

INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF RESIDENCE FROM WESTCHESTER COUNTY

CERTIFICATES ARE ISSUED FOR ATTENDANCE AT **COMMUNITY COLLEGES** IN NEW YORK STATE LOCATED OUTSIDE OF WESTCHESTER COUNTY.

- 1) The student is to complete the application form, including the social security number. **PHOTO I.D. IS REQUIRED.**
- 2) ***Non-Citizens MUST Provide a Copy of their Resident Alien Card.***
- New York State requires all applicants furnish the County with proof of address showing that <u>you</u> <u>have lived in New York State for the past twelve (12) months and in Westchester County for the immediate past six (6) months.</u>

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.

ACCEPTABLE PROOF OF ADDRESS IS ONE OF THE FOLLOWING DOCUMENTS. ALL **DOCUMENTS** MUST BE DATED WITHIN THE ABOVE GUIDELINES

Valid New York State Drivers License/Non-Drivers License **OR**Utility Bill **OR**Signed Lease **OR**New York State Income Tax Return (Prior Year Only) **OR**W-2 Form from Employer (Prior Year Only)

For Students Who Do Not Have Proof In Their Name — The Parent or Guardian Notarized Statement Form should be completed and returned with your Application along with a copy of the parent or guardian's New York State Drivers License or other acceptable proof as listed above.

- 4) <u>Application must be notarized</u> before mailing to the Finance Department.
- 5) Mail application form and proof of address to:

Westchester County Department of Finance 148 Martine Avenue – Room 718/CERT White Plains, New York 10601

The Finance Department will issue the certificate within three (3) business days after receipt of completed application and acceptable proof.

A Certificate must be issued for each school year and is valid for the one (1) year. The certificate must be issued no earlier than sixty (60) days prior to the start of the semester of attendance

NOTE:

TO RECEIVE FULL CREDIT - APPLICATION DEADLINES ARE:

Fall Semester Sept. 30th Summer Semester July 30th

Spring Semester Feb 28th NO EXCEPTIONS

Telephone Information: (914) 995-3896 8 AM to 4 PM rev. 10/01

Westchester County Certificate of Residence Instructions

Certificates are issued for attendance at a two year CUNY/SUNY Community College in New York State located outside of Westchester County. Each college notifies that student that the certificate of residence is required. 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 must be issued for each school year and is valid for on year. A certificate must be issued no earlier than 60 days prior to start of semester attendance.

Each student must be a resident of New York State for one year and must show proof of living in Westchester County for the prior six months of the starting semester of school – P.O. Box is not an acceptable from of address.

Each student must provide the following documents and they must accompany the completed signed and notarized application.

- 1. Copy of Social Security Card
- 2. Copy of Photo ID
- 3. Copy of address student's name and address with a date of six month prior to semester on document or bill, N.Y. Driver License accepted if issuance date meets the requirements, Mailing envelopes are not acceptable
- 4. If not a U.S. Citizen copy of updated resident alien card

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 a bill or document addressed to the parent showing a date of six months prior to the starting semester. All students must include a copy of their social security card and photo ID 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.

Westchester County Department of Finance 148 Martine Avenue – 718/CERT White Plains, New York 10601

Application Deadlines

Fall Semester - September 30 Summer Semester - July 30 Spring Semester - February 28

Telephone: (914) 995-3896 Hours: 9:00am – 4:00pm

Affidavit and Application for Certificate of Residence

Pursuant to section 6305 of the Education Law, In connection with attendance at a Community College

County of Westchester			
Citizen of USA Yes No If no attach copy of resident card			
Social Security#:			
I,NAME	hereby swear th	hat I reside at	
NAME In the City, Village, Town York.		STREET AD County of Westchester, St	DRESS rate of New
If less than one year at above a Address	ddress complete From	e the following: To	
that I now am and for a period affidavit and application been, have been for a period of at lea and application been, a resider	a resident of the ast six months in at of the County	e State of New York; that I n mmediately prior to the date of Westchester; and that I ha	ow am, and of this affidaviture lived at the
above address(s) during the ye application.	, .		
I plan to enroll in	GE NAME	or the semester beginning	DATE
And that this affidavit and app Fiscal Officer of County of We residency requirements of Arti	lication is made estchester a certi	for the purpose of securing the ificate that the applicant has	from the Chief
		Sworn to before me this	
Applicant Signature		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 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 registration for each college year, file with the college such a certificate of residence ISSUED NOT EARLIER THAN TWO MONTHS PRIOR THERETO, and such a 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, immediate 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 persons registration in a community college, or for the purpose of Section 6305 of this chapter his application for a certificate of residence.