

INSTRUCTIONS/GUIDELINES – WESTCHESTER COUNTY 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 insure that the application for the certificate of residence is on file with Westchester County on or before the deadline.**

A certificate is valid for (1) school year, beginning with the Fall Semester. All certificates expire on August 31st, the end of a school year. You must obtain a new certificate every new school year. Certificates do not carry over from year to year.

If you receive a certificate of residence beginning with the Fall Semester, and you complete the Fall Semester, your certificate will be valid for Fall, Winter, Spring and Summer Semesters at the same school. If you receive a certificate for the Fall Semester and for some reason do not complete the Fall Semester, then you must obtain a new certificate for the next semester you do attend.

If you receive a certificate of residence for Winter or Spring Semester, that certificate will also be valid for Summer Sessions, and will expire on August 31st of that school year. Certificates issued for Summer Semesters are valid for **Summer Semester ONLY.**

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 start of semester of attendance 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. You must also provide a lease. – Your certificate will then be prorated 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** two documents showing proof of address with student's name & address. First document showing 1 year proof of address in New York State, 2nd document showing proof of address in Westchester County dated within the last two months prior to the start of the semester. Documents can be a letter, bill, bank statement (N.Y. Drivers License accepted **if issuance date meets the requirements**) (mailing envelopes are NOT acceptable as proof of address) P.O. Box is not acceptable as an address

- 2) Copy of signed Social Security Card
- 3) Copy of Photo ID i.e. drivers license, school I.D, passport
- 4) Provide telephone # where you can be reached during the day
- 5) If not a U.S. Citizen – copy of updated permanent resident alien card and/or Visa and immigration papers showing applied for alien card. You must have a social security card
- 6) Copy of written lease in student's name for preceding year.

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 student. 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 3-5 business days to process your application. You will receive your certificate of residence by return mail, that you must give your school, so they do not charge you the additional tuition non-resident rate.

APPLICATIONS ARE ACCEPTED BY MAIL ONLY:

Westchester County Department of Finance
148 Martine Avenue – RM726 /CERT
White Plains, New York 10601

Do not come in person to the office. You must 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 between 8:00 a.m. and 4:00 p.m.

IMPORTANT

*******APPLICATION DEADLINES - *****NO EXCEPTIONS*******
FALL SEMESTER-SEPTEMBER 30TH SPRING SEMESTER-FEBRUARY 28TH
SUMMER JULY 30TH

FAX (914) 995-2219

Revised: June 2007

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

Tele # _____

Citizen of USA YES ___ NO ___ **If NO attach copy of Residency Card Social Security# _____

I _____ hereby swear that I reside at _____
NAME 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 ear 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

Sworn to before me this
_____ day of _____

Date

Notary Public

*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 6 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 _____
Date

By _____
Signature

USE THIS FORM ONLY IF THE STUDENT HAS NO ACCEPTABLE PROOF OF RESIDENCE. A COPY OF THE PARENT OR GUARDIAN DRIVER'S LICENSE OR OTHER ACCEPTABLE DATED PROOF MUST BE ATTACHED

*****NOTE: THIS FORM MUST BE RETURNED WITH A STUDENT APPLICATION*****

State of New York
County of Westchester

I, _____ do hereby swear that my son/daughter.

Granddaughter/grandson/niece/nephew, _____
Applicant Name

Resides with me at _____
Street Address

In the city, village, town or _____
Name of Town / Zip Code

County of Westchester, State of New York; and that he/she is, and has 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 he/she now is, and has 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.

Signature of Parent or Guardian

Date

SWORN TO BEFORE ME THIS

_____ DAY OF _____, 20____

NOTARY PUBLIC