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NYS Residency Two-Fer:

Determining In-State Tuition Eligibility

&
A Paperless Process Case Study

Determining In-State Tuition Eligibility

Part One

When is Residency is Determined?

Residency is *verified during the initial admissions process*.

Undergraduate- Admissions
Graduate/Professional-Department Admissions
Non-Matriculated- Registrar for Undergraduate and department for Graduate/Professionals

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Eligibility:

Your eligibility for New York State tuition rates is based upon your residency in New York State.

You must establish <u>domicile</u> and support that New York State is your permanent and principal home.

What is Domicile?

An affirmative decision to **adopt New York State as your permanent home**. It is the place in which you expect habitually to return to after absences.

It is your intent to remain in New York State after completing your studies.

Proof of New York State domicile is demonstrated by documents which support your contention that your permanent home is New York State.

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Is there a Durational Requirement?

Being a resident of New York State includes the decision to abandon one's former state of domicile, and establish in New York, a domicile which is <u>more than </u>the mere presence that enrollment at the university implies.

Living in New York State to attend college <u>does not </u>make you a permanent resident of New York State. You do not acquire a New York State domicile by being physically present in New York for a period of **twelve-months**.

You may be considered a New York State resident and be charged in-state tuition rates <u>only when you have been determined to have had a New York State domicile</u> (e.g. a permanent and principal home in New York State) for a twelve-month period prior to the start of the semester you are applying.

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Next Steps?

If the initial residency verification process results in an out of state determination, students will need to complete the Residency Application for New York State Tuition Purposes to prove otherwise.

Application Types:
Standard Application
New York High School/GED
Military
TA/GA/RA/Fellow

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Standard Application Process:

Dependent and Independent

Students will need to complete an application for review with the office of Student Accounts. As part of the application process, they will need to provide additional required documentation to support their eligibility.

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Determining Dependency:

SUNY campuses rely on documents and circumstances to determine if an individual's domicile is in New York State.

For financially dependent students, the campus relies on documents relating to the <u>parents or legal guardian.</u>

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What defines a Dependent Student?

A financially dependent student takes residence from the parent(s) on whom the student is dependent. A review is done of the parent's or legal guardian's permanent home.

Level in School- Undergraduate
Age – Under 24
FAFSA – Listed as Financially Dependent

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What defines an Independent Student?

Responsible for paying their educational expenses. The amount of income claimed by the student must equal or exceed all educational expenses including those associated with non-university housing.

Income may include financial aid received as an independent student.

Level Status- Graduate/Professional (Automatically determined)

Age- 24 years or older
FAFSA- Listed as Independent

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Document Requirements for Residency:

Proof Citizenship or Permanent Residency
Non-US Citizens (Eligible Visa, USCIS Receipt Notice pending immigration)
New York State Driver's License
Income Taxes- Federal and State
Proof of Housing-(Living in college residence halls is considered "temporary")
Proof of Established Utilities/Services- 2-(12 month) & 2-(Current)
Miscellaneous (Example NYS Voter Registration Card)

Independent Students- Documentation solely in their names.
Dependent Students- Majority of documentation is in the parent/legal guardian names.

Special Circumstances:

New York High School Graduates/GED

Military Applicants
Active Duty, Veterans, and
Veterans/Dependents/Spouses

Tuition Differential Scholarship
Departmental Assistantships

New York High School Graduates and GED Holders

Students may submit an abbreviated application assuming they meet the following criteria:

Have <u>graduated </u>from an approved NYS high school

Attended an approved NYS high school for at <u>least 2 full years</u>

Applied to the university within five (5) years of receiving their high school diploma

OR

Attended and completed an approved New York State program for a General Equivalency Diploma (GED) exam preparation

Received a GED from the State of New York, after completing the program.

Applied to the university within five (5) years of receiving their GED

*Please note: Students who are in the process of legalizing their immigration status and also meet the above requirements may be eligible. Additional documents are required for this special instance.

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Military:
Active-Duty Service Members

Any student enrolled who is a U.S. Service member <u>not stationed </u>in the state of New York with at least 90 days of aggregate service time may be eligible for instate tuition rates. They are not required to be a resident of the New York.

