# ULSTER COUNTY

## CERTIFICATE OF RESIDENCE
## INFORMATION SHEET

Residents of Ulster County who attend New York State community colleges on a full or part time basis (on-campus or on-line) outside of Ulster County may apply for a Certificate of Residence to obtain resident tuition rates. Please be sure to read and follow the instructions provided below and contact the Ulster County Department of Finance, if you have further questions.

**To obtain a Certificate of Residence a student must:**

- Qualify as a resident of New York State and Ulster County
- Provide proof that he/she is a resident of New York State and Ulster County
- Complete and submit an Application and Affidavit for Certificate of Residence to the Ulster County Department of Finance with copies of proof of residence. This must include a document dated within the last month of application along with a document dated six months prior to application with an Ulster County address (P.O. Boxes are not acceptable)

**To qualify as a resident of New York State and Ulster County a student must be:**

- A United States citizen, naturalized citizen, permanent resident alien or other eligible non-immigrant
- A New York State resident for one full year prior to the date of your application
- An Ulster County resident for at least six (6) months immediately prior to the date of your application. For periods of residence less than 6 months you may receive a partial Certificate of Residence from Ulster County and apply for a partial Certificate of Residence from another county or counties

OR

- A full time, active duty member of the US Armed Forces stationed in New York State or a spouse or dependent of one. Military personnel must submit copies of their PCS orders with ID card and DD214 and proof of Ulster County residency
- A dependent of a parent or legal guardian who is a full time active member of the US Armed Forces stationed out-of-state provided the parent or legal guardian submits proof of New York State residency and county residency referred to as a “Home of Record”

**Please note, students do not meet the qualifications if**:

- They are financially dependent and their custodial parent(s) live in a state other than New York
- They are a temporary resident of Ulster County and are residing in Ulster County to primarily attend college. Students should obtain a certificate of residence from their home county

**Students who believe they meet the qualifications as specified above, must provide satisfactory evidence of these qualifications to the Ulster County Department of Finance. Certificates of Residence will not be issued if an application is not complete and does not include satisfactory proof of residence.**

## Proof of Residence for Citizens of the United States

Different forms of evidence can be combined to identify the student, their residential street address (post office boxes are not acceptable), and the length of time they resided in New York State and Ulster County. **One of the forms of evidence must always be a picture ID.** However, other forms of proof may be accepted as long as they provide evidence that you qualify as a resident. Illegible forms of evidence will not be accepted. The following are examples of acceptable proof of residence that may be combined to meet the residency qualifications:

- Valid NYS Driver's License
- Learner's Permit or NYS Non-Driver Identification Card
- Federal or State Tax Returns
- For students just graduating from high school – a copy of your high school transcript that has your name, and residential address – or your junior year and senior year high school report cards that were mailed to your parents
- Ulster County Property or School Tax Bill paid for previous year and current year. Must provide additional evidence to confirm you reside at the property
- Auto registration, auto insurance policy for one year previous and current coverage
- Utility Bill or Telephone Bill
- Past year and current school year tuition/registration forms

## Proof of Residence for Non-Citizens

- Students claiming to be immigrant aliens must present proof of their status providing a valid Alien Registration Receipt Card (green card). Once a student's immigrant status has been verified, this student must then demonstrate Ulster County and New York State residency by presenting the appropriate evidence described above. This must include a document dated within the last month of application along with a document dated six months prior to application with an Ulster County address (PO Boxes are not acceptable). Non-immigrants are grouped in categories depending on the type of visa presented at the port of entry. Non-immigrants admitted to the United States in categories that prohibit them from establishing a United States residence are not eligible for resident tuition. Pursuant to the Federal Immigration and Nationality Act, an undocumented alien cannot be charged a lower rate of tuition than an out of state student who is a citizen of the United States.

**Instructions for completing the Ulster County Application and Affidavit for Certificate of Residence:**

The items to be completed are numbered and correspond to the numbers on the form.

- ❑ (1) Full Legal Name
- ❑ (2) Date of Birth
- ❑ (3) Residential Address (A Post Office Box is not acceptable)
- ❑ (4) Phone Number
- ❑ (5) Mailing Address: Complete this line if your mailing address is different than your residential address.
- ❑ (6) Length of time you have lived at your residential address. Include the month and year you began living at that address to the date of your current application
- ❑ (7) Town in which property tax bill is paid. (This may be different from the town on your mailing or residing address.) We need the actual Town and not the Hamlet in which you live.
- ❑ (8) Previous Addresses – Include all of the addresses you have had in the past year and the dates you lived there
- ❑ (9) Citizenship – If you are a US Citizen check Yes, if not mark NO
- ❑ (10) If you are not a US Citizen, provide a copy of your Alien Registration Receipt Card and write the number of the card and the date on the application
- ❑ (11) Legal name, include middle initial (if applicable)
- ❑ (12) Current residential address
- ❑ (13) City/Village/Town. This is the name of the city, village or township where you vote and/or submit your Ulster County property or school taxes
- ❑ (14) The County you currently reside in
- ❑ (15) The number of months you have lived in Ulster County within the last six months immediately prior to the date of your application
- ❑ (16) Fill in the full name of the community college or the institute you plan to attend. If you plan on attending one or more during the semester you must provide an application for each college

- ❑ (17) Sign your name as printed in #9. **<u>If you are mailing your application or not applying in person you must sign the application in the presence of a Notary Public</u>**

- ❑ (18) Provide the semester(s) and academic year you plan to attend.

- ❑ (19) Mark yes or no in the check box, if you have accessed your G.I. Benefits to pay for your tuition or are eligible for GI Benefits.

## Instructions for Submitting the Application

- We accept legible and complete applications for certificates of residence by mail or in person 60 days prior to the start of the semester and continuing to 30 days after the start of classes. Applications received after the 30 days of the start of the current semester will not be accepted, and the out of state tuition charged by the Community College, will be the responsibility of the student.

- **Reminder you must submit all documents required to show your proof of residency along with the original application as described above. You must submit 3 documents: 1) Proof of NYS for over 1 year. 2) Proof from the 6th month prior to application, showing an Ulster County Physical Address. 3) Proof of the current month of application with an Ulster County Physical Address. For examples see list on page 2.**

**Mail to:**
**(Certificate usually issued within 2 weeks of receipt of completed application. Please include a stamped, self-addressed envelope, if you would like a copy of the Certificate sent to you. Otherwise it will only be sent to the college you are applying for.)**

Ulster County Department of Finance
PO Box 1800
Kingston, NY 12402-1800

**In Person:**
**(Certificate usually issued the same day.)**

Ulster County Department of Finance
244 Fair Street – 4th Floor
Kingston, NY 12401
9:00 AM – 5:00 PM

**Please Note: Remember to mail or bring copies of acceptable forms of proof of residence with the application. If you had multiple permanent addresses within New York State and Ulster County you must provide proof of each residence and the length of time you resided at each address.**

**CERTIFICATES OF RESIDENCE ARE VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE**