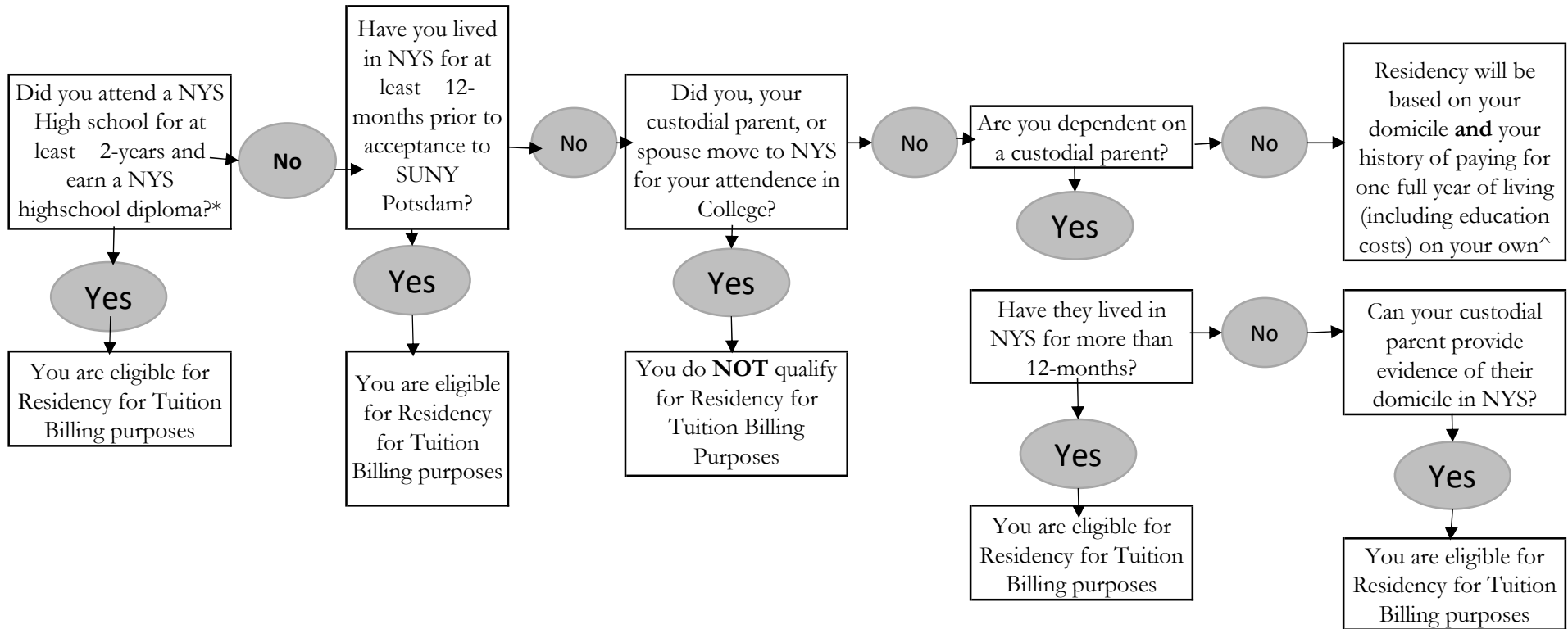


## Are you eligible for New York State Residency for tuition billing purposes?



\*Other NYS equivalency programs may be considered when determining residency status.

^When showing financial independence, please provide a budget including all of your income sources (loans, grants, scholarships, tax return and/or paycheck stubs).

**Active Duty Military** members may qualify for exceptions to Residency. Please speak with a Student Accounts representative for more details.

**Please note:** Residency eligibility for tuition billing purposes does not guarantee you will be eligible for NYS financial aid. Please consult with the Higher Education Services Corporation (HESC) regarding award eligibility.