The term "armed forces" means the Army, Navy, Air Force, Marine Corps, and Coast Guard.

Military:
Active-Duty Service Members

Stationed in New York State:
(They do not need to be a resident of New York State)

Any student who is a member or spouse / dependent of a member of the Armed Forces of the United States on full-time active duty may be eligible.
(Dependent is defined as the spouse or dependent child of the member of the armed forces who is on active duty).

Active Duty, National Guard, or a Reserve Component and stationed in New York State.

The U.S. Department of Education Benefits

https://www.ed.gov/higher-education/veterans-and-military-families/education-benefits

Military:
Veterans and Dependents of Veterans

Provisions in the "Veterans Access to Care Through Choice, Accountability Act of 2014" require all public universities to offer instate tuition to honorably discharged veterans and dependents.

Eligibility Requirements

A veteran, spouse or child using GI Bill® benefits in which they are eligible for, or;
A veteran, spouse or child using transferred benefits who lives in New York State (regardless of his/her formal state of residence) and enrolls at University at Buffalo within three years of the transferor's discharge from a period of active-duty service of 90 days or more, or;

A veteran, spouse or child using benefits under the **Marine Gunnery Sergeant John David Fry Scholarship** who lives in the State of New York (regardless of his/her formal state of residence) and enrolls into University at Buffalo within three years of the Service member's death in the line of duty following a period of active-duty service of 90 days or more.

Special Program:
Tuition Differential Scholarship
Teaching Assistants (TA), Graduate Assistants (GA), Research Assistants (RA) and Fellows can be considered for a Tuition Differential Scholarship for tuition purposes in New York State <u>after one semester</u>.

Unique program in which a differential scholarship and a departmental award are combined to *offset* the **non-resident** tuition rate.
*Students are reclassified and charged resident tuition for subsequent semesters once the 12-month domicile is met.

Review of standard required documents still takes place for these students.

A Paperless Process Case Study

Part Two

Online Residency Application
Process Overview

Application/Software
Submission/Approval
Maintenance/Upgrades

History:

Paper process which contained multiple documents for review. Applications were sent through the US Mail or Campus Mail.

Solution:

Worked with our website team, CIT, and digital imaging specialist to create a new process. Now review can be done anywhere at anytime.

Step One: Online Form

Students complete a short form and answer a series of questions located on our website.
Based on these answers an application is created specifically for them.

Your Eligibility to Apply for In-state Tuition

Possible Circumstances for Tuition Consideration

- **TA/GA/RA/Fellow** –**After one semester,** I hold an **active** departmental appointment as an assistant or a fellow

- **NYS High School/GED** – I graduated from an approved NYS high school or attended and completed an **approved New York State program** for a General Equivalency Diploma (GED) exam preparation

- **Military** – My parent, spouse or myself are members of the military or a veteran

- **Standard** – None of the above apply to me.

My Circumstance Is: *
- ○ TA/GA/RA/Fellow
- ○ NYS High School/GED
- ○ Military
- ○ Standard

Choose one

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Personal Information

About the Applicant

Applicant's Primary Name*

FirstName LastName

UB Person Number*

8 digit number on UBCard, e.g. 45639631

UB Email Address*

Confirm UB Email Address*

UBITName@buffalo.edu

Date of Birth*

mm/dd/yyyy

Age*

Current age in years

Currently only accepting Summer 2025 applications for registered students.

You must be registered for classes for the term you select.

