

**Affidavit (or Affirmation) and Application for Certificate of Residence  
Pursuant to Section 6305 and 6301 of the Education Law in connection with  
Attendance at a Community College**

<b>NAME</b> _____	_____
<b>LAST</b>	<b>FIRST</b>
<b>SOCIAL SECURITY NO.</b> _____	<b>DATE</b> _____

\_\_\_\_\_ does hereby affirm that the applicant RESIDES AT: \_\_\_\_\_

\_\_\_\_\_ in the City or Town of \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Street City, Village, Town

COUNTY OF \_\_\_\_\_, State of New York; that the applicant is, and has for a period of at least one year immediately prior to the date of this affidavit (or affirmation) and applicant has 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) been a legal 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:

Address	Dates

Applicant further states that the applicant plans to enroll in **WESTCHESTER COMMUNITY COLLEGE** and that this Affidavit (or Affirmation) and application is made for the purpose of securing from the Chief Fiscal Officer of the County of \_\_\_\_\_ a certificate that the applicant has met the residence requirements of Articles 119 and 126 of the Education Law.

\_\_\_\_\_  
Signature of Applicant Date

Sworn to (or affirmed) before me this  
\_\_\_\_\_ Day \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public or Commissioner of Deeds

<b>THIS SPACE FOR USE BY CHIEF FISCAL OFFICER OF THE COUNTY</b>	
Certificate Issued ( <input type="checkbox"/> ) Certificate Not Issued ( <input type="checkbox"/> )	
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 registration for each college year, file with the college such a certificate of residence **ISSUE NOT EARLIER THAN TWO MONTHS PRIOR THERETO**, and such certificate of residence shall be valid for one year from date of issuance.

Education Law, Section 6301, paragraph 4, defines: Resident – 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 months, both immediately preceding the date of such person’s registration in a community college, or for the purpose of Section Sixty-Three Hundred Five of this chapter, his application for a certificate of residence.

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 THE 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 1329**  
**New York, NY 10007 (212) 669-2784**

**For Putnam County (845) 808-1080**

Department of Finance  
Putnam County Office Bldg.  
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) 638-5133**

Finance Department  
Rockland County  
18 New Hempstead Road  
New City, NY 10956

**For Dutchess County (845) 486-2032**

Commissioner of Finance  
Dutchess County  
County Office Building  
22 Market Street  
Poughkeepsie, NY 12601

**Forms of accepted 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 P.O. Box)

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