

CERTIFICATE OF RESIDENCY INSTRUCTIONS

ULSTER COUNTY TREASURER'S OFFICE
LEWIS C. KIRSCHNER
County Treasurer PAUL J.HEWITT 340-3458
JUNE E BOYLE 340-3459
Deputy Treasurers

1. Print and Complete the Certificate of Residency Application
2. Submit Proof: 1 Year New York State
3. Submit Proof: 6 Months Ulster County
(If requesting by mail, send copy of the above)

EXAMPLES:

DRIVER'S LICENSE OR PERMIT
W-2 FORM; RENTAL RECEIPTS
BOARD OF ELECTION REGISTRATION
CANCELLED MAIL
BILL RECEIPTS
LETTER FROM LANDLORD
LETTER FROM TOWN CLERK
PROOF OF PARENT'S REAL ESTATE.

**ALL LETTERS MUST BE NOTARIZED
IF NOT A UNITED STATES CITIZEN YOU MUST SUBMIT A GREEN CARD**

PLEASE NOTE:

**CERTIFICATE OF RESIDENCY IS FOR THE PURPOSE OF
ATTENDING COMMUNITY COLLEGES AND WILL NOT BE ISSUED
FROM THIS OFFICE UNLESS SUFFICIENT VERIFICATION OF
ULSTER COUNTY RESIDENCY CAN BE IDENTIFIED. PO BOX ADDRESSES
DO NOT CONSTITUTE A LEGAL ADDRESS OF RESIDENCY. PLEASE SEE
GUIDELINES ABOVE FOR APPROPRIATE VERIFICATION.**

**ULSTER COUNTY
CERTIFICATE OF RESIDENCE
INFORMATION SHEET**

All Applicants **must** provide acceptable forms of proof of residence. It is the **student's** responsibility to insure that a valid certificate of residence is on file at your college at the start of each semester.

Requirements:

You must be...

- a **New York State resident** for at least **one full year** prior to application.
- an **Ulster County resident** for at least **six (6) months** prior to application.
- a U.S. citizen **or** carry a resident alien card ("green card").

Acceptable Identification Documents:

- Valid NYS Driver's license – Driver's Permit – or NYS Non-Driver Identification
- Voter registration card (copy of both sides)
- Ulster County property tax bill – You must reside at the property.
- Pay Stubs/Statements – W-2 Forms – NYS or Federal Income Tax Form
- Car Registration – Auto Insurance Statements
- Utility Bill – Telephone Bill – Bank – Credit Card Statements
- Past year and/or Current School Tuition/Registration forms
- Letter from your town clerk

All documents must be in the applicant's name and clearly show an Ulster County address.

**Proof must show Residential Street Addresses. Post Office Box Mailing
Addresses Are Not Acceptable.**

You must complete the application **in its entirety**, sign it **in the presence of a notary public** and bring **or** mail it with a **self addressed stamped envelope** to:

In Person: Ulster County Treasurer
244 Fair St. 4th Floor
Kingston, NY 12401

OR

By Mail: Ulster County Treasurer
P.O. Box 1800
Kingston, NY 12402

Office Hours: 9:00am – 5:00

NON-CITIZEN NATIONALS – RESIDENT ALIENS AND OTHER ELIGIBLE NON-CITIZENS must submit copies of their individual U.S. Immigration and Naturalization Services documents. The **Summary Chart** of acceptable documentation is listed below. These are **in addition** to the required proof of residence documentation.

SUMMARY CHART_OF ACCEPTABLE
U.S. IMMIGRATION & NATURALIZATION SERVICES
DOCUMENTATION

**THE FEDERAL IMMIGRATION AND NATIONALITY ACT STATES THAT
EFFECTIVE JULY 1, 1998,**

Aliens not lawfully present in the U.S. are not eligible on the basis of residence within a state for any post-secondary educational benefit unless citizens or nationals of the U.S. are eligible for the same benefit without regard to residency. An undocumented alien cannot be charged a lower rate of tuition than an out of state student who is a citizen of the U.S.

NON-CITIZEN NATIONAL:

U.S. Passport – must be stamped, “Non-citizen National.”

PERMANENT RESIDENT:

“Alien Registration Receipt Card” Form I-151, I-551, or I551C – The I-551 and the I-551C must have currently valid expiration dates.

Passport – must be stamped “Processed for I-551” with expiration date.

I-94 Arrival-Departure Record – must be stamped “Processed for I-551” with expiration date, or “Temporary Form I-551,” with appropriate information filled in.

OTHER ELIGIBLE NON-CITIZEN:

“Temporary Resident Card” Form I-688 – must be stamped as a Refugee, Asylum Status, Conditional Entrant (Before April 1, 1980), Parolee, Cuban-Haitian Entrant.

Court Order or INS Letter Confirming a Suspension of Deportation – Either a copy of the order from the Immigration Judge, or a letter from the district INS office, with appropriate information.

NON-CITIZEN NATIONALS - ALIEN RESIDENTS
AND OTHER ELIGIBLE NON-CITIZENS

I. Resident Aliens

Complete the following questions if you have resided in New York for at least one year.
Then fill out the Application for Certificate of Residence in full.

1. Name _____
2. Are you a permanent resident of the U.S.?
_____ Yes _____ No
3. Number on Resident Alien Card _____
4. Date of Issue of Resident Alien Card _____

II. Non-Immigrant VISA Holders

Complete the following questions:

1. Name _____
2. Country of Citizenship _____
3. VISA type _____

Student Signature _____

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state for any post-secondary educational benefit unless citizens or nationals of the U.S. are
eligible for the same benefit without regard to residency. An undocumented alien cannot
be charged a lower rate of tuition than an out of state student who is a citizen of the U.S.**

SEE THE SUMMARY CHART OF ACCEPTABLE
U.S. IMMIGRATION & NATURALIZATION SERVICES DOCUMENTATION
ATTACH A COPY OF YOUR INS PAPERS WITH THE
APPLICATION FOR RESIDENCE CERTIFICATE