Semester and Year Applying For*

○ Summer 2025
Check One

High School Information

Did you attend a New York State (NYS) high school or an approved NYS GED program within the past 5 years? *

○ Yes ○ No

Your Academic Status

I am a first-time UB student?*

○ Yes ○ No

My academic status for the semester I'm applying for will be:*

○ Undergraduate
○ Graduate
○ Professional (Medical, Dental, Law, Pharmacy)

US Legal / Permanent Address (Billing Address)

Street Address*

Number and Street Name

City*

State*

Zip Code*

County of Residence*

Phone Number*

xxx-xxx-xxxx

Number of full years at this address:*

○ 0 ○ 1 ○ 2 ○ 3 ○ More than 3
Do NOT round up

Other addresses in United States?*

○ Yes ○ No

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Financial Status

Financial Status

I was born before January 1, 2001*
○ Yes ○ No

As of today, I am married*
○ Yes ○ No

At the beginning of the semester I'm applying for, I will be working on a master's or doctorate program. *
○ Yes ○ No
Based on your level in school you will automatically be considered an independent student.

During the past six (6) months, I have lived in an apartment, house or building owned or leased by my parents.*
○ Yes ○ No

During the next six (6) months, I will live in an apartment, house or building owned or leased by my parents *
○ Yes ○ No

I was claimed or will be claimed as a dependent on my parents' Federal or State Income Tax return for 2024*
○ Yes ○ No

I was claimed or will be claimed as a dependent on my parents' Federal or State Income Tax return for 2025*
○ Yes ○ No

State(s) Where You Last Filed Your Taxes*

[   ]
Separate states with commas

State(s) Where You Will Next File Your Taxes *

[   ]
Separate states with commas

How many sources of support from employment have you had during the past two (2) years?*
○ 0 ○ 1 ○ 2 ○ 3 ○ 4 ○ More than 4

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Supporter Information

Information about Financial Support Person

Instructions
The accuracy of the information in this section is the responsibility of the person who has claimed or will claim you as a dependent on Federal Income Tax forms. All fields are required, but complete only those about which you have knowledge. Your financial supporter is responsible for completing the paper copy of this section.

Financial Supporter's Name

First Name	Last Name

Relationship to Student Applicant

Financial Supporter's Citizenship

Financial Supporter's Legal / Permanent Address (Billing Address)

Street Address *

City *

Number and Street Name

State *

Zip Code *

County of Residence *

Phone Number *

xxx-xxx-xxxx

Number of years at this address: *
- ○ Less than 1 year ○ 1 ○ 2 ○ 3
- ○ More than 3 years
Do NOT round up

Financial Supporter's Tax Filing Information

Last Tax Year

Last Tax Filed for Year
- ○ 2024

States Filed for Last Taxes

Next Tax Filing

Next Tax To Be Filed for Year
- ○ 2025

States To Be Filed for Next Taxes

Send me my application to complete

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Step Two:
Emailed a set of instructions

Applicant official signature page-Includes supporter page for parents if dependent

Completed copy of the online form which includes the additional required documents.

Residency Application for NYS Tuition for Reserve or National Guard

Administrative Services
AS
To ● Amy Grable-Zimmerman
Cc ○ Student Accounts

☺ ↩ Reply ↩ Reply All → Forward 📄 •••
Fri 5/2/2025 2:17 PM

📄 Instructions - Residency Application for New York State Tuition Purposes -- 2025-05-02 02_16pm.pdf ⌄
216 KB

📄 Signature(s).pdf ⌄
129 KB

📄 Residency Application for Tuition -- 2025-05-02 02_16pm.pdf

May 2, 2025 2:16 PM

Dear Amy TEST,

NOTE: The copy of your application form should be more than 2 pages long. If it isn't, contact us at ubstudentaccounts@buffalo.edu

Thank you for beginning your application for New York State Residency Tuition. Attached are three documents needed to complete your submission:

- Instructions for submitting your New York Residency application and required documents.
- Signature page(s) to be signed, notarized if required, and uploaded to UB.
- A copy of your online submission which has been sent to us for your records.

Please review the instructions carefully Upload the application signature page(s) together with the required supporting documents **by the deadline in your instructions** to the Residency Application Document Upload Center at https://www.buffalo.edu/studentaccounts/forms/res-app-form-upload.html.

