

Application for Certificate of Residence

PLEASE TYPE OR PRINT ALL INFORMATION LEGIBLY

NAME		
	LAST	FIRST
SOCIAL SECURITY NO.		DATE _____

**AFFIDAVIT (OR AFFIRMATION) AND APPLICATION FOR CERTIFICATE OF RESIDENCE
PURSUANT TO SECTION 6305 OF THE EDUCATION LAW, IN CONNECTION WITH
ATTENDANCE AT A COMMUNITY COLLEGE**



_____ does hereby affirm that the applicant resides at _____
_____ in the (city, village, town) of _____
county of _____, State of New York; that the application is, and has for a period of at least one
year immediately prior to the date of this affidavit (or affirmation) and application been a resident of the State of New
York, that the applicant now is, and has been, for any part of the last six (6) months immediately prior to the date of
this affidavit (or affirmation) and application been a resident of the county of _____; and that the
applicant has lived at the following places during the year immediately prior to the date of this affidavit (or
affirmation) and application:

ADDRESSES	DATES

Applicant further states that the applicant plans to enroll in _____ Community College
and that this affidavit (or affirmation) and application is made for the purpose of securing from the Chief Fiscal Office
of the County of _____ a certificate that application has met the residence require-
ments of Articles 119 and 126 of the Education Law.

Signature of Applicant

Sworn to (or affirmed) before me this
_____ day of _____, 20 _____

Notary Public or Commissioner of Deeds

This space of use of Chief Fiscal Office of County
Certificate issued () Certificate not issued ()
Date _____ By _____

Education Law, Section 6305, provides: "The Chief Fiscal Officer of each county, as defined in section 2.00 of the
local finance law, shall upon application and submission to them of satisfactory evidence, issue to any person
desiring to enroll in a community college as a non-resident student a certificate of residence showing that said
person is a resident of said county...such person shall, upon their registration for each college year file with the
college such a certificate of residence issued not earlier than two months prior thereto, and such certificate of
residence shall be valid for a period of one year from the date of issuance."

A CURRENT CERTIFICATE OF RESIDENCE ISSUED BY YOUR HOME COUNTY MUST BE PRESENTED TO THE COLLEGE ALONG WITH YOUR TUITION PAYMENT. THIS WILL ELIMINATE THE NON-RESIDENT TUITION CHARGE. FAILURE TO COMPLY WILL RESULT IN YOUR BEING CHARGED NON-RESIDENT RATE, WHICH IS NOT REFUNDABLE.

QUALIFICATIONS:

1. Resident of New York State for at least one (1) year prior to date of application.
2. Resident of County for at least six (6) months prior to date of application. The current procedure to procure a Certificate of Residence from the Comptroller's Office of Purchasing Unit, are as follows: Students living within the five (5) boroughs must submit a notarized affidavit to the Comptroller's Office.

TO APPLY:

1. Complete the AFFIDAVIT (on reverse side) and have it NOTARIZED (Comptroller's Office DOES NOT notarize.).

Two (2) items of proof of residence must accompany the affidavit. They must be sufficient to comply with Education Law, Section 6301, Paragraph 4, which defines: "Resident" as a person who has resided in the state for a period of at least one year, and in the county, city, town intermediate school district or school district as the case may be, for a period of at least six (6) months, both immediately preceding Section 6305 of this chapter.

2. Present the NOTARIZED AFFIDAVIT, plus two items of proof of residency IN PERSON to

NEW YORK CITY RESIDENTS

Office of the Comptroller
1 Centre Street
Municipal Building, Room 703
New York, NY 10007 212-669-2784

For Putnam County 845-225-3641 EXT. 321
Department of Finance
Putnam County Office
40 Gleneida Avenue
Carmel, NY 10512

For Orange County 845-291-2485
Orange County Department of Finance
265 Main Street
Goshen, NY 10924-1698

For Rockland County 845-638-5129
Finance Department
Rockland County
18 New Hempstead Road
New City, 10956

For Dutchess County 845-486-2032
Commissioner of Finance
Dutchess County
County Office Building
22 Market Street
Poughkeepsie, NY 12601

Forms of acceptance proof are the following: (TWO (2) ITEMS ARE REQUIRED).

(One dated more than 6 months, one dated less than 6 months)

- a. Lease, deed or if not available, a letter from the landlord on that landlord's letterhead indicating dates of tenancy and rent paid.
- b. Any envelope mailed to you, dated less than 6 months, proving that you still reside at this address.
- c. A copy of prior year's New York State/City tax returns.
- d. Homeowner's or Renter's Insurance Policy.
- e. Automobile Registration Card within one (1) year.
- f. Voter Registration Card within one (1) year.
- g. Selective Service Card within one (1) year.
- h. Telephone or utility bill (not in care of third party or post office box).
- i. If residing with a parent, any of the above proofs showing parent/student residence, along with a notarized letter signed by a parent stating that student is now and has been, for a period of one (1) year, living with that parent.

