

NYS Residency Required Documentation

Proof of a New York State permanent domicile is demonstrated by documents that support an applicant's contention that their permanent home is located in New York State, for purposes other than education.

Three documents from the following list are required to provide proof of NYS Residency:

- 1. Proof of ownership of New York State real property;**
 1. to house, must be in student's name
 2. Deed If Deed is in spouse's name, must also submit a marriage certificate
- 2. Residential lease for property in New York State**
 1. Must be signed and dated by landlord and tenant (student)
 2. The student must be listed as one of the tenants. If in the spouse's name, must also submit a marriage certificate.
 3. The NYS property address must listed on the lease
 4. Must include term or effective dates, or state "month to month" rent
 5. If expires prior to start term's first day of classes, must also provide the renewal lease to demonstrate intent to stay in NYS
 6. UB leased apartments on university property are considered permanent housing (e.g. Creekside Village, Hadley Village, South Lake Village, Flint Village and Flickinger Court).
 7. Campus Dorms are not considered permanent housing.
 8. Hotels and motels are not considered fixed, permanent housing
- 3. New York State driver's license or New York State non-driver identification card**
 1. Must list their New York state address
 2. Issue Date must be 12 months prior to admit term start date
 3. Must be valid, not expired
 4. Cannot accept paper interim copy
- 4. Utility and/or Service statements:**
 1. Statement must have student's name and NYS address
 2. Statement must have dates that are 12 months prior to admit term start date
 3. Cannot be screen prints of online apps (must be regular printed statement)
 4. For service statement, cannot be any UB related service statements, such as campus housing or student loans
 5. Service statement examples are NYS bank account, credit card, auto loan, insurance policy (homeowners/renters/auto), cell phone
- 5. New York State motor vehicle registration**
 1. Must be in student's name and NYS address
 2. Must show issue date or effective date that is 12 months prior to admit term start date
 3. Must be valid, not expired
- 6. New York State income tax returns;**
 1. NYS IT 201 State Tax return for residents
 1. Should be most recent completed tax year, and not an older year
 2. Must be signed and dated by student, even if a preparer has signed it.
 3. Must be dated 12 months prior to admit term start date.

2. NYS IT 203 Nonresident or part-year resident tax return form
 1. Should be most recent completed tax year, and not an older year
 2. Page 1 G., use date moved to NYS to determine if 12 months prior to admit term start date
 3. Page 1 H., if checked, they are a nonresident

Note: All students will be billed out of state tuition until NYS Residency Documents have been provided to the Office of Graduate Admissions for review.

Due dates for documentation submission to the Office of Graduate Admission are as follows;

- Winter Term - December 1
- Spring Term - January 2
- Summer Term - June 1
- Fall Term - September 1

Documents can be uploaded through your [Applicant Portal](#) or by emailing them to our office at gse-admissions@buffalo.edu.

Military/Veterans/Dependents of Veterans

You will need to work directly with the Office of Student Accounts by completing the [Residency Application for New York State Tuition Purposes—Military](#) form. More information regarding the policy and eligibility requirements can be found here: [Veterans and Dependents of Veterans](#) or [Active Duty Service Members](#).