Questions? Call Student Accounts at 716-645-1800

UBStudentID:38167292

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Sample Application Email @buffalo.edu address
Contains Instructions, Signature Pages, Application

University at Buffalo
Student Accounts

Residency Application for New York State Tuition Purposes
Instructions

Downloaded Date: May 2, 2025 2:16 PM

Your Submission Packet

Your submission packet consists of the application sent to you in email from the online form with required signatures **and** required documents as listed in your application (Documents are also described at http://www.buffalo.edu/studentaccounts/nys-residency/application-nys-residency/required-documents.html.)

It is highly recommended that you cross out any personal account information.

Applicants must use a current application. If an older version of the application is submitted, the most current version will need to be submitted. Visit http://www.buffalo.edu/studentaccounts/forms/residency-applications.html for the most current version.

Upload clear copies only of your required documents. Do not send original documentation. UB will not copy or return any documents submitted. Even though documents are kept on file at UB, they cannot be used for future applications.

Please include a cover letter explaining any **extraordinary circumstances that affect your submission.**

Review Your Submission

Review your responses for accuracy. If you find an important misspelling or incorrect fact, draw a single line through it and insert the correction. Initial your correction.

Signatures

Sign your application in the presence of a New York State Notary Public if required. (Out-of-state Notaries are not acceptable.) If a Notary Public is not required on your application, sign the application as requested.

Communications and Submissions

Applications and documents will not be accepted from applicants via FAX or email. Communications from the Student Accounts office are conducted through UB email or telephone.

| **Deadline Dates:** | Fall Semester: September 1 | Spring Semester: February 1 | *If your deadline falls on a weekend, all materials are due by the next business day.* |
| | Winter Session: January 2 | Summer Semester: June 1 | |

Note: the submission deadlines do NOT apply to Military applications

Submit Your Application: Upload the application signatures page(s) with all required supporting documentation to the Residency Application Document Upload Center at https://www.buffalo.edu/studentaccounts/forms/res-app-form-upload.html

Once your completed application has been received, Student Accounts will send you a confirmation email at your UB email address regarding the receipt of your application.

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Sample Instructions Page

Residency Application for New York State Tuition Purposes

Residency Application for New York State Tuition Purposes
Summary Sheet

Date: May 2, 2025 2:16 PM

To:

Student Accounts

1 Campus Mail Center

University at Buffalo

Buffalo, NY 14260

From:

Amy TEST

Subject: Residency Application for NYS Tuition Purposes
Special Circumstance: Military

About the Applicant

Primary Name	Amy TEST
UB Email Address	amygrabl@buffalo.edu
UB Person Number	38167292
Date of Birth (mm/dd/yyyy)	03/20/2000
Age	25
Citizenship	U.S. Citizen
Semester and year applying for	Summer 2025
Academic Division (application semester)	Graduate
First Time UB Student?	Yes

Residency Application for New York State Tuition Purposes for National Guard or Reserve Members

Residency Application for New York State Tuition Purposes
National Guard or Reserve Members

Date: May 2, 2025 2:16 PM

Applicant:

Academic Information

Attended a NYS High Schools or an approved General Equivalency Diploma (GED) program examination within the past 5 years: **No**

Relationship to Active Duty Member: Spouse

Reserve and National Guard Information

Have you completed Initial Active Duty for Training?	Yes

Supporting Documents

Instructions

Clear copies of the documents listed must be **enclosed with the application** for Residency for Tuition Purposes. **Do NOT send original documents.** All documents submitted become the property of the University at Buffalo for permanent filing. We will not make copies or return originals. **It is highly recommended that you cross out any personal account information.**

Residency Application for New York State Tuition Purposes for National Guard or Reserve Members

Required Supporting Documents When Applicant is Spouse

Document	Document must come from
Military Orders or Home of Record	Reserve/National Guard Member
Driver's License	Reserve/National Guard Member **and** Spouse
Marriage Certificate	Spouse

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Sample Application

University at Buffalo
Student Accounts

Applicant's Affirmation / Signature

Information Submitted in Residency Application for New York State
Tuition Purposes

Certification

I certify that all information and statements made in all sections of this application are true and correct to the best of my knowledge. I understand that if I provide false information or withhold relevant information to obtain the resident tuition rate, SUNY may revoke its determination of eligibility for the resident tuition rate and that I will owe non-resident tuition to the University at Buffalo for each semester or session that I have attended under these circumstances. I may also be subject to disciplinary action.

