

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

PRINT ALL INFORMATION
PROOF OF ADDRESS MUST BE SUBMITTED WITH APPLICATION

STATE OF NEW YORK
COUNTY OF WESTCHESTER

Citizen of USA Yes ___ No ___ **If No Attach Copy of Residency Card Social Security # _____

I, _____ hereby swear that I reside at _____
NAME **STREET ADDRESS**

in the City, Village, Town of _____ County of Westchester, State of New York;
NAME OF TOWN / ZIP CODE

IF LESS THAN ONE YEAR AT THE ABOVE ADDRESS COMPLETE THE FOLLOWING

Address	From	To
_____	_____	_____
_____	_____	_____

that I now am, and have been for a period of **at least one year immediately prior to the date of this** affidavit and application been, a resident of the State of New York; that I now am, and have been for a **period of at least six months** immediately prior to the date of this affidavit and application been, a resident of the County of Westchester; and that I have lived at the above address(s) during the year immediately prior to the date of this affidavit and application.

I plan to enroll in _____ for the **SEMESTER BEGINNING** _____
COLLEGE NAME **DATE**

and that this affidavit and application is made for the purpose of securing from the Chief Fiscal Officer of County of Westchester a certificate that the applicant has met the residency requirements of Article 126 of the Education Law.

Signature of Applicant

Date

Sworn to before me this
_____ day of _____ 19____

Notary Public

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*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 her/him 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 his registration for each college year, file with the college a certificate 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. Education Law, Section 6301, Paragraph 4, defines: Resident - 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 registration in a community college.

This Space For Use Of The Chief Fiscal Officer of County

Certificate Issued _____ By _____
Date Signature

*******IMPORTANT – MUST READ*******

WESTCHESTER COUNTY

INSTRUCTIONS/GUIDELINES – CERTIFICATE OF RESIDENCE

If you are a Westchester County resident and are attending a **2 YR SUNY Community College in New York State located outside of Westchester County, New York State Education Law (Section 6301 & 6305) requires you to submit to the college you are attending a certificate of residence. Each college notifies the student that a certificate of residence is required. If you fail to do so you will be charged out of state/out of county tuition, which in most cases is double tuition. It is the student's responsibility to ensure that the application for the certificate of residence is on file with Westchester County on or before the deadline.**

A certificate of residence shall be valid for a period of (1) year, beginning with the starting date of semester as long as you attend the full year. If you apply for Fall, Spring or Summer as your starting semester, you need not apply until the following Fall, Spring or Summer of the next year. If you apply for your starting semester and do not attend a semester within that time period, you must then reapply for your upcoming semester. Students must include a copy of their schedule indicating the actual starting dates of their courses and attach it to the application with all required documents. Certificates last one year from date of issuance.

Certificates of Residence are school specific. If you attend more than one community college, you must obtain a Certificate of Residence for every school you attend. For example: you attend one college for Fall semester and a different college for Spring semester, you must obtain a new Certificate of Residence for the new school and semester. Also, if you attend classes over the Internet, at more than one college, you must obtain a certificate for each school you attend.

Requirements for obtaining a certificate of residence is the application must be issued no earlier than (60) days prior to the first day of classes and no more than 30 days after. This gives the student a 90 day window in which to obtain a certificate of residence. **It is the student's responsibility to meet this timeframe. THERE ARE NO EXCEPTIONS.** Each student must show proof of being a resident of New York State for the entire prior year and of Westchester County within the prior six months. If you have moved out of, or into Westchester County within the past 6 months, you must make that clear on your affidavit/application and show the necessary documentation as proof. Your certificate will then be pro-rated for the amount of time you have lived in Westchester County. You must also be a United States Citizen or be a Permanent Resident Alien for at least one (1) full year.

Each student **must** provide the following documents and they **must accompany the completed signed and notarized application.** Notaries can be found at banks, schools, realtors, and/or pharmacies.

- 1) Copy of your school schedule showing the date of your first course starting date of semester.
 - Complete the affidavit in its entirety before submitting. Include a copy of your social security card, current address and all addresses where you have resided over the past year if applicable.
 - All affidavits must be notarized. Most banks have notary public on duty. A notary may not be a relative or a person with the same last name as yours. WE DO NOT NOTARIZE HERE.
 - TWO FORMS OF I.D. MUST BE PRESENTED WITH YOUR NOTORIZED AFFIDAVIT:
 - >Proof of Residence – The Law requires that all applicants must provide proof they lived in New York State for the past twelve (12) months and in the County for the immediate past six(6) months. This proof can be shown with a copy of one of the following in the students name; bank statement, car registration, income tax return (parents listed as dependent), utility bill, cell phone bill, library card, tax bill, apartment lease etc.

To ensure your affidavit is received on time when close to the deadline, please send overnight mail. We go by the postmark date. For terms which last less than 30 days, the 30-day rule still applies.

>Valid Photo I.D. must also be provided along with your application, non-citizens MUST provide a copy of their Resident Alien Card and/or Visa and documentation from Immigration. All identification must have been issued with the last two years for it to be acceptable for this purpose. **DRIVERS LICENSES CAN BE USED AS EITHER PROOF OF RESIDENCE OR PHOTO I.D.**

- 2) Provide telephone # where you can be reached during the day.
- 3) Envelopes are not accepted as proof of address.

IF A STUDENT DOES NOT HAVE THE APPROPRIATE PROOF OF ADDRESS – the parent/guardian must fill out the parent/guardian form, the form must be notarized and attached to the student’s application and must include bills or documents addressed to the parent following the same requirements as the student. The parent/guardian who fills this form out must have the proof in same name. HOWEVER ALL STUDENTS MUST INCLUDE A COPY OF THEIR SOCIAL SECURITY CARD AND PHOTO I.D. with the parent form.

ALL APPLICATIONS MUST BE SIGNED AND NOTARIZED BEFORE MAILING TO THE FINANCE DEPARTMENT. IF INSTRUCTIONS FOR APPLICATION ARE NOT FOLLOWED PROPERLY AND PROPER DOCUMENTS ARE NOT INCLUDED – IT WILL BE RETURNED TO YOU. It will take 5-7 business days to process your application. You will receive your certificate of residence by return mail, which you must give to your school, so they do not charge you the additional tuition.

Bronx Community College students will not receive their certificates by mail it will be sent to the school directly.

APPLICATIONS ARE ACCEPTED BY MAIL ONLY
Westchester County Department of Finance
148 Martine Ave – Rm 726 CERT
White Plains, New York 10601

DO NOT COME IN PERSON TO THE OFFICE Please include a self-addressed, stamped envelope with your application to receive your certificate. If you have any questions regarding any of these instructions, you may call (914) 995-3896 and listen to the recording. You may also fax your questions to (914) 995-2219 attn: Barbara

IMPORTANT DEADLINES

NO EXCEPTIONS

FALL SEMESTER: SEPTEMBER 30TH
SPRING SEMESTER: FEBRUARY 28TH
SUMMER: JULY 30TH