona fide residence form.

(NOTE: C-107 does NOT provide copying service. Only CLEAN and READABLE copies will be accepted of the documents listed below):

Submit one (1) of the items listed here:

- Current Federal (1040) and State of New York (IT-201) tax returns **AND** the corresponding W-2 form. **OR**
- Budget/Benefit letter from New York City Public Assistance with the student's New York address covering the 12-month period immediately preceding the first day of classes and including the student's name. **OR**
- Benefits letter from the Social Security Administration with the student's New York address covering the 12-month period immediately preceding the first day of semester and including the student's names (only for students receiving Social Security benefits).

Submit two (2) of the items listed below. Items **MUST** be in your name and must be covering a period of up to 12 months prior to the 1st day of the semester.

1. Homeowner's or renter's insurance policy.
2. Automobile registration and/or Automobile insurance certificate.
3. **Unexpired** Driver's License.
4. Selective Service Card
5. Armed Forces I.D. (Form 2A)
6. Telephone or utility bills (12 months) covering a period of up to 12 months prior to 1st day of semester.
7. Checking acct. monthly statements (12 months) covering a period of up to 12 months prior to 1st day of semester.
8. Scholarship, financial aid or other benefit applications & evidence of resident eligibility (Example: HESC mailing).
9. Any other form of identification, or documentary proof which lists your name and address (subject to review and approval).

If you are under the age of 18 you must submit:

- A copy of your parents' or legal guardian's Federal and State income tax returns.
- If you have legal guardian other than you parents, or your parents are separated or divorced, a copy of your guardianship papers or court order indicating your legal custodian.
- If you claim to be emancipated, a sworn statement signed by your parents, parents having custody, or legal guardian, stating that they are aware that, under the laws of New York, you have not attained the age of majority; that they relinquish and surrender all rights which they have over you, including the right to control any and all of your activities and responsibility whatsoever for you, and consider you to be a free agent.

For Non-United States Citizens:

If you are in the United States on any temporary visa (**Example: F1 International Students**), you are **NOT** eligible for classification as a City resident, and should not complete this form.

If you have a permanent resident's or refugee's visa, you must comply with everything above, complete this form and submit your visa and any official correspondence from the U.S. Bureau of Citizenship and Immigration Services having relevance to your status in the United States.

PLEASE NOTE: YOU HAVE A RIGHT TO APPEAL A "NON-CITY OF NEW YORK" RESIDENCY DETERMINATION.