Student Signature: _____   Date: _____

Applicant: Amy TEST
UB Person Number: 38167292

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Sample Affirmation/Signature Page
Student Must Physically Sign & Date this page

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Document Upload Link

Document Upload for Residency Application

Download, print, scan and upload your Residency Application documentation to th secure Document Upload Center.

- Instructions
- Before You Upload
- Upload Link to Box for Residency Application Documents

Instructions

Download, Print, Upload:

- Student Accounts will receive a digital copy of your entire application.

- Download, print, and upload your New York Residency Application signature page(s) to our Box folder using the link provided.

- Complete all necessary fields in the upload widget. Include **handwritten signatures and dates where requested.**

- Your application packet must include all required documentation in your emailed application. Pay attention to other instructions, such as application submission deadlines and notarization requirements.

- All information uploaded will be sent to our secure Document Upload Center and reviewed by a Student Accounts Residency staff member.
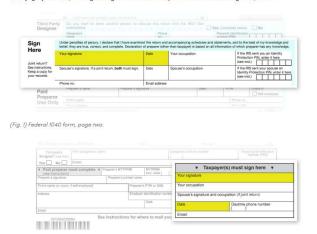
Don't Forget!

Include a copy of your driver's license.
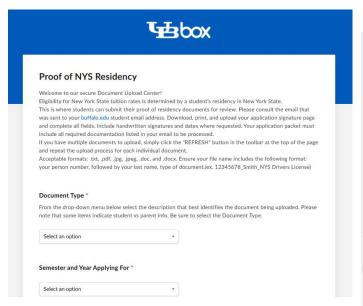
Upload Link to Box for Residency Application Documents
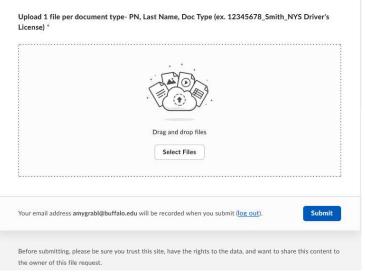
Upload to Box (UBITName and password required)

Student Must log on with UB credentials to upload documents to the secure UB Box link
Requires 2 Step Notification Security

Select the **Document Type** and **Semester** they are applying. They get a notification once the documents are submitted.
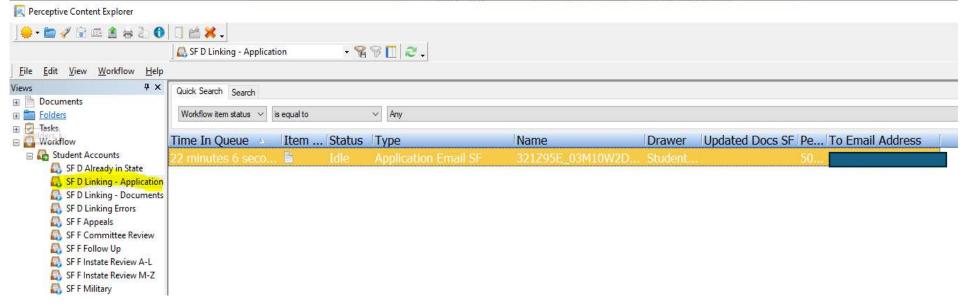
Processing Team:
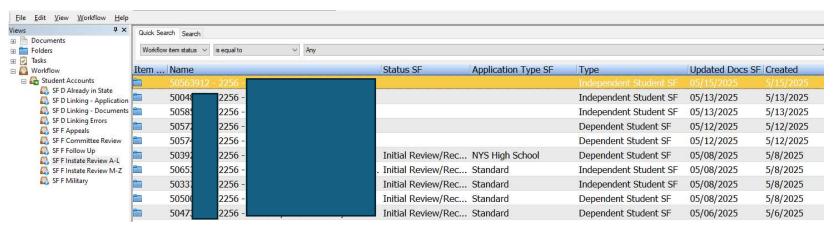Select workflow to connect to residency queues.

