

## Residency Checklist

Spring \_\_\_\_\_

Summer \_\_\_\_\_

Fall/Winter \_\_\_\_\_

- Use the **Residency Checklist** for a listing of supporting documents to show proof of residency and submit with a completed CUNY Residency Application Form.
- Please **ATTACH COPIES** of all supporting documents and any other additional information pertinent to the application.
- The documents **MUST** be dated for the time period of \_\_\_\_\_ to \_\_\_\_\_
- For verification purposes all documents must include student's **NAME, ADDRESS and appropriate DATES.**

*Note: Once documents are submitted to the college they will not be COPIED and/or GIVEN back to students.*

### Section 1

Provide **ONE** document from the following as proof (Mandatory)

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|---|--|
| <input type="checkbox"/> U.S. Passport                        | <input type="checkbox"/> Refugee Status            |
| <input type="checkbox"/> U.S Birth Certificate                | <input type="checkbox"/> Asylee Status             |
| <input type="checkbox"/> Certificate of Naturalization        | <input type="checkbox"/> Parolee Status            |
| <input type="checkbox"/> Permanent Resident (green) card      | <input type="checkbox"/> Temporary Residency I-688 |
| <input type="checkbox"/> Passport with 1-94                   | <input type="checkbox"/> Cuban/Haitian entrant     |
| <input type="checkbox"/> Employment Authorization Card – 688A |  |

### Section 2

Please see below for the required documents to be submitted with the CUNY Residency Application.

Students must select either **Option A – OR – Option B.**

**All documents must be valid and show proof of residency for a consecutive period of ONE (1) year prior to the first day of classes of the semester for which you are applying for.**

**Option A:** Please submit **ONE** document from the following:

- Lease, Deed or Rent Registration form (used for rent stabilized apartments) signed by the landlord who is either a public or private agency and the student or parent of the student with the same surname.
- Budget/benefit letter from New York City Public Assistance with the student's name and New York address
- Benefit letter from Social Security with the student's name and New York address

**OR**

**Option B:** Please submit **TWO** documents from the following:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> A <b>VALID</b> ID showing the date of issuance:             <ul style="list-style-type: none"> <li>➢ NYS Drivers License <b>or</b></li> <li>➢ NYS Non-Driver ID <b>or</b></li> <li>➢ NYS Learner's Permit</li> </ul> </li> <li><input type="checkbox"/> Copies of the most recent completed <b>Federal tax return</b> and <b>New York State tax return</b> and the corresponding <b>W-2 form</b>. Responses to Federal form 4506 and New York State form 4506 requesting Federal and State tax information is acceptable if the Federal and State governments acknowledge that the party in question has in fact filed a tax return from the address noted. Please sign copies of Federal Tax return and New York State tax return.</li> <li><input type="checkbox"/> Homeowner's or Renter's Insurance Policy</li> <li><input type="checkbox"/> Automobile Registration</li> <li><input type="checkbox"/> Automobile Insurance Certification</li> <li><input type="checkbox"/> Voter Registration Certificate/Card</li> <li><input type="checkbox"/> Bills or payments for services such as Cable, Utility, Telephone/Cell</li> <li><input type="checkbox"/> Monthly bank or credit card statements (Dollar amounts and account #s can be blocked out)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> If the student's name does not appear on the lease, an <b>Alternate Lease Statement is enclosed</b> and <b>must</b> be completed and <b>notarized in BOTH sections</b>. The person whose name appears on the lease/contract must submit proof (lease, telephone, or utility bill) of residency at his/her current address for the previous 12 months. The student must complete, sign and date the top section. The person, whose name appears on the lease must complete, sign and date the middle section.</li> <li><input type="checkbox"/> Armed Forces identification card DD Form 2A (green)</li> <li><input type="checkbox"/> Armed Forces DD 214 (reflecting the current date)</li> <li><input type="checkbox"/> Attendance as a juror in New York State (reflecting the current date)</li> <li><input type="checkbox"/> Criminal Court Sentencing and/or Release papers</li> <li><input type="checkbox"/> Postmarked mail addressed to the student at a New York Address (P.O. Box not accepted)</li> <li><input type="checkbox"/> Other</li> </ul> |
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