*Disclaimer:* This guide is intended to be a tool to consider whether or not you should apply for residency for tuition billing purposes. Guidance listed does not guarantee you will qualify for residency. Determinations will be made based on residency application information and financial aid data provided to SUNY Potsdam.

If you believe you are eligible for in-state residency, please complete the residency application and submit it to One Stop. For full consideration, please be sure to include evidence of domicile (atleast three different documents). Students who are financially independent must also submit a budget showing they have independently paid for one-year of living expenses, including educational costs, prior to applying for residency. Residency determinations made after the add/drop period will apply to tuition charges in the following term.

# In-State Residency for Tuition Billing Purposes

## Application Guidance

Students who have not graduated from a NYS High School, or have not lived in NYS for at least 12-months prior to acceptance to SUNY Potsdam will be presumed out-of-state. These individuals may challenge this presumption by presenting sufficient evidence proving they are in-state residents based on guidelines set forth in SUNY policy and NYS Laws.

**Note:** Active Duty Military members should schedule an appointment to speak with a student accounts representative about residency guidelines.

### Steps to challenge your residency status:

1. Review eligibility flow chart to determine whether or not you should apply.
2. If you decide to challenge your status, compile the following
  - Completed Residency Application
  - Evidence of Domicile – Pertinent\* Document #1
  - Evidence of Domicile – Pertinent\* Document #2
  - Evidence of Domicile – Pertinent\* Document #3

If financially independent:

- Completed Residency Budget
- Evidence of annual expenses (billing statements, lease agreements, etc.)
- Evidence of annual earnings (tax returns, pay check stubs, etc.)

*Pertinent documents may include but are not limited to:* NYS driver license or non-driver identification card; NYS motor vehicle registration; NYS voter registration; residential lease for property in NYS; proof of ownership of NYS real estate property; NYS income tax return, NYS bank account

3. Submit all required residency documentation to One Stop prior to the end of the first week of classes. *Be sure you do not submit any sensitive personal information via e-mail!* Any residency applications submitted after the first week will be considered only for future terms.

### Additional Resources:

<http://www.suny.edu/smarttrack/residency/>

[https://www.suny.edu/sunypp/documents.cfm?doc\\_id=402](https://www.suny.edu/sunypp/documents.cfm?doc_id=402)

<http://www.potsdam.edu/offices/studentaccounts/residency>

One Stop ▪ [onestop@potsdam.edu](mailto:onestop@potsdam.edu)

402 Raymond Hall ▪ 44 Pierrepont Avenue ▪ Potsdam, NY 13676 ▪ 315.267.2943

# SUNY Potsdam Application for New York State Residency Status for Tuition Billing

**Instructions:** Please complete *all sections* and submit application with a minimum of three copies of supporting documentation showing evidence of domicile.

**Deadline:** Residency determinations must be made prior to the end of the first week of classes. Any residency applications submitted after the first week will be considered only for future terms.

Student P# Number: \_\_\_\_\_ County of Residence: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First

## Permanent/Legal Address

\_\_\_\_\_  
Street City State Zip Code

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Length of time at Permanent Address: \_\_\_\_\_ / \_\_\_\_\_  
Years/Months

If fewer than three years, list prior addresses below:

Date From	Date To	Street	City	State	Zip Code
____/____/____	____/____/____	_____	_____	_____	_____
____/____/____	____/____/____	_____	_____	_____	_____
____/____/____	____/____/____	_____	_____	_____	_____

## Current Local Address (If different from Permanent/Legal Address)

\_\_\_\_\_  
Street City State Zip Code

Telephone Number at Local Address: (\_\_\_\_) \_\_\_\_\_

Do you have another residence outside of New York State? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please explain.