Secure Image Processing Software
Comes into a Linking Queue to be reviewed
Assigned Staff member process new incoming applications
A-L and M-Z

- Review applications and verify the information in the student center.
  Digitally Print Registration and Permanent Address Screens
  Route to Appropriate Queue
  Add Comments
  Send Initial Receipt Email to Student
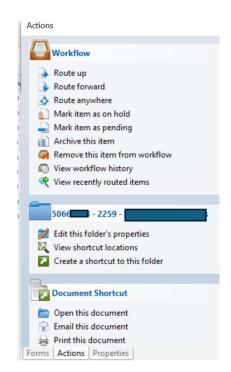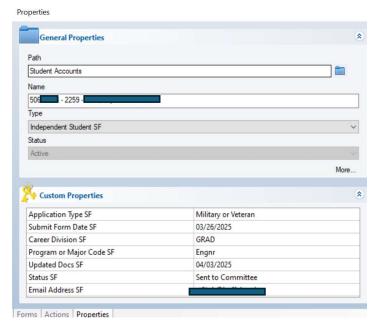 Input on internal spreadsheet for tracking

Folder Properties

General Folder Properties: Include the Application Type, Career, Current review status, etc.

Workflow: Controls where you want the application to go next. Committee, Follow-up, etc.
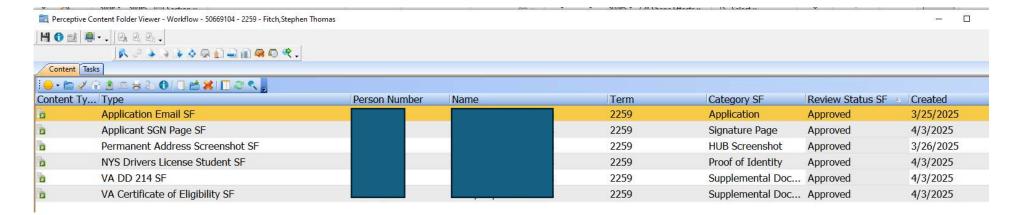
Folder Notes: This is the area for staff to know what work has already been done. Are they in follow-up, etc.
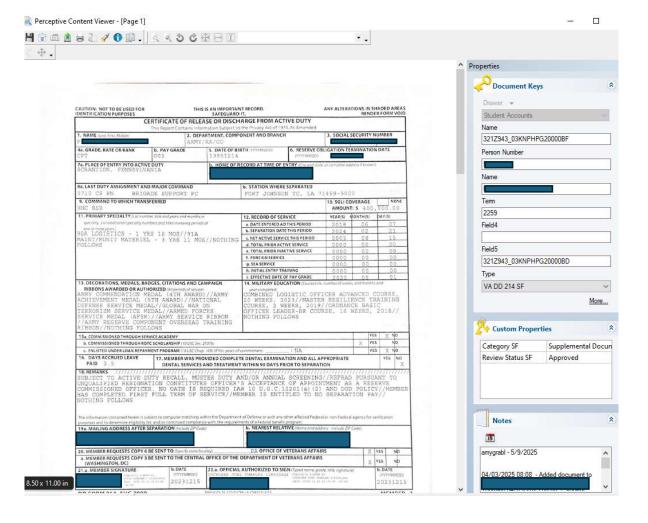
Folder View

Shows all the document type received for each student, term, date received into the system and current document review status.
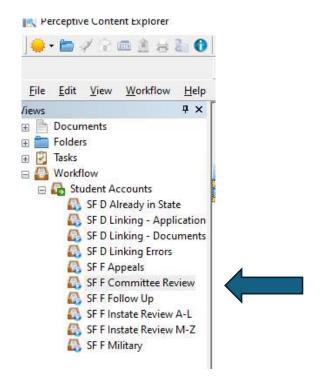
Document View

Click on the document and then fill in the appropriate information under Document Keys if changes need to be made.

You can approve or deny each document. This will display under the review Status Customer Properties.

Notes: This is where the review, digitally stamp or add comments.

