



Student Financial Services, Dutchess Community College  
Orcutt Student Services Center, Room 202  
Email: [financialservices@sunydutchess.edu](mailto:financialservices@sunydutchess.edu) Fax: (845) 431-8603

## PROVING DUTCHESS COUNTY RESIDENCY AT DCC DC RESIDENCY FORM INSTRUCTION AND INFORMATION PAGES

### **Non-Resident Tuition**

All students are initially charged non-resident tuition. Students must meet certain eligibility and proof requirements to have that charge removed. Most students qualify for NY resident tuition rates if they maintained a permanent residence continuously in NY State for one year and in their county for six months immediately preceding the first day of the semester. All students who do not prove their residency will be charged as a non-resident. Proof of residency must be submitted periodically. Once you prove your residency, you *may not* receive another bill. Please submit payment by subtracting the non-resident tuition amount from your balance due.

If proving Dutchess County residency, please follow these instructions. If proving residency for a NY county other than Dutchess and for further information, please visit DCC's Residency Requirements page at <https://www.sunydutchess.edu/admissions/tuition/residencyrequirements.html>. An additional residency resource as well is the SUNY Guide to Resident Tuition Policy page, found at <https://www.suny.edu/smartrack/residency/>.

### **Application & Affirmation**

The DC Residency Form should be completed no sooner than 60 days before and no later than 30 days after the start of the semester for which the student is proving Dutchess County residency. Please legibly input that semester, your student identification number (A#), and your current Dutchess County residential address. Your residential address is your domicile. A *domicile* is a fixed permanent home to which an individual intends to return whenever absent, so the address listed must be your physical street address. Mailing and P.O. box addresses are not acceptable. Please keep in mind that a person may have multiple residences but only one domicile, which they retain until abandoned. Physical presence alone does not establish domicile or residency.

Please check all appropriate eligibility categories and list your specific, eligible visa type if you are a U.S. visa holder. Please see sections "Eligibility Categories" and "Proof Requirements" for more information. At the end of the application, please carefully read, sign, and date the affirmation statement.

### **Eligibility Categories**

Students who are eligible to prove residency include U.S. citizens, permanent residents (PRs), certain PR applicants, certain U.S. Visa holders, veterans and certain immediate family members, and certain out-of-status students which include, without being limited to, undocumented students and non-residents (persons whose domicile is not NYS). Eligible students must present all appropriate proof corresponding to their eligibility category in order to complete the proof of residency process and have the non-resident charges removed. All information must be legible and is subject to review.

When issuing important notifications about residency, Student Financial Services typically utilizes students' myDCC email accounts, so students should be checking their myDCC email regularly.

### **Additional Eligibility Notes:**

- Students do not meet residency requirements if domiciled in NYS primarily to attend college.
- Students aged 24 and older are considered financially independent of their parents or legal guardians.
- Students who are financially dependent on parents or legal guardians and cannot provide adequate proof in their own name may be able to rely on proof(s) in the name of their custodial parent or legal guardian if said parent or guardian is domiciled in NY. Dependent students of parents or guardians domiciled in a state other than New York are generally not eligible for the resident tuition rate. However, students of divorced or legally separated parents may acquire a NYS domicile if the custodial parent is a NYS resident or if the student resides with a non-custodial parent who is a NYS resident and the student intends to continue to reside with that parent throughout their attendance at SUNY.

**Proof Requirements**

To prove residency, please provide the appropriate, corresponding information for your eligibility category. The related proof sections listed provide information and further explanation about some of the proof requirements.

<b><u>ELIGIBILITY CATEGORY</u></b>	<b><u>RELATED SECTIONS</u></b>	<b><u>REQUIREMENTS</u></b>
<b>U.S. Citizens</b>	<b>A</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof
<b>Permanent Residents (PRs)</b>	<b>A , B1</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof <input type="checkbox"/> Proof of PR status
<b>Permanent Resident (PR) Applicants</b>	<b>A , B2</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof <input type="checkbox"/> Proof of pending PR status
<b>Visa Holders</b>	<b>A , C</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof <input type="checkbox"/> Copy of current, eligible visa <input type="checkbox"/> Most recent I-94 Arrival/Departure record with either the notation Duration of Status (D/S) or an expiration date not yet reached
<b>Refugees or Asylees</b>	<b>A , D</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof <input type="checkbox"/> Proof of Refugee or Asylee Status
<b>Temporary Protected Status (TPS)</b>	<b>A, E</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Domicile Proof <input type="checkbox"/> Proof of current Temporary Protected Status
<b>Undocumented &amp; DACA Students</b>	<b>F , G</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Final High School Transcript or High School Equivalency (HSE) <input type="checkbox"/> Notarized Form “Student Affidavit of Intent to Legalize Immigration Status”
<b>Other, including Non-Residents</b>	<b>F</b>	<input type="checkbox"/> DC Residency Form <input type="checkbox"/> Final High School Transcript or High School Equivalency (HSE)
<b>Veterans</b>	<b>H</b>	Veterans & eligible family members must register their status as a veteran or family directly with our Veterans Resources Coordinator (VRC)

**(A) Domicile Proof:** In total, documents submitted for domicile proof must support your continuous, NYS residency for the one (1) year immediately preceding the start of the term and your continuous, Dutchess County residency for the six (6) months immediately preceding the start of the term. Proof can be concurrent (support both Dutchess County and NYS time requirements at the same time). A combination of documents can be used to meet the time requirements and is necessary when submitting partial proofs from List A2. (“Year” is defined as a calendar year unless otherwise noted as an academic year.)