**Personal Information**

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Marital Status: \_\_\_\_\_

Citizenship: US \_\_\_\_\_ Other \_\_\_\_\_ (If other, visa type \_\_\_\_\_) If you are a permanent resident of the U.S., list your alien registration number \_\_\_\_\_ Date Issued \_\_\_\_/\_\_\_\_

Do you have a driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, in what state was your license issued? \_\_\_\_\_

**Personal Information Continued**

Do you own a car? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, in what state is your car registered? \_\_\_\_\_

Are you a Registered Voter? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, in what state are you registered? \_\_\_\_\_ Registration Date \_\_\_\_/\_\_\_\_

**College Information**

Are you a first-time SUNY student? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, previous SUNY school \_\_\_\_\_

Have you received a state financial aid award such as TAP? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you had or will you be applying for a federal education loan? Yes \_\_\_\_\_ No \_\_\_\_\_

**Tax Information**

List states in which you (or your spouse) filed or will file resident taxes during:

Last Tax Year \_\_\_\_\_ This Tax Year \_\_\_\_\_ Next Tax Year \_\_\_\_\_

**Domicile Notes (attach additional pages and documents if needed)**

Why did you move to New York State and now consider New York to be your permanent and principle home?  
Note: a person does not acquire New York State residency by being present in the state solely for the purpose of attending a New York State college or university.

**Dependency Information**

Did you or will you live in an apartment, house or building owned or leased by your parents for more than six weeks during last tax year? Yes \_\_\_ No \_\_\_ This year? Yes \_\_\_ No \_\_\_ Next year? Yes \_\_\_ No \_\_\_

Were you, or will you be claimed as a dependent on your parents' federal or state income tax return for last tax year? Yes \_\_\_ No \_\_\_ This year? Yes \_\_\_ No \_\_\_ Next year? 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? \_\_\_ / \_\_\_  
Month/Year

**Financial Information**

\*If Financially Dependent, skip this section and have your provider complete the 'provider financial summary' information.

**Financial Support**

Residency for students who are not dependent on another person will be based on the student's history of paying for one full year of living expenses on their own, including education costs. If financially independent, you must provide evidence of your ability to pay your expenses by submitting a budget showing all expenses for the year, and sources of income covering those expenses. You may use the 'Residency Budget Template' provided to meet this requirement. Please be sure to include paycheck stubs, W-2's, or income tax returns if including employment earnings.

**Provider Summary (If not claiming financially independent)**

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

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Permanent Address:

\_\_\_\_\_  
Street City State Zip Code

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Business Number: (\_\_\_\_\_) \_\_\_\_\_

Length of time at this address: \_\_\_\_\_ / \_\_\_\_\_ Citizenship U.S. \_\_\_\_\_ Other \_\_\_\_\_  
Years/Months

List states in which you filed or will file resident taxes during:

Last Tax Year \_\_\_\_\_ This Tax Year \_\_\_\_\_ Next Tax Year \_\_\_\_\_

**Special Circumstances**

List any additional details which may be relevant in determining your residency status (attach additional pages and documents if needed).

**Affirmation of Claimer**

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

my knowledge. Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signature\_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO:**

One Stop  
SUNY Potsdam  
44 Pierrepont Ave.  
Potsdam, New York 13676-2294

## Residency Budget Template

Students claiming financial independence must provide evidence of one year of independent living, including all education costs. The amount of income claimed by the student must equal or exceed expenses, including non-University housing.

### 12-Month Living Expense

Housing Expenses <i>This should include heat, water, trash removal, etc.</i>	<input type="text"/>
Transportation Expenses <i>To and from school, work, family/friends, etc.</i>	<input type="text"/>
Food <i>Include home cooked, fast food, dining out, etc.</i>	<input type="text"/>
Telephone and/or Cable	<input type="text"/>
Tuition and Fees	<input type="text"/>
Other: <i>Clothing Allowance, Gifts, Loans, Credit Cards, etc.</i>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<b>Total Annual Expenses</b>	<input type="text"/>

### 12-Month Income

*Please describe all financial aid sources being included:*

	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<i>If listing employment earnings, please also include paycheck stubs, a From W2, or and Income Tax Return</i>	<input type="text"/>
<b>Total Annual Earnings</b>	<input type="text"/>