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After Initial Review is completed. The folder is then routed to the Committee Review. If Approved the folder would then be routed forward to exit Workflow.

Final Steps:

Each applicant is emailed with a PDF version of their determination letter from a designated residency email address. NYS Residency Support <nys-residency-support@buffalo.edu>

This way if they have follow-up questions only residency staff are answering those inquiries.

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Improvements/Upgrades:
Coming this Fall

Digital Document Checklist
Auto-email Templates

Maintenance-System Upgrades
The university vendor may be changing so
we need to be flexible.

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Best Practices

Check the SUNY Residency Policy Often
for Updates
https://www.suny.edu/sunypp/docum
ents.cfm?doc_id=402
Ask Questions
Add Comments/Document

Questions?

Amy Grable-Zimmerman
Residency Coordinator, Business
Services Division of Finance and
Administration
University at Buffalo

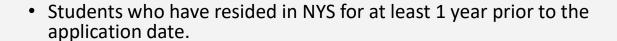amygrabl@buffalo.edu

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Eligibility For Resident Tuition Rates
At New York State Community Colleges

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Who is Eligible for the Resident Tuition Rate at a Community College?

- Students who have resided in NYS for at least 1 year prior to the application date.

- Students who live within the county of the community college they are attending who complete their college's affidavit of residency.

- Non-resident military and military-connected students as defined by SUNY (https://system.suny.edu/university-life/military-veterans/tuition/)

- Students who live outside of the county of the community college they are attending and submit a valid **Certificate of Residence**.

How do students obtain a Certificate of Residence?

- Students must apply to their county of residence for a Certificate of Residence.

- Students apply to the county in which they have resided for the previous 6 months; if the student has resided in more that 1 county during the prior 6 months, they must apply for a Certificate of Residence from each county.

- Students can apply for a Certificate of Residence up to 60 days prior to their registration date for a term and up to 30 days after the start date of the term.

- A Certificate of Residence is valid for one year from the date of issuance and valid for all terms that commence within the year.

SUNY Guidance January 2024

- Community Colleges must make multiple attempts to inform students of the Certificate of Residence (COR) requirement and process for obtaining a certificate.

- Communications should include the deadline to submit the COR, procedures to apply, and the additional amount of tuition the student will be charged if they do not submit a COR.

- Community Colleges can utilize the SUNY Call Center for assistance in reaching out to students by sending a list of students with outstanding CORs to the call center 14 days prior to due date.

- Community Colleges shall provide website resources including links to county websites, appeal information and campus contact for questions.

SUNY Guidance January 2024

- Changed Certificate of Residence due date window:
  - Was due 60 days prior to term start date and 30 days after start date of term
  - Now due 60 days prior to term registration date through 30 days after start date of term
- Counties no longer allowed to require student's social security number on application and applications no longer require notarization.
- Counties must offer one electronic method of application in addition to in-person and mail-in options.
- SUNY created universal application entitled "Application for Community College Resident Tuition Rate – Certificate of Residence" that all counties are required to accept (December 2024).

At Finger Lakes Community College

- All billing due date communications provide details regarding out-of-county charges, how to obtain a COR, and COR due dates.

- All students are reminded of their residency requirements in their To-Do List in MyFLCC:
  - In-county residents are provided a residency affirmation agreement assigned to the them in MyFLCC
  - Out of county residents are directed to the application and guidelines on the college's website which provides the link to each county

- Students receive e-mail notification and text messages specific to the COR requirement after bill due date and before COR due date.

- Utilize SUNY call center for additional outreach.

Billing Process to County Treasurer

- FLCC prepares bill for each county from which students are enrolled for the term within 45 days of start of term.

- Spring 2025 FLCC had at least 1 student from every county in NYS in attendance!

- Subsequent bills are submitted for late start classes.

- Bill includes student name, ID, FTE/Enrollment Status; some counties are now requesting registration date.

- Counties pay per credit hour at FTE rate set by SUNY for the academic year.

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Questions?

Joann Tinsley
joann.tinsley@flcc.edu
Director of Student Accounts
Finger Lakes Community College

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