**(1) Acceptable Document Types for Domicile Proof \*NOTE: Residential Addresses Only; No P.O. Boxes\***

- Student's valid NYS Driver's license, permit, or Non-Driver Identification with issuance or renewal date at least one year older than the start of the term
- Automobile registration or automobile insurance identification card in student's name for the year immediately preceding the start of the term
- Award Certificate from NYS HESC (e.g. TAP, APTS) in student's name for the preceding academic year
- Student's High School transcript for the preceding academic year.
- Copy of student's Federal or NYS Income Tax return for the preceding year. If a student resides with parent(s), a copy of the parent's tax return for the preceding year listing the student as a dependent.
- NYS Voter Registration with effective date at least one year before the start of the term
- House Deed or Title detailing sale date at least one year before the start of the term
- Proof applicant has received public assistance from NYS or from a city, county, or municipal agency in NYS for the year immediately preceding the start of the term

(2) **Acceptable Document Types for Partial Domicile Proof** – If submitting documents from this list, student must also present a different document type from this list or a proof from List A1 to support it.

- Residential lease(s) covering the year prior to the start of the term
- Bank statements dated both one year and six months prior to the start of the term
- Property or school tax bill

**(B) Permanent Resident (PR) Status or Pending PR Status Proof**

- (1) **Permanent Residents:** Please provide proof of your permanent resident status, such as your permanent resident card (commonly known as a “green card”), front and back.
- (2) **Permanent Resident Applicants:** Please provide proof of your pending permanent resident status. Proof types include a USCIS receipt or receipt notice for Form I-485 (e.g. I-797C) and/or an Employment Authorization card with code (c)(9) or (c)(24).

**(C) Government-Issued Visa with Most Recent I-94 Record**

Please provide a copy of your current, eligible Visa from the partial listing below as well as your most recent I-94 Arrival/Departure record with either the notation Duration of Status (D/S) or an expiration date not yet reached. One way to obtain a copy of your record is through the U.S. Customs & Border Protection (CBP) website. Go to <https://i94.cbp.dhs.gov/I94/#/home> and click on “Get Most Recent I-94.”

Common Eligible Visas	
Type	Comments
A	A
E	E except E3
G	G
H	H1B, H1C, or H4 (Family of H1B or H1C)
I	I
K-L	K or L
N-O	N, O1, or O3
R-V	R, S, T, U, or V

Common Ineligible Visas	
Type	Comments
B-D	B, C, or D
E	E3
F	F
H	H2, H3, H4 (Family of H2 or H3)
J	J
M	M
O-Q	O2, P, or Q
TN	TN

Please refer to the list “Residency Eligibility of U.S. Visa Categories with Regards to NYS Resident Tuition” for general descriptions of the visa types referenced here.

**(D) Refugee or Asylee Status**

Please provide proof of refugee or asylee status. Proof options include:

- (1) Decision from USCIS or Immigration Judge granting Asylum or Withholding of Deportation or Removal
- (2) Refugee Travel Document
- (3) I-94 Arrival/Departure record with Employment Authorization Stamp and the notation “Asylum granted” or “Refugee granted”
- (4) Employment Authorization Document (EAD or work permit) (I-766) with the following codes: (A)(3) for Refugee, (A)(5) for Asylee, and (A)(10) for Withholding of Deportation or Removal.

**(E) Temporary Protected Status (TPS)**

Please provide proof of current temporary protected status. A student’s TPS supersedes any underlying non-immigrant visa status that student may have. If the student loses TPS, he or she will revert to the underlying non-immigrant visa status unless it changed. Proof options include:

- (1) A USCIS Receipt of Application for TPS (Form I-821)
- (2) A USCIS letter granting TPS
- (3) Employment Authorization Document (I-766) with the codes (a)(12) or (c)(19)

**(F) Final High School Transcript or High School Equivalency (HSE) Certificate for Out-of-Status Students**

Students who do not qualify under the eligibility categories previously listed may possibly qualify for residency otherwise as an out-of-status student if they meet certain conditions. Typically, eligible undocumented (including DACA) and non-resident students are incorporated into this category.

Any out-of-status student seeking to be eligible for the in-state tuition rate must submit either their final high school transcript or HSE Certificate, such as their General Equivalency Diploma (GED). The final high school transcript must detail the student’s minimum two-year attendance at a NYS high school as well as their graduation from a NYS high school. Either the transcript graduation date or HSE certificate date must be effective within five years of the student applying to a SUNY institution. If they did not apply to a SUNY institution within five years of graduating high school or earning their certificate, then they may not be eligible for in-state tuition rates.

**(G) Notarized Form “Student Affidavit of Intent to Legalize Immigration Status”**

An undocumented student who qualifies as out-of-status student for resident tuition purposes (See Section (F)) must present the notarized form “Student Affidavit of Intent to Legalize Immigration Status.” Copies are available through our office. Students have the option to complete and sign the form in front of one of the notaries in our office or in front of a notary of their own choosing. Before signing, a student needs to present a current form of government-issued ID (e.g. passport or license) to the notary, so he or she can verify the student’s identity as the correct person signing the form.

**(H) Veterans**

In order for veterans to have the non-resident charges removed from their account, they must contact our Veterans Resources Coordinator (VRC), who will verify and register their status on their account. Please refer to the contact information listed below.

Stewart Dawes, Veterans Resources Coordinator

Dutchess Community College

Hudson Hall, Room 212

53 Pendell Road, Poughkeepsie, NY 12601

Phone: (845) 431-8339 / Fax: (877) 991-1778

Veterans Services Webpage:

[https://www.sunydutchess.edu/admissions/become\\_a\\_student/veteransservices.html](https://www.sunydutchess.edu/admissions/become_a_student/veteransservices.html)