



Student Academic Records & Financial Services

232 Capen Hall, University at Buffalo, Buffalo, NY 14260
Phone: 716-645-2450; Fax: 716-645-7760

Application for In-State Residency Status

Application for In-State Residency Status

Instructions: All applicants must complete Section A and D, and either Section B or C. Enclose the required documentations from the chart on the New York State Residency page. You may enclose a cover letter if you wish.

Section A: To be completed by all applicants

Section B: To be completed by applicants who are not financially dependent on their parents

Section C: To be completed by the person who claimed or will claim you as a dependent for income tax purposes in 2008. (Section must be notarized by a Notary Public)

Section D: Applicants Affirmation (section must be notarized by a Notary Public)-All Applicants must complete

Deadline Dates: Fall Semester: July 1st, Spring Semester: December 1st, Summer Semester: June 1st

Section A (Section A must be completed by all applicants)

A.1) Semester applying for: UB E-mail Address:

Person Number from UB ID Card

Last Name First Name Middle Initial

Age Date of Birth mm dd yy Marital Status

Citizenship: U.S. Other If other, list Visa type:

If you are a Permanent Resident of the U.S., list your Alien Registration Number: Date Issued

A.2) Legal / Permanent Address (Billing address)

Street

City State Zip Code

County of Residence Phone: ()

Length of time at current Legal / Permanent Address: Years / Months . If less than three years, list your prior addresses below:

Table with 5 columns: From (month/year), To (month/year), Street Address, City, State. Multiple rows for listing prior addresses.

A.3) Local Address

Street			
City	State	Zip Code	

A.4) Academic information

Are you a first-time SUNY student?		Yes	No
Are you a(n):	Undergraduate	Graduate	Professional (Med./Dent./Law)
Are you receiving an assistantship or fellowship?		Yes	No
If Yes, what type? (Attach copy of Tuition Waiver)			
GA	TA	RA	Fellowship

A.5) Driver's License and Vehicle Registration Information

Do you have a New York State driver's license?	Yes	No
Is your car registered in New York State?	Yes	No

A.6) Voter Registration Information

Are you a New York State registered voter?	Yes	No
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A.7) Tax Filing Information

In what State did you (or your spouse) file resident taxes for 2008	
Where will you file for 2009?	

Section B To be completed by applicants who are not financially dependent on their parents. Note: If you are financially dependent on your parents, skip this section and have your parents complete Section C.

B.1) Tax Filing Information

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 2008 ?	Yes	No
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 2009 ?	Yes	No
Were you, or will you be claimed as a dependent on your parents' Federal or State Income Tax Return for 2008 ?	Yes	No
Were you, or will you be claimed as a dependent on your parents' Federal or State Income Tax Return for 2009 ?	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

B.2) Your Sources of financial support for the last two years

From (month/year)	To (month/year)	Name and Address of Employer	Hours Worked per Week

If not employed, please list your financial resources:

B.3) Applicant's Affirmation of Information in Section B:

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, are accurate and true to the best of my knowledge. I understand that knowingly providing false information will disqualify me from consideration for New York State residency status.

Date	mm	dd	yy	Signature
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Section C To be completed by the person who claimed or will claim you as a dependent for income tax purposes in 2008.

C.1)

Name	Relationship
Citizenship: U.S.	Other
If other, list Visa type:	

C.2) Legal / Permanent Address (Billing address)

Street		
City	State	Zip Code
Home Phone ()	Business Phone: ()	
Length of time at this address:	Years	Months

C.3) Tax Filing Information, please list States in which you filed, or will file resident taxes during:

2007
2008

C.4) Affirmation of Information in Section C. The following affirmation must be **completed and notarized before a Notary Public**.

State of | _____
County of | _____

I, _____, being duly sworn, do hereby affirm my relationship to the applicant is that of _____ and that all information provided on this form and any attachments thereto are accurate, complete, and true to the best of my knowledge.

Signature of Applicant | _____
Sworn to me this | _____
Day Month Year
Notary Public | _____

Section D

D.1) Applicant's Affirmation. The following affirmation must be completed and notarized before a Notary Public.

State of | _____ **UB Person Number** | _____
County of | _____

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

Signature of Applicant | _____
Sworn to me this | _____
Day Month Year
Notary Public | _____

NOTE: Pages 5 & 6 of this application provides a list of supporting documents that must be submitted along with your signed notarized application.

Required documents listed below must be submitted together as a package with the application by the deadline. Documents must support the claim to have resided in New York State for at least 12 consecutive months prior to the start of the semester of the application. The columns to the right indicate who the required documents must come from. **Deadlines: Fall Semester: July 1, Spring Semester: December 1, Summer Semester: June 1**

Permanent Address

Your permanent address on record at the University must be the same as the address you are using to establish your residency. **Verify the PERMANENT address on file is your New York State address by logging onto MyUB.**

REQUIRED DOCUMENTS - A clear copy of the documents listed below must be enclosed with the application for Residency for Tuition Purposes.	DEPENDENT STUDENTS Documents must come from:	INDEPENDENT STUDENTS Documents must come from:
Proof of citizenship or permanent residency [Must provide proof of ONE of the following,]: <ul style="list-style-type: none"> • U.S. Birth Certificate • U.S. Passport (Must be signed and not expired) • Certificate of Naturalization/Citizenship • Alien Registration Receipt Card with Picture. (Copy both sides) 	Student	Student
Non-US Citizen <ul style="list-style-type: none"> • Copy of visa (Must not be expired) 	Student AND Parent	Student
Proof of Identity <ul style="list-style-type: none"> • NYS Driver’s License OR NYS Non-Driver ID 	Student AND Parent	Student
Income Taxes Filed <ul style="list-style-type: none"> • <u>Signed</u> copy of Federal taxes for 2008 fiscal year AND • <u>Signed</u> copy of State taxes for 2008 fiscal year 	Parent	Student
Proof of Housing <ul style="list-style-type: none"> • Copy of lease agreement or notarized letter from landlord reflecting 12 consecutive months prior to the start of the semester • Copy of deed or proof of home ownership 	Parent	Student
Proof of established Utilities/Services [Must provide proof of TWO of the following services dating back 12 months prior to start of semester]: <ul style="list-style-type: none"> • Electric • Gas/Heating • Water • Cable • Telephone (Home or Cell) If your lease indicates that all of the above utilities are included in your rent, then you must provide 2 alternate forms of documentation, dating back 12 months, in your name and showing your NY state address. Acceptable documents are: <ul style="list-style-type: none"> • Credit card statement • Auto or home owners/renters insurance • NY State bank account statement (no canceled check) If a NYS bank account statement is used to meet this requirement, it cannot be used again in the Miscellaneous category of required documentation.	Parent	Student
Miscellaneous [Must provide proof of ONE of the following]: <ul style="list-style-type: none"> • NYS Motor Vehicle or other personal property registration • NYS voter registration card • NYS Bank account statement showing address – (No voided checks) 	Parent	Student

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Supplemental Documentation (where applicable)		
<ul style="list-style-type: none"> • TA/RA/Fellow - copy of Graduate Tuition Remission/Scholarship Verification Form or department appointment letter 	N/A	Student
<ul style="list-style-type: none"> • Full time active members of the US Armed Forces – copy of Home of Record form or Military Orders 	Parent	Student
<ul style="list-style-type: none"> • Purchase of Home – copy of deed or proof of ownership AND proof of sale and/or termination of lease in the former residence outside of New York State 	Parent	Student
<ul style="list-style-type: none"> • Employment – proof of change in employment that required relocation to New York State including start dates. 	Parent	Student